



# State of Michigan VSS User Guide for New Vendors

Version 3.11

## Introduction

The State of Michigan (SOM) Vendor Self Service System (VSS) allows you, as a vendor/grantee or payee to manage your account information, view and create financial transactions, including payments and Procurement Business Opportunities. (For detailed information on the SIGMA VSS Grantee functionality, please see the State of Michigan Grantee User Guide shown on the SIGMA VSS Home Page.)

This VSS training guide provides detailed instructions for registering a new account and modifying your existing account.

(Note: State of Michigan existing vendors should refer to the State of Michigan Vendor Self Service (VSS) Existing Account Activation guide for user instructions.)

---

## Key Information

- To avoid browser compatibility issues, SIGMA VSS is best viewed with Internet Explorer 11 and Firefox 3.5 or 3.6. Please disable your pop-up blocker in order to access all parts of the site. Watch for browser updates in the Announcements section of the VSS Home Page.
- Within the various SIGMA VSS pages Frequently Asked Questions (FAQs) links are available to provide additional user information. These are located on the left side column of the application as a link to select. When navigating from one tab to another the frequently asked questions will update to correspond to the page being viewed.

## Section 1: Register New Vendor Account

Step 1.1 Select **Register** to create new account.

The screenshot shows the SIGMA Vendor Self Service (VSS) website. The main heading is "Welcome to State of Michigan SIGMA Vendor Self Service (VSS)". On the left, there is a registration form with fields for "User ID" and "Password", both marked as required. Below these fields are "Login" and "Password Reset" buttons. A red arrow points to the "Register" button. To the right of the registration form, there are sections for "Announcements", "Contacts", and "Forms and Reference Documents". The "Forms and Reference Documents" section lists several PDF forms for download, including "SOM VSS Vendor Registration User Guide", "SOM VSS Vendor Existing Account Activation User Guide", and "SOM VSS Grantee User Guide".

Step 1.2 Review Memorandum of Agreement information and select **Accept Terms** to accept the agreement or **Reject Terms** to reject the agreement.

VSS returns to VSS Home page when Reject Terms is selected.



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

Privacy Report | Contact Us

## Search for an Existing Account

Cancel Registration | Back

Welcome, New

[View Frequently Asked Questions](#)

To activate your account you must have a vendor code. This page will help you 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.

▼ Company Search

To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN:

Taxpayer Identification Number  OR Legal Business Name



OR

▼ Individual Search

To see if you have a vendor code and have a Social Security Number (SSN) on file enter your Last Name and last four digits of your Social Security Number.

Last Name  AND Last 4 digits of SSN

Cancel Registration | Back

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors. If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.

If no results are found, continue on to Step 1.6. (If results are found, continue to Sections 2 - 6 of this guide and follow steps for viewing and modifying your existing account.)

Step 1.6 Select **New Registration** to begin registration.

The screenshot shows the 'Search for an Existing Account/Results Not Found' page. It includes a 'Company Search' section with fields for 'Taxpayer Identification Number' (containing '235421155') and 'Legal Business Name'. Below it is an 'Individual Search' section with fields for 'Last Name' and 'Last 4 digits of SSN'. At the bottom, a message states 'No results have been found for your account. Please perform further research or select the New Registration button to create a new account.' A red arrow points to the 'New Registration' button.

Step 1.7 Enter User Information in General Information. Required fields are marked with an asterisk symbol:

The screenshot shows the 'My User Information' page. The 'General Information' section is expanded, showing several required fields marked with an asterisk: '\*User ID (case sensitive)', '\*First Name', '\*Last Name', '\*Email', '\*Re-enter Email', '\*Phone', and '\*Fax'. A red arrow points to the 'General Information' section header.

Step 1.8 Enter your Password and security question information in the **Password** section.

Passwords must be between 8 and 16 characters. Password must contain a number, an upper case letter, a lower case letter and one of the following symbols: @ \$ # %. The password cannot contain the User ID and it cannot contain the word **password**.

Step 1.9 Select **Next** to continue.

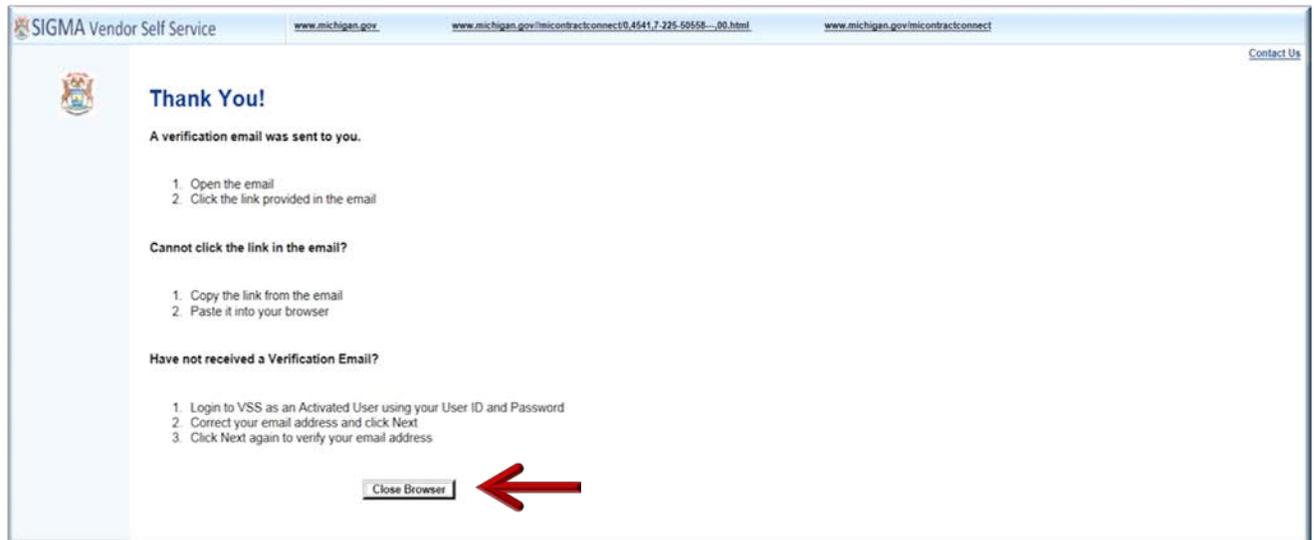
The screenshot shows the 'Password' section of the registration process. A red arrow points to the 'Password' section header. The form includes fields for 'Re-enter Email', 'Phone', 'Ext.', 'Fax', 'Password (case sensitive)', 'Re-enter Password', 'Security Question', 'Security Answer (case sensitive)', and 'Re-enter Security Answer'. A red arrow points to the 'Next' button in the bottom right corner. The page includes a navigation bar with 'Privacy Report' and 'Contact Us', a 'Welcome, New' message, and a 'View Frequently Asked Questions' link. The left sidebar contains 'User Information' and 'Verify and Submit Registration' options. The bottom of the page features a list of additional resources and information.

