



Register a New Account in SIGMA Vendor Self Service (VSS) For a Covid-19 Grant



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.

Registration is a 3-step process. First, search to make certain you are not already in our vendor database. Next, if you are not already registered, create a User ID with a password to start registration and access your vendor account. Third, using your login information, enter your vendor information. The steps are detailed below.

A. Access SIGMA Vendor Self Service.

1. Go to: www.Michigan.gov/SIGMAVSS
2. Click on the link **GO TO SIGMA VSS**
3. On the Welcome to State of Michigan SIGMA Vendor Self Service (VSS) page, on the left-hand side, click on the **Register** button.

B. Searching for your account.

1. On the Memorandum of Agreement page, select **Accept Terms**.
2. On the Registration Tips page, select **Next**.
The DUNS number is not required to register.
3. On the Search for an Existing Account page, enter information in the Company or Individual search criteria and select **Search**.

C. The results of the search will be found below the search area.

If the results indicate you are already in our vendor file and the Activated? is No, please call the SIGMA Help Desk at (517) 284-0540. If the Activated? is Yes please log into your existing account or contact the administrator for access under the Contact your Administrator link.

If the results indicate “No results have been found...”, select **New Registration**

D. Enter user information.

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

Note: The password must contain at least a number, an upper-case and a 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. A new page will display letting you know the email is now sent and you should close the browser. Select **Close Browser**.

Note: Your registration is started but your account is not active yet. VSS sends a verification email. Follow the instructions in the email to complete your registration.

E. Log in to VSS.

1. Open the Email sent from SIGAM-VSS. It will start with "Do_NOT_REPLY".
2. Select the link in your email to access VSS.
3. On the Login page, enter your **User ID** and **Password**.
4. 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 Verify My Locations By field, **Create My Own** should be selected.
6. In the Vendor Verification Based on field, enter a hint to the password created in the next two fields.
7. In the Vendor Verification Password field, enter your choice for a password.
8. In the Confirm Verification Password field, enter the same password.
9. Verify that the Organization type is filled in correctly.

G. In Legal Name Information

1. In the **Legal Name on W-9** field, enter legal name
2. If appropriate add a DBA in the second box.

H. In 1099 Legal Information

1. Fill in the **Taxpayer ID Number**.

I. In Legal (1099) Address Information

1. Add your street, city, state, and zip code information

J. **Note:** If the address contains an apartment, suite or floor number add a comma after the physical address in street line one before the additional information.

K. In EFT information.

1. Enter your routing number in the bank's ABA Number, select the Account Type, and enter the Account Number.
2. Select **Next**.

Note: VSS compares the address to postal standards and a message is presented at the top of the screen. The system defaults to the Corrected Address but you have the option to use the Original Address or accept the Corrected Address.

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

L. Respond to the Address Information Questionnaire.

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

M. Add address and contact information.

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

N. Add additional business information as appropriate. These sections are not required.

1. In the Attachments section, select **Add** to upload supporting documents.
2. In the Commodities section, select **Add** to add commodities to your account.
3. In the Business Types section, Select **Add** to add business types.
4. In the Service Areas section, select **Add** to upload service areas.

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

5. Select **Next**.

O. 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**.

P. Complete the registration.

1. Record your new Vendor Customer ID number.
2. For your records, you may download your Substitute W-9 form or select **Print this Page** if you want a paper copy of your registration form.

In the future to 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.