

# EMPORIA STATE UNIVERSITY™

## Agreement for Consultant Fillable PDF User Guide

Direct link:

[https://share.emporia.edu/onbase/AP\\_Agreement\\_for\\_Consultant.pdf](https://share.emporia.edu/onbase/AP_Agreement_for_Consultant.pdf)

Sample document and steps:

[https://share.emporia.edu/onbase/AP\\_Agreement\\_for\\_Consultant\\_Example.pdf](https://share.emporia.edu/onbase/AP_Agreement_for_Consultant_Example.pdf)

For best results, click the link above to open the form. If it doesn't open in Adobe Acrobat DC, save the form to your computer, close the browser and open the document in **Adobe Acrobat DC**.

Complete the form.

- If the consultant has been paid before by ESU, please enter the **EID number** for the Consultant (vendor).
- **Return Form** – please give a mailing address if a Social Security number will be returned. Fax number and email address are other options if you're not expecting a Social Security number.

Save the form and email to the consultant.

When the consultant returns the Agreement for Consultant

- If emailed, drag and drop the attachment to your PC.
- Scan a paper form to your PC.

In OnBase, New Form, select **Invoice Import Form** and treat as any other invoice except

- Check the **Stipend (Grants) or Consultant Agreement** checkbox at the top.
- Vendor Invoice Number will be **CONSULT-mmddyy** where mmddyy is the ending date of the contract.

Please use the link above (or same link from University Forms page) each time to pick up enhancements and fixes to this form. Don't use a prior form saved to your computer.

Please contact ESU Accounts Payable at 620-341-5132 with questions on this process.

Please contact the ESU Helpdesk at 620-341-5555 with Fillable Form issues.