Verify Email Address is correct.

Step 1.10 Select **Next**.

The screenshot shows the 'Verify Email Address' step of the registration process. The page title is 'Verify Email Address'. The main content area contains instructions: 'To continue your VSS registration, we must verify your email address. When you receive the email we send you, follow the link provided or copy the link into your browser. Make sure your own security setting will not block the receipt of this email. To prevent the email from being blocked, add the following address to your email contacts: DO\_NOT\_REPLY\_MICHIGAN\_VSS@SIGMA-PROD.VSS.MICHIGAN.GOV'. Below this, it states 'An email will be sent to the following address : HarrisD21@michigan.gov'. A red arrow points to the 'Next' button in the bottom right corner. The page includes a navigation bar with 'Privacy Report' and 'Contact Us', a 'Welcome, New' message, and a 'View Frequently Asked Questions' link. The left sidebar contains 'User Information' and 'Verify and Submit Registration' options. The bottom of the page features a list of additional resources and information.

## Step 1.11 Select **Close Browser**.



Your registration is started but your account is not active yet.

## 1.1: Verify Your Personal Email Address

VSS sends a verification email to the email account entered in Step 1.7. A message similar to the message shown below will appear in your Inbox. Follow the instructions as shown below to access VSS.

Step 1.1.1 Access your email account entered in Step 1.7.

Step 1.1.2 Select the link to access VSS.



VSS transitions to the SIGMA Vendor Self Service Login Screen.

Step 1.1.3 Enter your User ID and Password.

Step 1.1.4 Select **Login**.



VSS transitions to the VSS New Account screen.

## 1.2: Complete New Vendor Account Information

The Add Business Location – New Account Registration section is used to enter your Tax Identification Number (TIN) Type and Business Classification information.

Enter required New Account information for Tax Identification Number (TIN) Type or EIN and Classification in the New Account Information section. (Please Note: EIN Type and Corporation Classification are used as an example in this guide.)

Step 1.2.1 Select the appropriate TIN Type option. (If the first option is selected, also select **SSN**, **ITIN**, or **ATIN** below it.)

Step 1.2.2 Select the appropriate Classification Type.

VSS will close or place a check mark in the box as you complete each section.

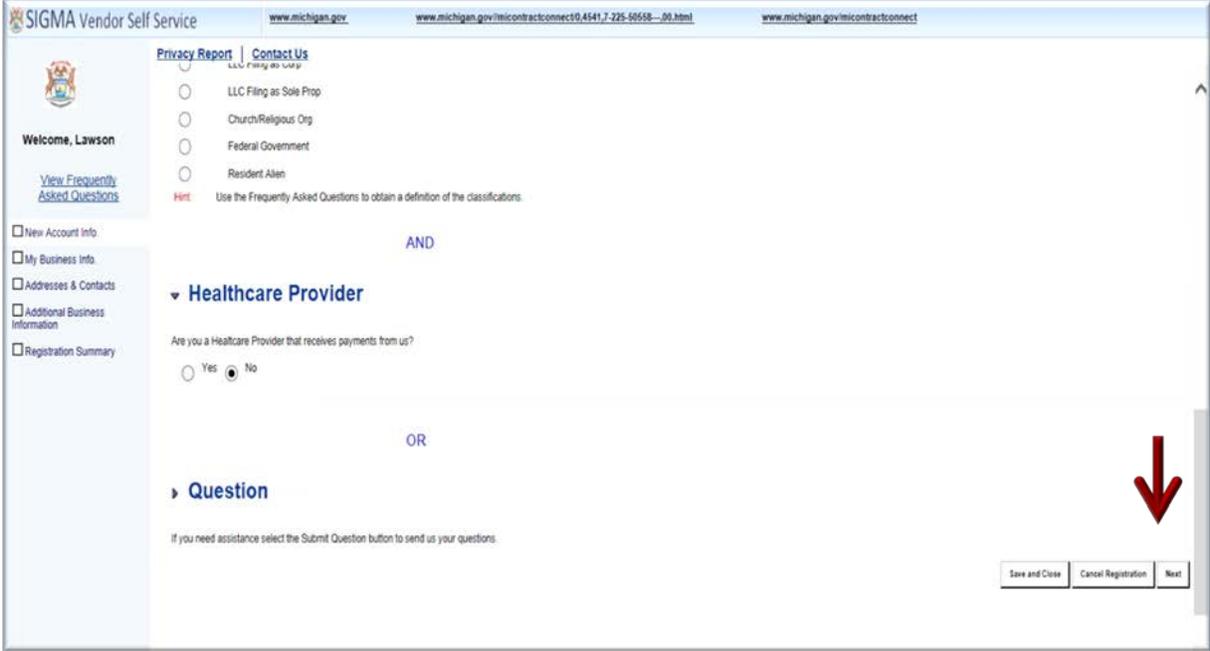
The screenshot shows the 'SIGMA Vendor Self Service' interface. The main heading is 'Add Business Location - New Account Registration'. Below the heading, there is a prompt: 'Please choose one of the following options to describe how you plan on doing business and select the Next button to continue.' The 'TIN Type' section is expanded, showing three radio button options: 'I will use a Social Security Number (SSN), Individual Taxpayer Identification Number (ITIN), or Adoptive Identification Number (ATIN)', 'I will use my entity's Employer Identification Number (EIN)', and 'I do not have any of the above forms of Taxpayer Identification'. Below these options, there is a text input field for 'Please select one of the following: SSN ITIN ATIN'. The 'Classification' section is also expanded, showing a table with two columns: 'Select' and 'Classification'. The table lists five classification options: Individual, Sole Proprietor, Partnership, Corporation, and Nonresident Alien. Red arrows point to the 'TIN Type' and 'Classification' headers. The sidebar on the left contains navigation links: 'Welcome, Lawson', 'View Frequently Asked Questions', and a list of sections: 'New Account Info', 'My Business Info', 'Addresses & Contacts', 'Additional Business Information', and 'Registration Summary'. The top of the page includes the 'SIGMA Vendor Self Service' logo and several URLs.

