

Contract & Payment Express EFT Registration Instructions

How to Register on the State Vendor File

1. Logon to Contract & Payment Express (C&PE) at www.michigan.gov/cpexpress. If you have never accessed C&PE before, review the Welcome Page instructions and then click on “continue” at the bottom of the page. On the C&PE Home Page click on “New Users” and complete the easy to follow instructions.
2. Registration will require your social security number, name and address information.
3. For further instructions, please refer to the State of Michigan Financial Management Guide (FMG), Part VI, Chapter 2, on the Office of Financial Management (OFM) website under “Policies & Procedures.”
4. Many other questions may also be answered by clicking on “FAQ” at the top of the C&PE Welcome page.
5. If you need assistance, contact the OFM Help Desk at:

Mailing Address:

State of Michigan
DMB Office of Financial Management
P.O. Box 30710
Lansing, MI 48909

Fax Number:

(517) 373-6458

E-Mail Address:

dmb-vendor@michigan.gov

Once you have registered, a password will be mailed via the U.S. Postal Service the following day. Please refrain from accessing C&PE again until you have received your password in the mail because you could accidentally inactivate your password.

Upon receipt of your temporary password (This password is only good for 30 days!):

1. Access C&PE, enter your User ID and the password you received in the mail
2. You will be prompted to change the password
3. Click on “View Registration Details” then click on “Sign Up for Electronic Funds Transfer (Direct Deposit)”
4. Complete and print the Electronic Fund Transfer Authorization for Vendor Payments form along with a W-9 (there is a link to the W-9 form)
5. Sign and date the form
6. Take the completed form to your bank to sign off on the lower portion of the form
7. Make copies for your records of both forms
8. Mail both forms to the DMB address on the authorization form
9. Inform Sue Ann Searles, GTIB staff that your registration has been completed.
You may reach Sue Ann at (517) 335-9825 or via e-mail searless1@michigan.gov.

NOTE: When signing up for direct deposit, if you would like to receive e-mail notification when funds are deposited into your bank account, enter your e-mail address.