



VENDORS/PAYEES MUST REGISTER ON THE STATE VENDOR FILE

Registering through C&PE allows vendors/payees to:

- Receive payments from the State of Michigan
Payments are issued using a Tax Identification number, (i.e., FEIN or Social Security number) and address
- Sign up for Electronic Funds Transfer (EFT) – Direct Deposit
- View EFT payment detail

To Register on the State Vendor File

Log onto Contract & Payment Express, (C&PE) at michigan.gov/cpexpress.

If you have never accessed C&PE before, review the Welcome Page instructions and then click on 'Go to C&P Express.' On the C&PE Home Page click on 'New Users' and complete the easy-to-follow instructions.

- Registration will require a Tax Identification number (TIN), name, address, and an email address.
- As part of the registration process, an IRS W-9 form will be displayed. Submit this form electronically unless specifically requested to print and mail it to us.

Other questions may also be answered by clicking on '[FAQs](#)' or 'keywords' at the top of the C&PE Welcome page.

Once registered, a password will be sent to your e-mail address. The password link is only valid the day it is sent. If it is not used the same day, you will need to request another password using the "*Forgot Your Password*" link under the password box on the sign in page.

After you receive the password link, you will be prompted to create/change your password. Once completed, you can use the User ID and password to add or change address information as necessary, sign up to receive your payments via EFT, and view EFT payment detail.

Cannot Enter Address

If C&PE does not prompt you to enter address information, but instead displays an address, this indicates you are already on our vendor database even though you have not registered on C&PE. If the address is correct, continue to complete the registration. You will be unable to make changes to the address. Contact the OFM Help Desk for assistance in updating the address information.

Forgot User ID and/or Password

If you have forgotten your User ID or password, click on the applicable link below the box used to enter the information and it will be sent to the e-mail address in your vendor file.

To request a password you must know your User ID. If you request a password, a new password link will be generated and emailed to you.

- Contact the OFM Help Desk by phone at 1-888-734-9749 or (517) 373-4111 or by e-mail at DMB-Vendor@Michigan.gov.