VSS defaults to **No** option for non-Healthcare Providers.

Step 1.2.3 If Healthcare Provider, select **Yes** and continue.

Step 1.2.4 Select **Next** to continue.

VSS continues to the My Business Information section.



The screenshot shows the SIGMA Vendor Self Service interface. The top navigation bar includes the SIGMA logo, the text "SIGMA Vendor Self Service", and three URLs: "www.michigan.gov", "www.michigan.gov/miccontractconnect0.4541.7-225-5558--00.html", and "www.michigan.gov/miccontractconnect". Below the navigation bar, there are links for "Privacy Report" and "Contact Us". A "Welcome, Lawson" message is displayed, along with a "View Frequently Asked Questions" link. A sidebar on the left contains a list of menu items: "New Account Info", "My Business Info", "Addresses & Contacts", "Additional Business Information", and "Registration Summary". The main content area features a "Healthcare Provider" section with a question: "Are you a Healthcare Provider that receives payments from us?". The "No" radio button is selected. Below this, there is a "Question" section with a "Submit Question" button. At the bottom right, there are three buttons: "Save and Close", "Cancel Registration", and "Next". A large red arrow points down towards the "Next" button.

My Business Information section is used to enter your Location Verification and Organization Information.

Note: Some of the fields are pre-populated from questions you previously answered.

Step 1.2.5 Enter information for Vendor Verification Based on; Vendor Verification Password; Confirm Verification Password fields.

Use of word "Password" is used as an example in "Verification Based On" field. Vendor may enter any word or text of choice in the "Verification Based On" field.

### **Healthcare Provider Instructions:**

Step 1.2.5.1 Enter National Provider Information (NPI) in the National Provider ID field.

**SIGMA Vendor Self Service** | Privacy Report | Contact Us

Step 2: My Business Information

Please enter the general information below. Fields with a red asterisk (\*) indicate required fields. Some of the fields are populated with data gathered from the questions you previously answered. Please review all information carefully before proceeding. You must select the Save and Close prior to exiting. If you do not, you will have to re-enter all data again.

**Location Verification**

\*Verify My Locations by:  (The below fields are required only if you selected "Create My Own" above)

Vendor Verification Based on:

Vendor Verification Password:

Confirm Verification Password:

**Organization Information**

\*Organization Type:

\*Classification:

Location Name:

Location Web Address:

Number of Employees:

Foreign Tax ID:

National Provider ID:

Assigning Authority:

CAGE Code:

Step 1.2.6 Enter your Legal Name; 1099 TIN; and Legal Address Information in the required Questions fields (red asterisk symbol).

Note: Some of the fields are pre-populated from questions you previously answered.

The EFT (Electronic Funds Transfer) section is used to enter your banking information.

Step 1.2.7 Enter bank's ABA Number, Select Account Type and Enter your Account Number.

**SIGMA Vendor Self Service** | Privacy Report | Contact Us

**Legal Name Information**

\*Legal Name on W-9:  Business Name (Alias/DBA):  Name on Check:

**1099 TIN Information**

Create Taxpayer ID Number:  Taxpayer ID Number:

Re-enter Taxpayer ID Number:  Taxpayer ID Number Type:  1099 Reportable:

**Legal (1099) Address Information**

\*Street 1:  \*City:  \*State/Province:  \*Zip/Postal Code:

**EFT Information**

ABA Number:   Account Number:  Routing ID Number:

Account Type:

## Healthcare Provider EFT Enrollment Instructions:

Step 1.2.7.1 Enter Financial Institution Information.

Step 1.2.7.2 Select appropriate Account Number Linkage to Provider Identifier.

Example: Provider Tax Identification Number (TIN)

The screenshot shows a web form titled "Health Care Provider EFT Enrollment". The form is divided into several sections: "Provider Information", "Provider Identifiers Information", "Financial Institution Information", and "Submission Information".

