

# How to check the status of your grant payment, if registered in SIGMA

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# Log in to SIGMA using your SIGMA user ID and password.

**SIGMA Vendor Self Service**

www.michigan.gov www.sigmapan.ani/mountedformselfidv1.1.225.8028...it.html www.sigmapan.ani/mountedformself

## Welcome to State of Michigan SIGMA Vendor Self Service (VSS)

The State of Michigan SIGMA Vendor Self Service (VSS) system allows you, as a payee/vendor/grantee, to manage your information, view your financial transactions, view business and grant opportunities and much more. Click on the Register button to begin filling out an electronic application to become a payee/vendor/grantee. Please disable your pop-up blocker in order to access all parts of the site.

This site is best viewed with Internet Explorer 11 and Firefox 3.5 or 3.6.

If you have questions, please contact the State of Michigan VSS (SOM VSS) Support Center at DMB-Vendor@michigan.gov or 1-800-734-9743. The State of Michigan VSS (SOM VSS) Support Center Office Hours are 8:00 AM until 5:00 PM EST, Monday-Friday.

**Announcements**

03/29/2017  
Test UAT Announcement  
[View All Announcements](#)

**Contacts**

Click on link below to view the list of department contacts.

[Agency Contacts](#)

**Forms and Reference Documents**

Click on a form below to either save it to your desktop or open it in Adobe.

- [SIGMA VSS Vendor Registration User Guide](#)
- [SIGMA VSS Vendor Existing Account Activation User Guide](#)
- [SIGMA VSS Grants User Guide](#)

Forms used by foreign payees:

- Certificate of Foreign Status of Beneficial Owner for U.S. Tax Withholding (Form W-8BEN) <https://www.irs.gov/pub/irs-pdf/w8ben.pdf>
- Certificate of Foreign Status of Beneficial Owner for U.S. Tax Withholding and Reporting (Entities) (Form W-8BEN-E) <https://www.irs.gov/pub/irs-pdf/w8bens.pdf>
- Certificate of Foreign Person's Claim for Exemption from Withholding (Form W-8ECI) <https://www.irs.gov/pub/irs-pdf/w8eci.pdf>
- Certificate of Foreign Government or other Foreign Organization for U.S. Tax Withholding (Form W-8EXP) <https://www.irs.gov/pub/irs-pdf/w8exp.pdf>
- Exemption From Withholding on Compensation for Independent (and Certain Dependent) Personal Services of a Nonresident Alien Individual (Form 8233) <https://www.irs.gov/pub/irs-pdf/8233.pdf>

**Help** **Contact Us**  
**Policies**

**Remember Me**

**Login**

**Register**

**Guest Access**

Click the Register button to register new or existing account.

**MICHIGAN**  
Department of **Education**

*Navigate to the Financial Transactions tab and select the Checks/EFTs page.*

The screenshot displays the SIGMA Vendor Self Service interface. At the top, there are navigation links for Home, Help, Accessible Help, Site Map, Privacy Report, and Logout. Below this is a main menu with tabs for Account Information, Financial Transactions (highlighted with a red box), Business Opportunities, Solicitation Responses, Catalog Management, Grant Opportunities, and Grant Applications. Under the Financial Transactions tab, there are sub-tabs for Agreements, Scheduled Payments, Checks/EFTs (indicated by a red arrow), Tax Information, and Invoices/Requests. The main content area is titled 'Check/EFT Summary Search' and includes a search bar, a list of instructions for searching, results, details, PDF, references, and download, and a search form with fields for Check/EFT Number, Payment From (4/1/2014), Check/EFT Status, and Payment To. Below the search form is a table with columns for Select, Status, Date, Check/EFT Number, Payment ID, Check/EFT Status, and Amount, and a row of navigation buttons (First, Prev, Next, Last). At the bottom right of the search area are buttons for Details, Download, PDF, and Reference.

*Enter a Payment From date and click, Search.*

The screenshot displays the SIGMA Vendor Self Service interface. At the top, there are navigation links for Home, Help, Accessible Help, Site Map, Privacy Report, and Logout. Below this is a main menu with categories like Account Information, Financial Transactions, Business Opportunities, Solicitation Responses, Catalog Management, Grant Opportunities, and Grant Applications. The 'Financial Transactions' section is active, showing sub-menus for Agreements, Scheduled Payments, Checks/EFTs, Tax Information, and Invoices/Requests. The 'Checks/EFTs' sub-menu is selected, leading to the 'Check/EFT Summary Search' page. This page includes a search box, a list of instructions for using the search function, and a search form with fields for Check/EFT Number, Check/EFT Status, Payment From (highlighted with a red box and containing '4/1/2014'), and Payment To. A red arrow points to the 'Search' button. Below the search form is a table header with columns for Select, Status, Date, Check/EFT Number, Payment ID, Check/EFT Status, and Amount, along with navigation buttons (First, Prev, Next, Last) and action buttons (Details, Download, PDF, Reference).

*A summary of your Check/EFT payments will display.*

**SIGMA Vendor Self Service** | www.michigan.gov | www.michigan.gov/mis/contractconnect/0,4541,7,225,50558,---,00.html | www.michigan.gov/mis/contractconnect

Home | Help | Accessible Help | Site Map | Privacy Report | Logout

Account Information | **Financial Transactions** | Business Opportunities | Solicitation Responses | Catalog Management | Grant Opportunities | Grant Applications

Agreements | **Scheduled Payments** | **Checks/EFTs** | Tax Information | Invoices/Requests

### Check/EFT Summary Search

Search - To search for Checks/EFTs, enter search criteria and click the 'Search' button.  
Results - To sort results, click a column heading.  
Details - To view more details about a payment, select a payment from the results and then click the 'Details' button.  
PDF - To View, Save, or Print a PDF version of an payment, select a payment and click the 'PDF' button.  
References - To view referenced agreement and scheduled payment information for selected Payment, and click the 'Reference' button.  
Download - To download the search results to a CSV file, click the 'Download' button.

Search for Checks/EFTs

Check/EFT Number:  Payment From: 4/1/2014

Check/EFT Status:  Payment To:

Select	Status	Date	Check/EFT Number	Payment ID	Check/EFT Status	Amount
<input type="checkbox"/>		01/20/2017	1150004321	EFT 171 170000005335	Paid	912.00
<input type="checkbox"/>		01/13/2017	1060003909	EFT 171 170000005014	Paid	495.00



# Need additional help?

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*For more information on how to view the detail of your Child Care Relief Fund grant payments, please refer to the [SOM VSS User Guide for Existing Vendors](#), beginning on page 39.*