

Grand Traverse Band of Ottawa and Chippewa Government

Self-Service Portal Instructions

These instructions are for Employees and Tribal members to activate and access the electronic portal for employment benefits, open enrollment, payroll and per-capita payments, wage tax information, etc.

Employees looking for reimbursements or travel advance information or Tribal Members looking for 1099 information, please see the vendor instructions.

Grand Traverse Band of Ottawa and Chippewa Government

Employee / Per-capita

Self-Service Portal Instructions

Grand Traverse Band of Ottawa and Chippewa Government

Employee / Per-Capita

Self-Service Portal Instructions

These instructions are for Employees and Tribal members to activate and access the electronic portal for benefits, open enrollment, payroll and per-capita payments, etc.

(See vendor self-service portal instructions for per-capita 1099 information).

Grand Traverse Band of Ottawa and Chippewa Government

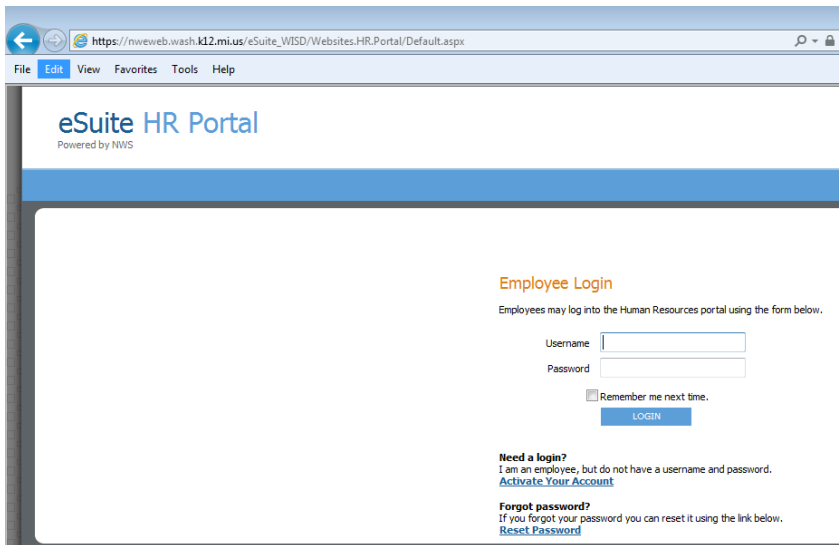
Employee / Per-capita

Self-Service Portal Instructions

Accessing eSuite:

If you have not done so already, please send an email to the following email address eSuiteSupport@gtbindians.com requesting access to the eSuite system. Please include the following information:

- a. Your name
 - b. Your employee and/or Tribal ID number
 - c. Your email address that you want to use to receive the activation email.
1. Click on the email you receive from the system or open your web browser, currently the eSuite portal only works with Internet Explorer 11 other platforms are in the development stage.
 2. Type <https://nws.gtbindians.com/Websites.HR.Portal> into your browser address at the top of the screen.



The screenshot shows a web browser window with the address bar displaying https://nwsweb.wash.k12.mi.us/eSuite_WISD/Websites.HR.Portal/Default.aspx. The page content includes the following elements:

- Page title: eSuite HR Portal Powered by NWS
- Section header: Employee Login
- Text: Employees may log into the Human Resources portal using the form below.
- Form fields: Username, Password
- Checkbox: Remember me next time.
- Button: LOGIN
- Links: [Need a login? Activate Your Account](#), [Forgot password? Reset Password](#)

Employee Login:
Used to log in to your account.

Need a login? :
Use this when logging in for the **first time** to activate your account.

Forgot password? :
Use this to reset your password

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Employee / Per-capita

Self-Service Portal Instructions

Activating Your Accounts:

Before you log into eSuite for the first time, you will need to activate your accounts by setting up a user ID for yourself. Employees and Tribal Members both need to activate their accounts under the HR portal.

1. Click the link, “Activate Your Account” that is displayed below the Employee Login area. The Activate Your Account page below will display. Fill in the requested information and click the Continue button, to complete the activation process.
2. If you are an employee tribal member, you will see more than one account that will need to be activated and you will need to create a separate login for each account.