- Provider Information:** Provider Name: Health Test 1
- Provider Identifiers Information:** Provider Federal Tax Identification Number (TIN) or Employee Identification Number (EIN): 555444333; National Provider Identifier (NPI): 9876543210
- Financial Institution Information:** Financial Institution Name: 011000015 (with a "Find" button); FEDERAL RESERVE BANK; Financial Institution Routing Number: 123444555; Type of Account at Financial Institution: Checking (dropdown); Provider's Account Number with Financial Institution: 444555666. A note below states: "NOTE: We are required by Federal law to capture this information".
- Account Number Linkage to Provider Identifier:** Provider Tax Identification Number (TIN) (dropdown menu).
- Submission Information:** Reason for Submission: New Enrollment (dropdown); Authorized Signature - Electronic Signature of Person Submitting Enrollment: [checked]

Two red arrows are present: one pointing to the "Financial Institution Information" section header, and another pointing to the "Account Number Linkage to Provider Identifier" dropdown menu.

Step 1.2.8 Select **Next**.

The screenshot displays the SIGMA Vendor Self Service interface. At the top, there are navigation links for Privacy Report and Contact Us. The address section shows 'State/Province' as Michigan and 'Zip/Postal Code' as 48922. Below this is the 'EFT Information' section with fields for ABA Number (011000138), Account Number (444455557777), and Account Type (Checking). The 'Discount Information' section includes fields for Number of Days and Discount Percent for four different terms. The 'Executive Compensation' section has five rows for Officer Name and Officer Compensation. A red arrow points to the 'Next' button in the bottom right corner.

VSS validates the address entered against an external database of valid postal code standards. A Postal Code Standards message is presented at the top of the screen. The system defaults to the **Corrected Address** as shown by the check mark. You have the option to use the Original Address as entered or accept the Corrected Address option.

Step 1.2.9 After choosing correct address, select **Next** to continue.

SIGMA Vendor Self Service [www.michigan.gov](http://www.michigan.gov) [www.michigan.gov/imicontractconnect/0,4541,7,225-50558-...00.html](http://www.michigan.gov/imicontractconnect/0,4541,7,225-50558-...00.html) [www.michigan.gov/imicontractconnect](http://www.michigan.gov/imicontractconnect)

[Privacy Report](#) | [Contact Us](#)

**1099 TIN Information**

Create Taxpayer ID Number :  Taxpayer ID Number : 211331101  
 Re-enter Taxpayer ID Number : Taxpayer ID Number Type : EIN  
 1099 Reportable : Yes

**Legal (1099) Address Information**

Select Address Original Address  Select Address Corrected Address

\*Street 1 :    
 \*City :    
 \*State/ Province :    
 \*Zip/Postal Code :

**EFT Information**

ABA Number :   Account Number :   
 BANK OF AMERICA, N.A. Routing ID Number :   
 Account Type :

Step 1.2.10 Select **Yes** or **No** to respond to the three questions on the Address Information Questionnaire screen.

Step 1.2.11 Select **Next**.

**SIGMA Vendor Self Service** | [www.michigan.gov](http://www.michigan.gov) | [www.michigan.gov/miccontractconnect/0\\_45417-225-50258--00.html](http://www.michigan.gov/miccontractconnect/0_45417-225-50258--00.html) | [www.michigan.gov/miccontractconnect](http://www.michigan.gov/miccontractconnect)

[Privacy Report](#) | [Contact Us](#)

### Add Business Location - Address Information Questionnaire

Save and Close | Cancel Registration | Back | Next

Please enter the following information about your Administrative, Ordering, Payment, and Billing addresses.

#### Legal Address Information

Address: 1921 Canal Ave  
City: Lansing  
State: MI  
Zip/Postal Code: 48922-0001

#### Address Questions

Should your legal address listed above be used for any other type of address (Administrative, Ordering, Payment or Billing)?  
 No  
 Yes

Is your address information the same for Administrative, Ordering, Payment, and Billing addresses?:  
 No  
 Yes

Do you have the same contact for all address types (Administrative, Ordering, Payment, or Billing)?  
 No  
 Yes

Save and Close | Cancel Registration | Back | Next



VSS transitions to the Addresses & Contacts section.

Step 1.2.12 Read the user instructions at the top of the screen carefully before continuing with entering your Address and Contacts information.

Step 1.2.13 Enter phone number in the Phone field in Address Information section.

SIGMA Vendor Self Service [www.michigan.gov](http://www.michigan.gov) [www.michigan.gov/miccontractorconnect@045417225-50526--00.html](http://www.michigan.gov/miccontractorconnect@045417225-50526--00.html) [www.michigan.gov/miccontractorconnect](http://www.michigan.gov/miccontractorconnect)

Privacy Report | Contact Us

Step 3: Addresses and Contacts Back and Close Cancel Registration Back Next

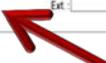
Based on the answers you provided on the previous page, additional information is required about your address and contact details for each of your different address types. If you wish to enter the same address and contact combination for each type, enter all the required fields below related to your Administrative, Ordering, Payment, and Billing address and select the Next button. Please note that Billing address information is optional. If you do have separate address and contact combinations for each address type, you may go back to the previous page and change the answers so you can provide different address and contact information.

\*Administrative  
 \*Ordering  
 \*Payment  
 \*Billing \*Entering a Billing Address is optional. Please uncheck this box prior to clicking 'Next' if you would prefer to enter a Billing Address at a later time.

