



Activate Your Existing Vendor Self-Service (VSS)

Who: State of Michigan vendors, payees, and grantees (i.e., individuals and companies).

What: This job aid provides the steps for vendors and payees to activate their existing accounts.

A. Access SIGMA Vendor Self-Service login by clicking the following link:

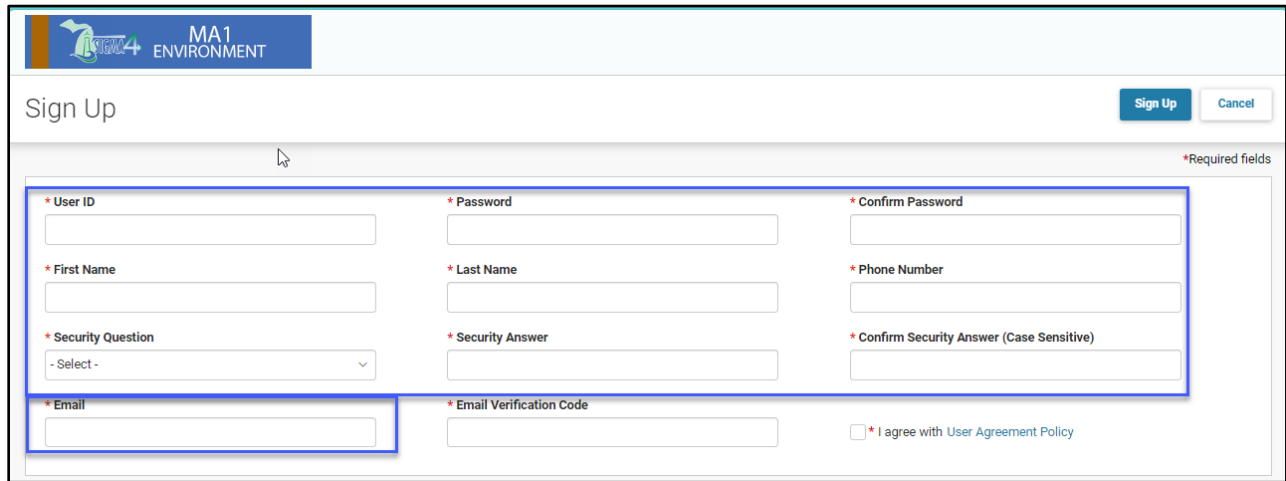
www.michigan.gov/SIGMAvss

- For vendors requiring more detailed information on the VSS registration process please refer to the *VSS Registration Guide* job aid located on the SIGMA Vendor Self-Service website via the following link: [SIGMA Vendor Self-Service](#)

1. Select **Sign Up**.

B. Create your user profile.

1. On the Sign Up page enter:
 - a. **User ID**
 - b. **Password**
 - c. **Confirm Password**
 - d. **First Name**
 - e. **Last Name**
 - f. **Phone Number**
 - g. **Security Question**
 - h. **Security Answer**
 - i. **Confirm Security Answer, and**
 - j. **Email**



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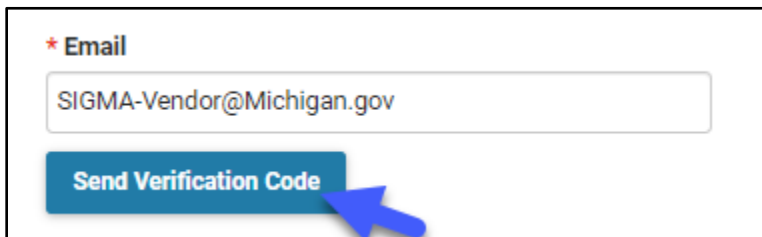
Sign Up

*Required fields

| | | |
|-----------------------------------|---------------------------|---|
| * User ID | * Password | * Confirm Password |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| * First Name | * Last Name | * Phone Number |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| * Security Question - Select - | * Security Answer | * Confirm Security Answer (Case Sensitive) |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| * Email | * Email Verification Code | <input type="checkbox"/> * I agree with User Agreement Policy |
| <input type="text"/> | <input type="text"/> | |

Note: Please ensure you write-down the password and security question and answer for use when logging into SIGMA VSS in the future.

2. Click **Send Verification Code**.



* Email

SIGMA-Vendor@Michigan.gov

3. On the pop up click **Continue**.

4. Open the verification email in your email box, copy and paste or type the verification code from the body of the email into the **Email Verification Code** field.

5. Check the **I agree with User Agreement Policy** box.

6. Click **Sign Up**.

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Sign Up Sign Up Cancel

*Required fields

* User ID

* Password

* Confirm Password

* First Name

* Last Name

* Phone Number

* Security Question
 - Select -

* Security Answer

* Confirm Security Answer (Case Sensitive)

* Email

* Email Verification Code

* I agree with User Agreement Policy

7. Click **Continue**.

C. Search for an existing account.

1. Click the bubble to search for either an **Individual** or **Company**.

a. For an individual enter:

1. **Last Name**, and
2. **Last 4 digits of SSN**.

b. For a company search enter either:

1. **Taxpayer Identification Number**, or
2. **Legal Business Name**.

2. Click **Search**.

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Search for Existing Account Cancel Registration

i To activate your account you must have a vendor code. This page will help you to determine whether or not you have one. You will not be able to create a new code if one already exists. If the account exists it will be designated as a company or individual based on the information you previously provided.

Please select one of the search options below to determine if you already have a vendor code:

- For companies, if you have Employer Identification Number(EIN), first search by your Taxpayer Identification Number(TIN) before searching by Legal Business Name.
- For individuals, enter your Last name and the last four digits of your Social Security Number(SSN).

Search Type

Individual

Company

Last Name

Last 4 digits of SSN

Search Reset



D. Activate an existing account.

1. When search results are returned:
 - a. Confirm the Legal Name of the existing account displayed in the search results.
 - b. Click the 3-dot menu and select **Activate your Account**.

| Vendor Number | Legal Business Name | Alias/DBA Name | Activated |
|---------------|-------------------------------------|----------------|-----------|
| CV0033695 | HABITAT FOR HUMANITY - HURON VALLEY | - | No |

Note: If no results are found, refer to the instructions in the *Create a New Account* job aid located on the State of Michigan Vendor website located via the following link: [SIGMA Vendor Self-Service](#).

E. Activation Code.

1. User profile email populates in the **Email Address** field.
2. Click **Request Activation Code**.
3. If the email address matches one already listed on your SIGMA VSS Account:
 - i. Click **Continue**.
4. If the email address does not match one on file you will be taken to a page to submit your request for approval:
 - i. Verify the information entered from the user profile. Click **Submit**.
 - ii. An Informational message will display directing you to call the SIGMA Vendor Helpdesk at 517-284-0540 to complete account verification.

F. Account Verification

1. Enter **Activation Code** from the email.
2. Enter **Vendor Verification Password** and click **Activate Account**.



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Account Verification

Back Activate Account Save & Close Cancel Registration

Save action completed successfully.

Account Email Address
Please verify that you are part of this organization by entering an email address that is associated with your Headquarters.
The Activation Code used to activate this account will be sent to this email address.

Vendor Verification Hint
Please enter your CPE User ID as the temporary password.
If you were not a CPE user or need assistance, contact the Vendor Support Center at 1-888-734-9749.

* Email Address
SIGMA-Vendor@michigan.gov
Request Activation Code

* Activation Code
Headquarters

* Vendor Verification Password ()

* Required fields

Note: If you do not know your Vendor Verification Password, please reach out to the SIGMA Vendor Helpdesk at 517-284-0540.

3. Review the populated fields then click **Verify**.