The screenshot shows a web browser window with the URL https://nwweb.wash.k12.mi.us/eSuite_WISD/Websites.HR.Portal/ActivateAccount.aspx. The browser's address bar and menu bar (File, Edit, View, Favorites, Tools, Help) are visible. The page content includes the eSuite HR Portal logo, a blue header bar, and the 'Activate Your Account' section. The 'Verify Your Identity' section contains three input fields: 'LAST NAME', 'SSN', and 'CONFIRM SSN'. The SSN and CONFIRM SSN fields are formatted with dashes. A blue 'CONTINUE...' button is located at the bottom right of the form.

3. After you have completed the steps to create your login ID and password, you will be able to login and view your payroll or per-capita information depending on which account you activated first (see also the vendor instructions for 1099s). If you have a second account to activate repeat sept 1 above and the system will automatically take you to the “Activate your account” screen where you will create another user name and password for the second account. You cannot use the same user name for both accounts; however, you can put the letters TM in front of your per-capita account so you can keep it separate for those tribal member employees

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and this will still count as a different user name.

Example: Employee user name = Spring2017

Per-capita user name = **TM**Spring2017

Activate Your Account

Complete the form below to begin the account activation process.

Create Your Account

USERNAME

PASSWORD *Must be between 5 and .*

CONFIRM PASSWORD *Must be between 5 and .*

CONTINUE...

Accessing Your Account:

1. Navigate to the Employee Login Page at <https://nws.gtbindians.com/Websites.HR.Portal>, enter your login ID and password, and then click the **Login** button.

eSuite HR Portal
Powered by NWS

Employee Login

Employees may log into the Human Resources portal using the form below.

Username

Password

Remember me next time.

LOGIN

Need a login?
I am an employee, but do not have a username and password.
[Activate Your Account](#)

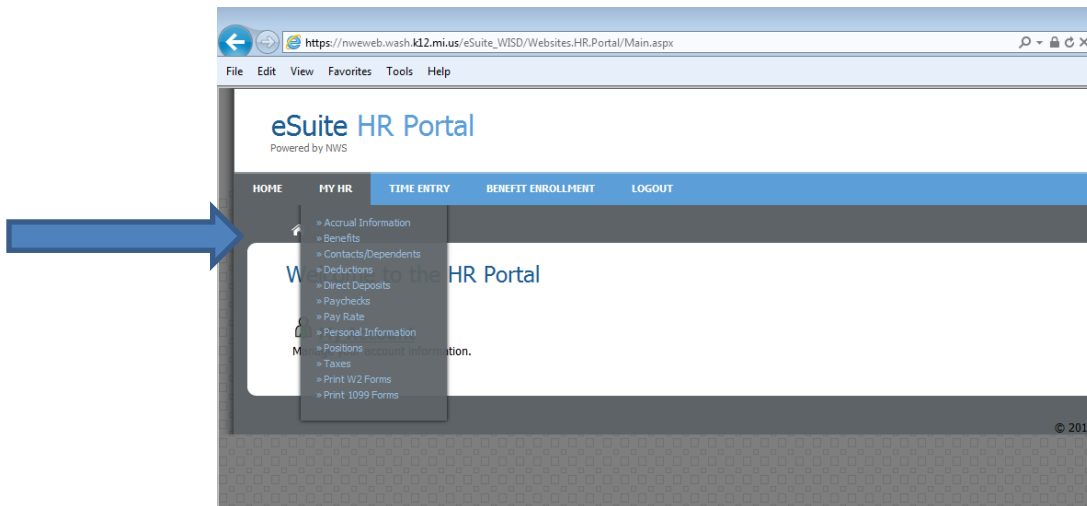
Forgot password?
If you forgot your password you can reset it using the link below.
[Reset Password](#)

2. The HR Home page will display. Click **MY HR** at the top of the page to display the Employee Portal.

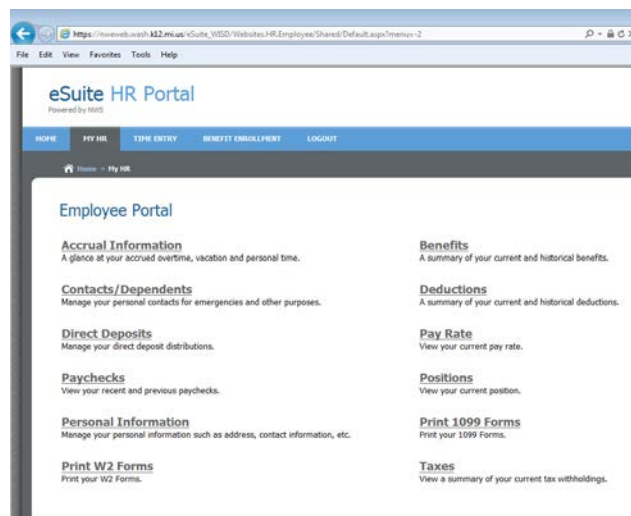
Grand Traverse Band of Ottawa and Chippewa Government