Welcome, Lawson  
[View Frequently Asked Questions](#)  
 New Account Info  
 My Business Info  
 Addresses & Contacts  
 Additional Business Information  
 Registration Summary

Address Information 

\*Street 1:   
Street Address, P.O. Box, Company Name, etc.  
 Street 2:   
Street Address, P.O. Box, Company Name, etc.  
 \*City:   
 \*State/Province:   
 Zip/Postal Code:   
 Country:   
 County:   
 \*Phone:  Ext.   
xxx-xxx-xxxx  
 Additional Address Info:



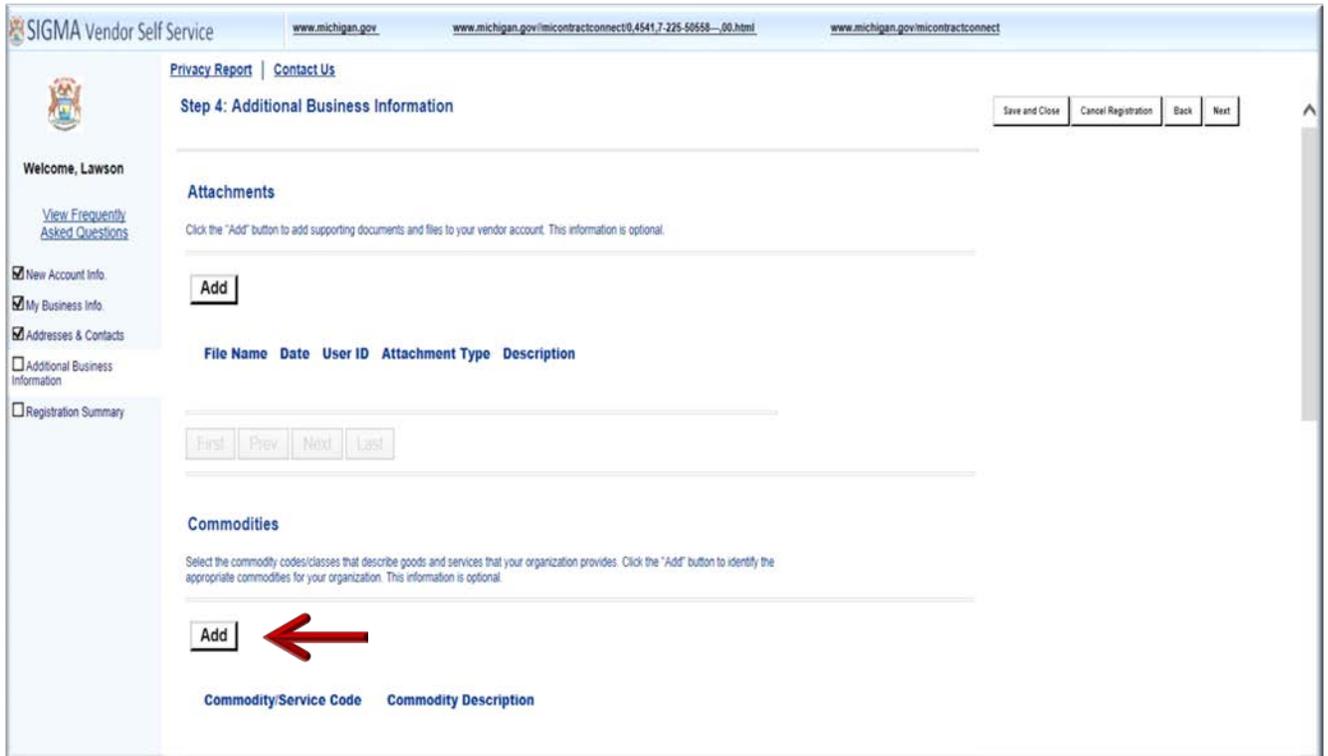
Step 1.2.14 Enter required information for Principal Contact and Phone. Email address is not required, but preferred.

Step 1.2.15 Select **Next**.

The screenshot displays the SIGMA Vendor Self Service interface. The top navigation bar includes the logo and the text "SIGMA Vendor Self Service" along with several URLs. On the left, a sidebar contains a "Welcome, Lawson" message and a list of menu items: "View Frequently Asked Questions", "New Account Info", "My Business Info", "Addresses & Contacts", "Additional Business Information", and "Registration Summary". The main content area is titled "Contact Information" and contains a form for entering contact details. The form includes fields for County, Phone (517-678-3333), Ext., Additional Address Info, Division/Department, DUNS, Extended DUNS, CAGE Code, Principal Contact (Lawson Woodward), Title/Role, Permissions, Authorized Representative, Phone (517-678-3333), Phone Extension, Alternate Phone, Alternate Phone Extension, English Spoken (checked), Fax, Fax Extension, Alternate Fax, Alternate Fax Extension, Email, and Correspondence Type. At the bottom right of the form, there are four buttons: "Save and Close", "Cancel Registration", "Add", and "Next". A red arrow points to the "Add" button.

The Additional Business Section is used to **Add** information for Attachments, Commodities, Business Types and Service Areas.

Step 1.2.16 Select **Add** to add commodities to your account. Adding commodities to your account gives you the ability to receive email notifications regarding State of Michigan Business and Grant Opportunities. (See SIGMA VSS Grantee User Guide for more information related to grant commodity codes.)



VSS displays screen for selecting commodity code types.

For a **Quick Search** of the Commodity page, you may use the asterisk symbol before and after at least one or two words that describe your commodity type. (Example: \*printing services\*)

Step 1.2.17 Enter your commodity description in Commodity Description field.

Step 1.2.18 Select **Browse**.

VSS returns results for Printing Services.

SIGMA Vendor Self Service [www.michigan.gov](http://www.michigan.gov) [www.michigan.gov/micontractconnect/0,4541,7-225-50558-00.html](http://www.michigan.gov/micontractconnect/0,4541,7-225-50558-00.html) [www.michigan.gov/micontractconnect](http://www.michigan.gov/micontractconnect)

[Privacy Report](#) | [Contact Us](#)

## Choose

Welcome, Lawson

[View Frequently Asked Questions](#)

Select one or more commodity codes or classes that describes the goods and services that your organization provides by clicking the checkbox next to the commodities you want to add. To search for a specific commodity code, class, or, description, enter a valid value in the Commodity/Service code or Commodity Description search field and click the "Browse" link. Wildcard (\*) search capabilities are available on the Commodity fields, please consult the online Help for details. Once your selection is made, click the "Ok" button to add the selected commodities to your organization. Click the "Cancel" button to cancel your changes and return to the Commodities page.

