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## **Activate an Existing SIGMA Vendor Self Service (VSS) Account**

### A. Access SIGMA Vendor Self Service.

1. In an internet browser, cut and paste or enter the following in the address line:

**[sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService](https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService)**

or use the following link: [www.michigan.gov/vsslogin](https://www.michigan.gov/vsslogin)

2. Select **Register**.

**Note:** SIGMA VSS is best viewed with Internet Explorer 11 and Firefox 3.5 or 3.6. Please disable your pop-up blocker to access all parts of the site.

### B. Search for your account.

1. On the Memorandum of Agreement page, select **Accept Terms**.
2. On the Registration Tips page, select **Next**.
  - a. On the Search for an Existing Account/Results Found page enter Company or Individual search criteria and select **Search**.

### C. Activate an existing account.

1. Confirm the Legal Name of the existing account displays in the search results.
2. Select the **Click Here to Activate Your Account** link.

**Note:** If no results are found, refer to the instructions for **New Vendor Registration**.

### D. Activation Code.

1. Enter Email in the **Email Address** field.

2. Click **Request Activation Code**.
3. If the email address matches one listed on your SIGMA VSS Account:
  - a. You will receive a popup window explaining that the Activation Code has been sent to that email address.
  - b. Click **Ok**.
4. If the email address **does not** match one on file you will receive additional fields to complete, as follows:
  - a. Enter **Your Name, Email** and **Phone** fields.
  - b. Click **Submit**.

**Note:** An informational message will display directing you to call the helpdesk at 517-284-0540 to complete account verification.

E. Verify existing account.

1. On the Account Verification page enter the **Activation Code**.
2. In the **Vendor Verification Password** field, enter your State of Michigan Contact & Payment Express (C&PE) User ID as your temporary VSS password.

**Note:** This field must be entered in all capital letters.

3. Select **Submit**.

F. Enter user information.

1. On the My User Information page, enter the required fields.

**Note:** The password must contain a number, an upper and lower-case letter and one of the following symbols: @ \$ # %. The password cannot contain the User ID or the word password.

2. Select **Next**.

G. Submit the activation registration.

1. On the Verify & Submit Registration page, select **Submit Registration**.

**Note:** The five messages shown are informational messages only.

H. Access SIGMA VSS.

1. On the VSS Home Page, enter the User ID and Password.
2. Select **Login**. Your Account Summary page displays.