Employee / Per-capita

Self-Service Portal Instructions

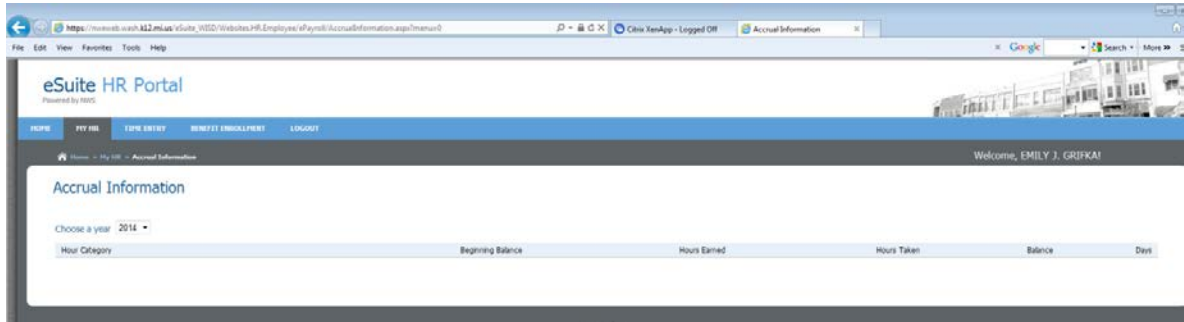


3. The Employee Portal will then display. It contains links to the different types of employee information that you can access as an employee. Percapita information and/or instructions may appear in select areas and information will be different depending on which user name you login as. If you have information missing please try login your other user name (either the employee or Tribal member) prior to calling the OMB office or sending an email to eSuiteSupport@gtbindinas.com. Click on the name of information you want to view. Leave and paycheck activity are two commonly accessed types of information. More instructions will be available on each page.

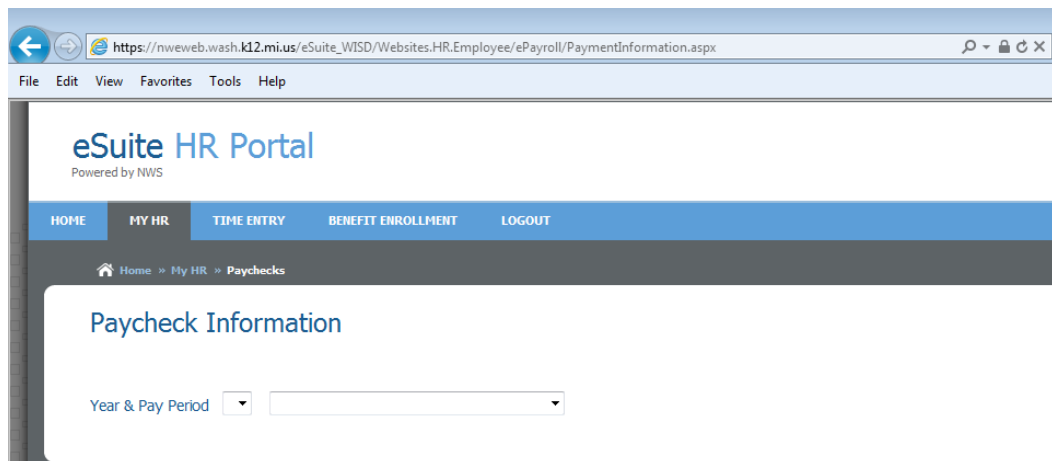


Grand Traverse Band of Ottawa and Chippewa Government Employee / Per-capita Self-Service Portal Instructions

4. **Leave Balances Information:** Click the Accrual Information link. The page will display leave activity and balances. It will be up to date as the most recent paid payroll.



5. **Paycheck Information:** Click the Paychecks link to display detailed information regarding your paycheck or per-capita check stubs. These are filtered by year and then by pay period.