[Browse](#) [Clear](#)

Commodity/Service Code:

Commodity Description: \*PRINTING SERVICES\*

Grant:

Commodity Description	Commodity/Service Code
<input type="checkbox"/> Blue Printing Services: Blue Prints, Blue Line, Large Engine	96214
<input type="checkbox"/> Electrostatic Printing Services	96627
<input type="checkbox"/> Imprinting Services	96642
<input type="checkbox"/> Licenses and Back Tags Printing Services (Hunting, Fishing,	96652
<input type="checkbox"/> Print-On-Demand Printing Services (Including Print and Distr	96676
<input checked="" type="checkbox"/> Fingerprinting Services	99041

First Prev Next Last

Step 1.2.19 Select (check mark) any commodities for which you would like to receive email notifications regarding State of Michigan Business and Grant Opportunities.

Step 1.2.20 Select **OK**.

SIGMA Vendor Self Service [www.michigan.gov](http://www.michigan.gov) [www.michigan.gov/micontractconnect/0,4541,7-225-50558-00.html](http://www.michigan.gov/micontractconnect/0,4541,7-225-50558-00.html) [www.michigan.gov/micontractconnect](http://www.michigan.gov/micontractconnect)

[Privacy Report](#) | [Contact Us](#)

## Choose

Welcome, Lawson

[View Frequently Asked Questions](#)

Select one or more commodity codes or classes that describes the goods and services that your organization provides by clicking the checkbox next to the commodities you want to add. To search for a specific commodity code, class, or, description, enter a valid value in the Commodity/Service code or Commodity Description search field and click the "Browse" link. Wildcard (\*) search capabilities are available on the Commodity fields, please consult the online Help for details. Once your selection is made, click the "Ok" button to add the selected commodities to your organization. Click the "Cancel" button to cancel your changes and return to the Commodities page.

[Browse](#) [Clear](#)

Commodity/Service Code:

Commodity Description: \*PRINTING SERVICES\*

Grant:

Commodity Description	Commodity/Service Code
<input type="checkbox"/> Blue Printing Services: Blue Prints, Blue Line, Large Engine	96214
<input type="checkbox"/> Electrostatic Printing Services	96627
<input type="checkbox"/> Imprinting Services	96642
<input type="checkbox"/> Licenses and Back Tags Printing Services (Hunting, Fishing,	96652
<input type="checkbox"/> Print-On-Demand Printing Services (Including Print and Distr	96676
<input checked="" type="checkbox"/> Fingerprinting Services	99041

First Prev Next Last

VSS adds selected commodity to Additional Business Information section. Instructions for adding Business Type and Service Areas to your account are covered in Section 2 – View and Modify Account Information.

Step 1.2.21 Select **Next** to continue.

The screenshot shows the SIGMA Vendor Self Service interface. The top navigation bar includes the logo and the text "SIGMA Vendor Self Service" along with several URLs. Below the navigation bar, there are links for "Privacy Report" and "Contact Us". The main heading is "Step 4: Additional Business Information". In the top right corner, there are buttons for "Save and Close", "Cancel Registration", "Back", and "Next".

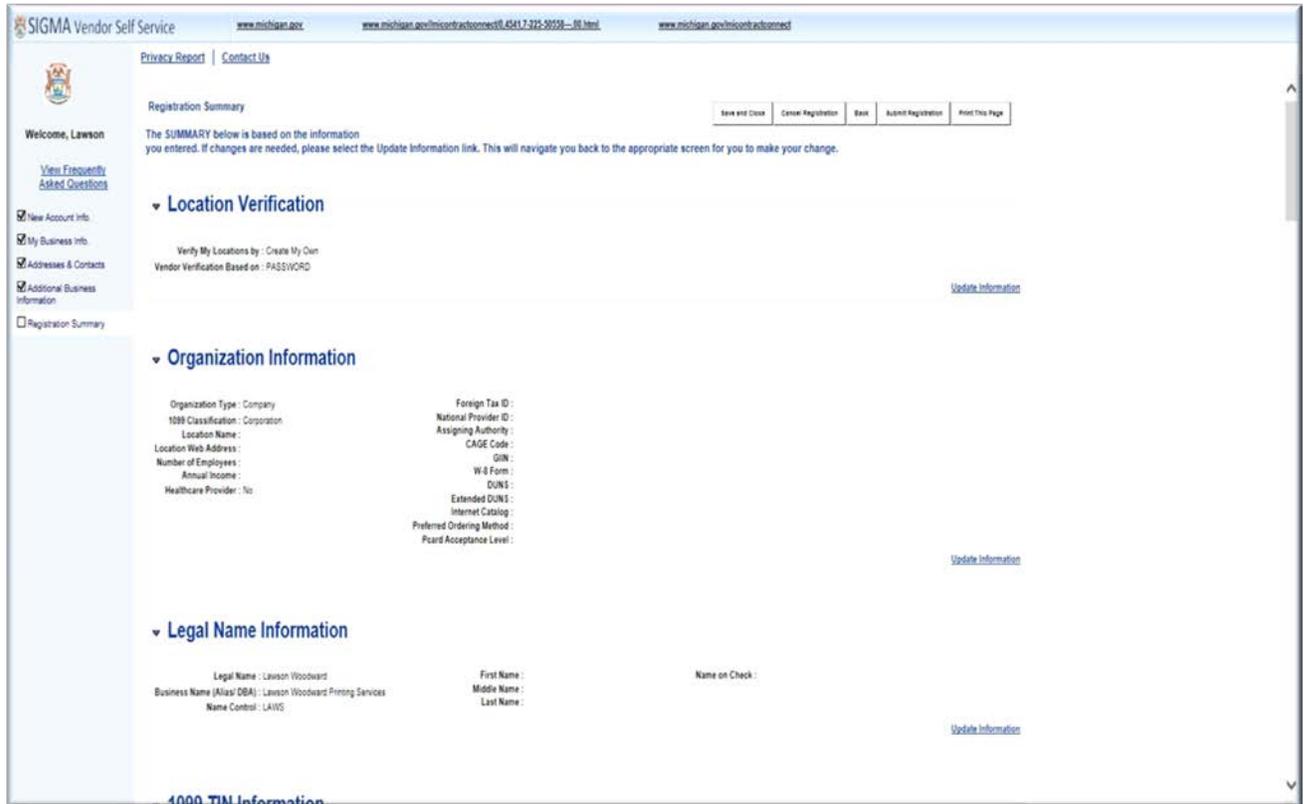
On the left side, there is a sidebar with a "Welcome, Lawson" message and a "View Frequently Asked Questions" link. Below this, there are several checkboxes: "New Account Info.", "My Business Info.", "Addresses & Contacts", "Additional Business Information", and "Registration Summary".

