

## Vendor Registration Instructions

Instructions for vendors who have not previously registered on the vendor file:

1. Register on the State Vendor File by logging into the Contract and Payment Express (C&PE) website at [www.cpexpress.state.mi.us](http://www.cpexpress.state.mi.us) .
2. Follow the on-line instructions to complete the first portion of the registration process. A password will then be mailed to the registrant.
3. Return to the C&PE website, enter the User ID and the password received. The user will then be asked to create a new password.
4. Click on the "View Registration Details" link and then click on the "Sign Up for Electronic Funds Transfer (Direct Deposit)" link. Enter the requested information, including bank routing and account numbers.
5. After the registrant returns the "Electronic Funds Transfer (Direct Deposit) Authorization for Vendor Payments" form, as directed on the website, and the OFM Help Desk validates the account information with the bank, the process is complete. The vendor should be EFT-ready within two weeks.

Instructions for vendors who have previously registered on the vendor file, but have not signed up for EFT:

1. Log into the website at [www.cpexpress.state.mi.us](http://www.cpexpress.state.mi.us) , enter the User ID and password.
2. Click on the "View Registration Details" link and then click on the "Sign Up for Electronic Funds Transfer (Direct Deposit)" link. Enter the requested information, including bank routing and account numbers.
3. After the vendor returns the "Electronic Funds Transfer (Direct Deposit) Authorization for Vendor Payments" form, as directed on the website, and the OFM Help Desk validates the account information with the bank, the process is complete. The vendor should be EFT-ready within two weeks.

For further information and assistance view the frequently asked questions (FAQs) on the Contract and Payment Express website or by contacting the OFM Help Desk at (517) 373-4111 or 1 (888) 734-9749. Please see attached for instructions on signing up for EFT.