- a. Select the desired pay period from the drop down list.



- b. To view and print an electronic copy of your pay stub, click the blue "Print

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Employee / Per-capita

Self-Service Portal Instructions

Pay check" button on the right.

Click on MY HR to View the HR directory again.

6. Contacts/Dependents for employees and Direct Deposits for both employees and per-capita are available only for viewing on the portal at this time. To make changes you must contact the Human Resources department for Contacts/Dependents.
7. Direct deposits – This gives you the information regarding your direct deposit. To make changes to Direct Deposits contact the OMB Department.
8. Personal Information allows an employee to request changes to their employee record through the portal. These changes will have to be approved and will show as Pending on the portal until they are accepted by the appropriate department.
9. Positions and Pay Rates, Benefits, Deductions and Taxes are employee informational only. To make requested changes to any of these fields, please contact your department's payroll clerk or Per-capita department.
10. Taxes area shows the most current W4 information on file for payroll and provides links to the W4 forms for changes.
11. Print W-2 and/or 1095C forms will only be available for 2017 and later. If you need a prior year, please contact the OMB or Human Resources Departments.
12. Please reference the Vendor and Tribal Member self-service instructions for activation of your account and how to obtain 1099 information.
13. Benefit Enrollment is available for open enrollment after the Benefit Administrator starts the open enrollment for the new benefit year. These aren't usually available until the end of the calendar year.

If you need additional assistance, please contact us at the following email address eSuiteSupport@gtbindians.com, include the following information:

- a. Your name (if vendor your company name)
- b. Your Tribal ID or vendor number

Account security notice

The Grand Traverse Band of Ottawa and Chippewa Indians and its electronic service provider take great precautions to secure your information. To ensure your security and privacy when using a shared or public computer, always log out of the electronic portal and close all browser windows when finished. It is also recommended that you avoid accessing your account using an unsecured or public WiFi network.

Grand Traverse Band of Ottawa and Chippewa Government

Vendor and Tribal Member

Self-Service Portal Instructions

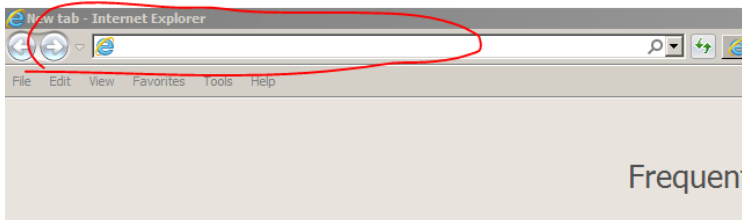
These instructions are for Vendors and Tribal members to activate and access the electronic portal for non per-capita payment information and 1099 forms

(See employee self-service portal instructions for per-capita payment information).

Grand Traverse Band of Ottawa and Chippewa Government **Vendor and Tribal Member** Self-Service Portal Instructions

Accessing eSuite:

1. Open your web browser, currently the eSuite portal only works with Internet Explorer.
2. Type <https://nws.gtbindians.com/eSuite.Supplier> into your browser address bar at the top of the screen.



Grand Traverse Band of Ottawa and Chippewa Indians eSupplier

Powered by Tyler Technologies

A screenshot of the "Supplier Access" login page. The page has a blue header and a white main content area. The title "Supplier Access" is centered. Below the title, there is a "Please login here" prompt. There are two input fields: "* User Name" and "* Password". A blue "LOG IN" button is positioned below the password field. At the bottom left, there are links for "New User? Create an account" and "Forgot your password? Click here to reset it".

User Name:

Used to log in to your account.

New User? :

Use this when logging in for the **first time** to activate your account.

Forgot password? :

Use this to reset your password

Grand Traverse Band of Ottawa and Chippewa Government

Vendor and Tribal Member

Self-Service Portal Instructions

Activating Your Accounts:

Before you log into eSuite for the first time, you will need to activate your accounts by setting up a user ID for yourself.

1. Click the link, "Create an Account" that is displayed below the Supplier Access Login area. The Activate Your Account page below will display. Fill in the requested information and click the Continue button, to complete the activation process

Grand Traverse Band of Ottawa and Chippewa Indians eSupplier
Powered by Tyler Technologies

Supplier Account Activation

If your business is already registered with GRAND TRAVERSE BAND then please verify your identity by completing the form below.