The main content area is divided into two sections: "Attachments" and "Commodities".

The "Attachments" section has an "Add" button and a table with columns: "File Name", "Date", "User ID", "Attachment Type", and "Description". Below the table are "First", "Prev", "Next", and "Last" navigation buttons.

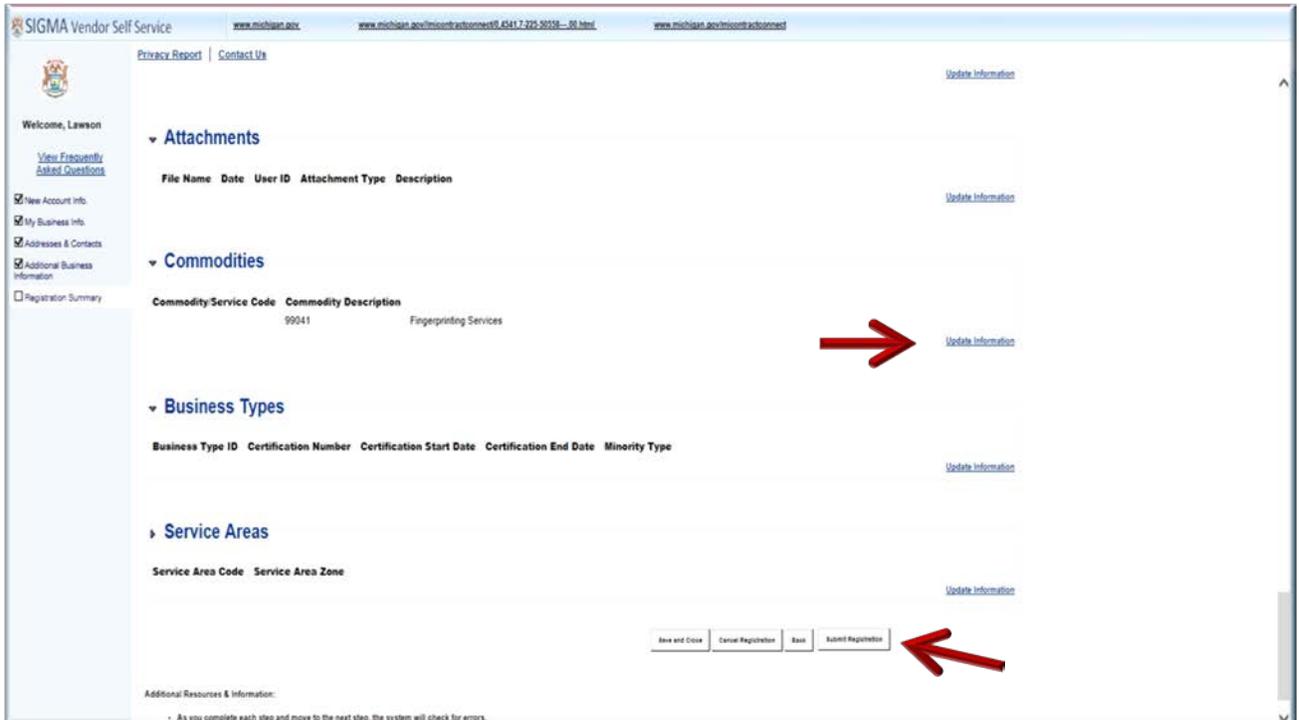
The "Commodities" section has an "Add" button and a table with columns: "Commodity/Service Code", "Commodity Description", and "Delete". The table contains one entry: "99041" with the description "Fingerprinting Services". A red arrow points to the "Fingerprinting Services" text.

VSS transitions to Registration Summary Screen.

