

Instructions -- Request for Payment (RFP) Sender Registration

1. As set forth in the Permissible Uses for Request for Payment Messages RTP Rules Interpretation (“Rules Interpretation”), RFP Sending Participants must comply with the RFP registration process for all RFP Senders and their Permissible Uses. RFP Sending Participants will provide The Clearing House (TCH) with the following information for each of their RFP Senders, as requested on the RFP Sender Registration Form:
 - Legal name associated with RFP Sender’s account
 - DBA or “Known Name” of the RFP Sender (if applicable)
 - RFP Permissible Use(s) (as defined in the Rules Interpretation)
 - Contact information (website address, phone number)
 - Industry Code (from the pick list provided)
 - RFP Sender ID, if previously assigned
2. Completed RFP Sender Registration Forms must be submitted to TCH at (RFPRegistration@theclearinghouse.org). This form will be considered submitted when all required information is properly completed. An updated Registration Form must be submitted to TCH reflecting any changes to an RFP Sender’s Permissible Uses before such changes occur.
3. TCH will assign an RFP Sender ID for each RFP Sender that is registered with TCH. TCH will begin assigning RFP Sender IDs on April 1, 2024 for newly registered RFP Senders. For all previously registered RFP Senders, TCH will inform the relevant RFP Sending Participant of its customers’ RFP Sender IDs. The RFP Sender ID will be a 12 character identifier, with the first 7 positions the Julian date of the registration, and the next 5 positions a numeric identifier.
4. An RFP Sender ID is specific to an RFP Sender and will apply to all of the RFP Sender’s Permissible Uses. Once an RFP Sender ID is assigned, it must be included on any updated RFP Sender Registration Form provided to TCH pursuant to instruction # 2 (e.g., if the RFP Sender adds a new Permissible Use).
5. Within 5 business days from receipt of a properly completed RFP Sender Registration Form, TCH will add the RFP Sender information to a central registry of RFP Senders. This registry will include a registration date, which will be the date on which the RFP Sender information (including updates to Permissible Use(s)) is accepted by TCH and the updated registry is posted.
6. TCH will post the registry of RFP Senders, as and when it is updated, to a secure Intralinks location and make that registry accessible to those certified and available RFP Receiving Participants who request access to that information. The information will be provided for the purpose of supporting RFP Receiving Participants’ compliance, risk management and customer service activities related to delivery of RFPs.
 - Participants requiring access to the registry of RFP Senders should submit a request to (RTPProduct@theclearinghouse.org) with the names and email addresses of the individuals who would require access to the RFP Sender information.

Effective April 1, 2024

- TCH will provide RFP Sending Participants with confirmation of the registration date for RFP Senders and Permissible Uses that have been posted on the registry for their institution.
 - The registry will not identify the RFP Sending Participant that registered a particular RFP Sender.
7. Newly registered RFP Senders should begin sending RFPs no sooner than two weeks after the applicable registration date. For existing RFP Senders, the RFP Sender Registration Form must be submitted to TCH promptly.
 8. If an RFP Sender ceases sending RFPs or RFPs for a specific Permissible Use through the Participant that registered them with TCH, that Participant should notify TCH, which as applicable will remove the RFP Sender or Permissible Uses from the central RFP registry.

Information in the RFP Sender registry is considered Confidential Information under the RTP Operating Rules.