Vendor Name (The name as it is registered with the city)

Please enter the federal tax id or social security number which was used to register your business with us.

Tax ID (SSN for sole-proprietors)

Vendor Number Please enter the vendor number we issued you.

I hereby assert that I am an authorized agent of the business described above and have been authorized to act on its behalf.

[CREATE ACCOUNT...](#) [Back to login](#)

2. Tribal Members enter your name in the **following format** including the slash.
Last name/first name
3. Vendors enter you name as it appears on the check you received from the Grand Traverse Band.
4. Enter your tax ID or social security number
5. Tribal Members enter your tribal ID number. All other vendors enter your vendor number that appears on your checks
6. Check the box asserting if you are an authorized agent of the business or individual described above.
7. Click create an account.
8. You will be asked to create a desired user name (Tribal Members it is recommended

Grand Traverse Band of Ottawa and Chippewa Government Vendor and Tribal Member Self-Service Portal Instructions

to use the same as your per-capita) and a password. Confirm the password by typing it in again and include your email address.

9. Check the “receive updates” box if you wish to receive email alerts

Grand Traverse Band of Ottawa & Chippew Indians Government eSupplier
Powered by Tyler Technologies

Supplier Account Activation

Please fill in the following fields to create your supplier account.

Desired Username *7-100 letters and numbers only*

Desired Password *7-24 characters (a-z, including special characters)*

Confirm Password

Email Address *Used for official communications only.*

Receive Updates - Yes, I would like to receive email alerts.

[CREATE ACCOUNT](#) [Back to welcome page](#)

10. Click the link to the “back to the welcome page” screen to login with your new user name and password.

Accessing Your Account:

Grand Traverse Band of Ottawa and Chippewa Indians eSupplier
Powered by Tyler Technologies

Supplier Access

Please login here

* User Name

* Password

[LOG IN](#)

New User?
[Create an account](#)

Forgot your password?
[Click here to reset it](#)

Login to the Supplier portal with your user name and password.

Home Screen: Shows payments that you have received and gives you the ability to search for

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Self-Service Portal Instructions

payments and invoices that you have submitted to GovtAccountsPayable.com, purchase orders.

Payments Screen: Gives you the ability to view payments sent to you by either check or electronic funds transfers (EFT).

- Clicking on “details” shown at the right gives you the details of the payment including links to the invoice that the payment was for. Clicking on the “invoice #” from the detail screen gives you information about the invoice. Clicking the PO Number gives information regarding the purchase order number.

Invoices: Shows invoices the status. All invoices must be submitted to the Government Accounts Payable department (or emailed to: GovtAccountsPayable@gtbindians.com) in order to be considered for payment.

Purchase Orders: If this item is activated, it shows a list of purchase orders, which can be filtered by date and status of the purchase orders, assigned to you. Clicking on the “details” link at the right will give more information and also clicking on the “+” of the status will give more information on shipping and additional description.

Items: These are a list of items that would appear on your purchase orders this list can be searched and filtered by date. Clicking on the “details” tab at the right shows the invoice number and the purchase order number assigned to that item.

1099: You can reprint your 1099 from the available tax years listed. Use the “+” on the right of the year to see the list of payments that make up the total for that given year. Click on the “print 1099” at the right to reprint the 1099 form.

Grand Traverse Band of Ottawa and Chippewa Indians eSupplier
Powered by Tyler Technologies

Home Payments Invoices Purchase Orders Items Print 1099s eBids General Information My Account Logout

Print 1099s

1099 Issuer Name - GRAND TRAVERSE BAND

1099 Type - Miscellaneous

Tax Years

+ 2015 [Print 1099](#)

Grand Traverse Band of Ottawa and Chippewa Government

Vendor and Tribal Member

Self-Service Portal Instructions

General Information: This is your information please review for accuracy. Tribal Members must contact the membership office at 231.534.7670 to make changes to their name and/or address or the Per-Capita Office at 231.534.7131 to make changes to their banking information.

Vendors must contact Accounts Payable department at 231.534.7254 to make changes.

My Account: Lets you change your user name, password & email address. You can also opt out of receiving email notifications.

If you need additional assistance, please contact us at the following email address eSuiteSupport@gtbindians.com, include the following information:

- a. Your name (if vendor your company name)
- b. Your Tribal ID or vendor number

Account security notice

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