



Register a New Account in SIGMA Vendor Self Service (VSS)

A. Access SIGMA Vendor Self Service.

1. In an internet browser, enter the URL: Michigan.gov/SIGMAVSS
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 in order 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**.
3. On the Search for an Existing Account/Results Found page, enter Company or Individual search criteria and select **Search**.

C. Register a new account.

1. If no results are found, select **New Registration**.

D. 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**.
3. Verify the Email Address displayed and select **Next**.
4. Select **Close Browser**.

Note: Your registration is started but your account is not active yet. VSS sends a verification email to the email entered in the My User Information page. Follow the instructions in the Email to access VSS and complete your registration.

E. Log in to VSS.

1. Select the link in your email to access VSS.
2. On the Login page, enter your **User ID** and **Password**.
3. Select **Login**.

F. Add new vendor account and password information.

1. Select the appropriate **TIN Type**.
2. Select the appropriate **Classification Type**.
3. If Healthcare Provider, select **Yes**.
4. Select **Next**.
5. In the Vendor Verification Based on field, enter your choice of text.

6. In the Vendor Verification Password field, enter your choice for a password.
7. In the Confirm Verification Password field, enter the same password.

Note: Healthcare Providers should enter their National Provider Information (NPI) in the National Provider ID field.

G. Add Name and 1099 information.

1. Enter your Legal Name, TIN and legal address information.

H. Add EFT information.

1. Select the bank's ABA Number, select the Account Type, and enter the Account Number.

Note: Healthcare Providers should enter Financial Institution Information and select the appropriate Account Number Linkage to Provider Identifier.

2. Select **Next**.

Note: VSS validates the address against valid postal code standards and a message is presented at the top of the screen. The system defaults to the Corrected Address as shown by the check mark but you have the option to use the Original Address entered or accept the Corrected Address option.

3. Confirm the correct address is selected and select **Next**.

I. Respond to the Address Information Questionnaire.

1. Select **Yes** or **No** to respond to the three questions.
2. Select **Next**.

J. Add address and contact information.

1. Read the user instructions at the top of the screen.
2. In the Phone field, enter your phone number.
3. In the Contact Information fields, enter the required information.
4. Select **Next**.

K. Add additional business information.

1. In the Attachments section, select **Add** to upload supporting documents.
2. In the Commodities section, select **Add** to add commodities to your account.

Note: Adding commodities gives you the ability to receive email notifications regarding State of Michigan Business and Grant Opportunities.

3. Select **Next**.

L. Review and submit the registration.

1. On the Registration Summary page, review the information and select an Update Information link to make any changes.
2. If no changes are needed, select **Submit Registration**.
3. Review the IRS W-9 Perjury Statement that displays and select **OK**.

4. Review the EFT Perjury Statement that displays and select **OK**.

M. Complete the registration.

1. Record your new Vendor Customer ID number.
2. Download your Substitute W-9 form for your records.
3. Select **Print this Page** to print hard copy of your registration form.
4. Close the Browser.

N. Access SIGMA VSS.

1. On the VSS Home Page, enter the User ID and Password.
2. Select **Login**. Your Account Summary page displays.
3. Use the scroll bar and tabs to review your Account Information.