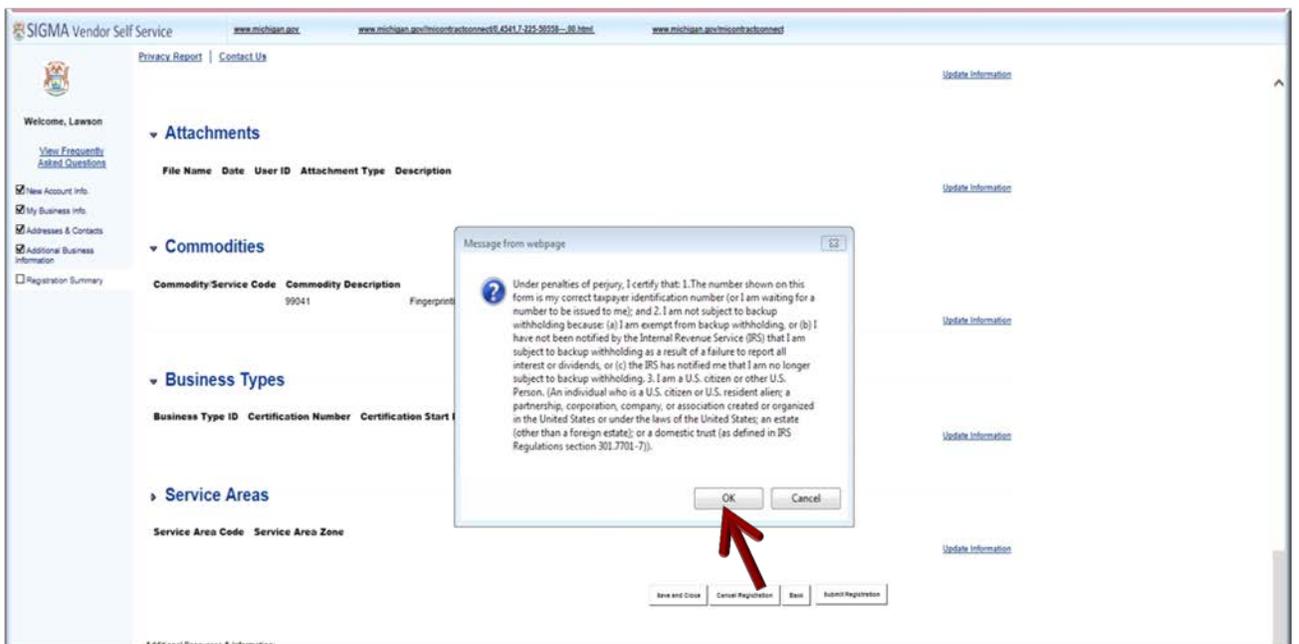


Use the vertical scroll bar to review the information. The Update Information links on the right hand side can be used to edit/change your information before completing the registration.

Step 1.2.22 Select **Submit Registration** to complete and submit the online vendor registration form.



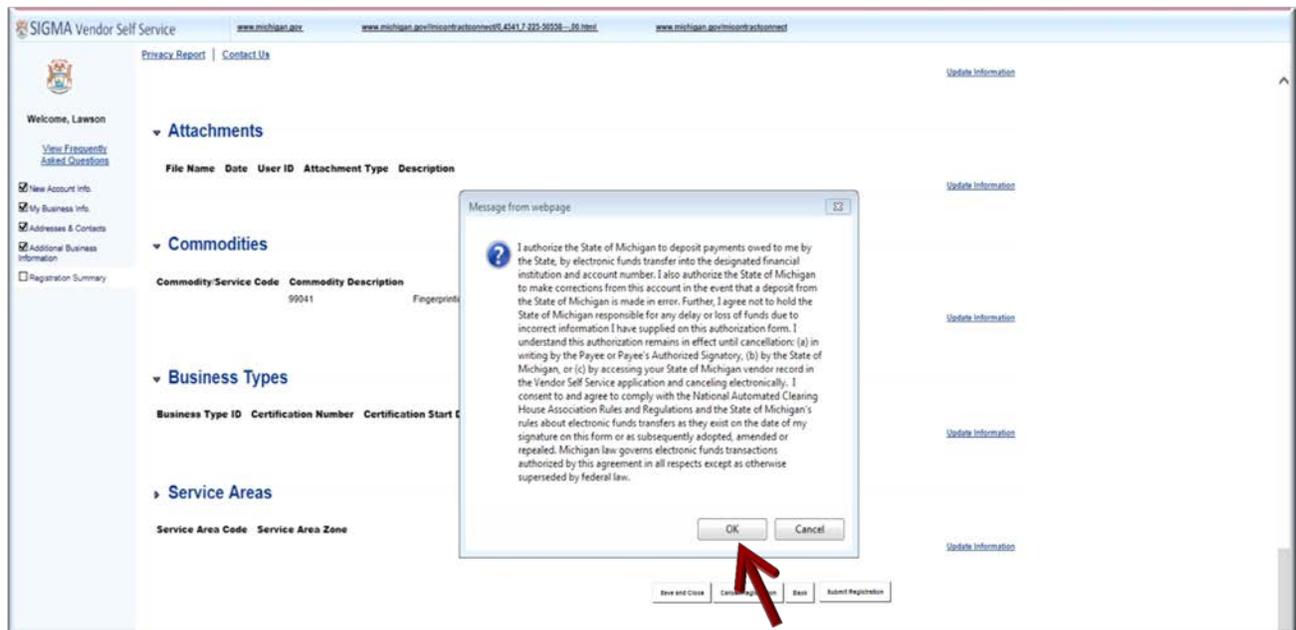
- The IRS Perjury Statement popup appears.
- 1.2.23 Review the IRS W-9 Perjury Statement.
- 1.2.24 Select **OK** to continue.



The VSS EFT Perjury Statement popup appears.

Step 1.2.25 Review the EFT Perjury Statement.

Step 1.2.26 Select **OK** to continue.



The VSS Thank You! page appears.

1.2.27 Keep a record of your new Vendor Customer ID. (Ex: VS0001058).

1.2.28 Download your Substitute W-9 form for your record.

1.2.29 Select **Print this Page** to print hard copy of your registration form.

1.2.30 Select the red X to close the Browser.