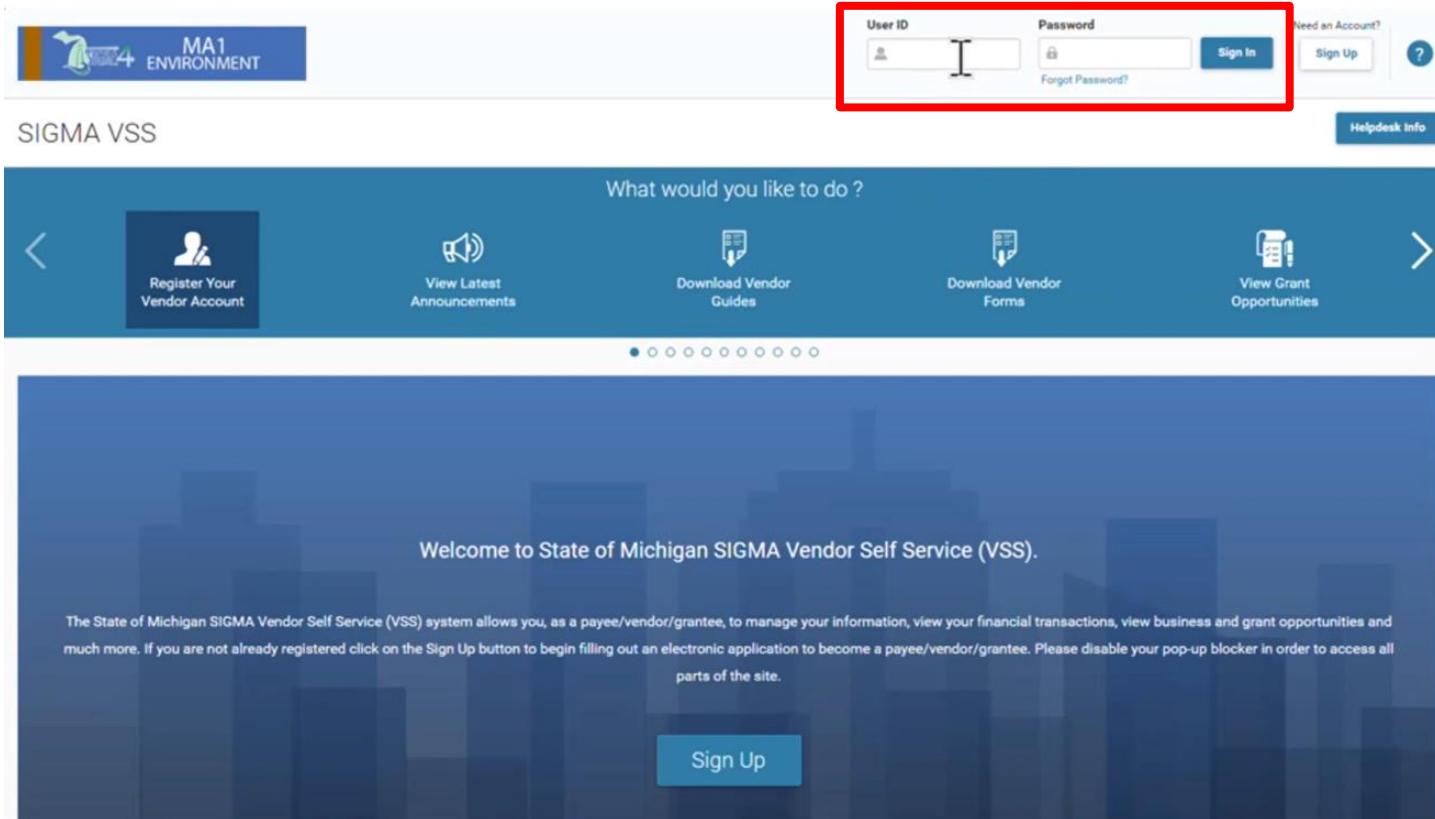


Finding Your SIGMA Vendor Code and Address ID for Existing Users



Log into
SIGMA
using your
existing
User ID and
Password.

MA1 ENVIRONMENT

Test Account 1 Vendor

My Responses My Grant Applications Agreements Scheduled Payments Check/EFTs Business Opportunities Grant Opportunities Tax Information

Account Summary

Primary Account Administrator

Name: Test Account 1
Email: SIGMA-Vendor@michigan.gov
Phone: 5555555555

Vendor Code: VS0276579
Vendor Status: Active

1099 Reportable: true

EFT Information

Account Level EFT Status: Eligible for EFT
Address Level EFT Available: false

Prevent New Spending

Account Level: - not active

Announcements

Date	Message
No Records Found	

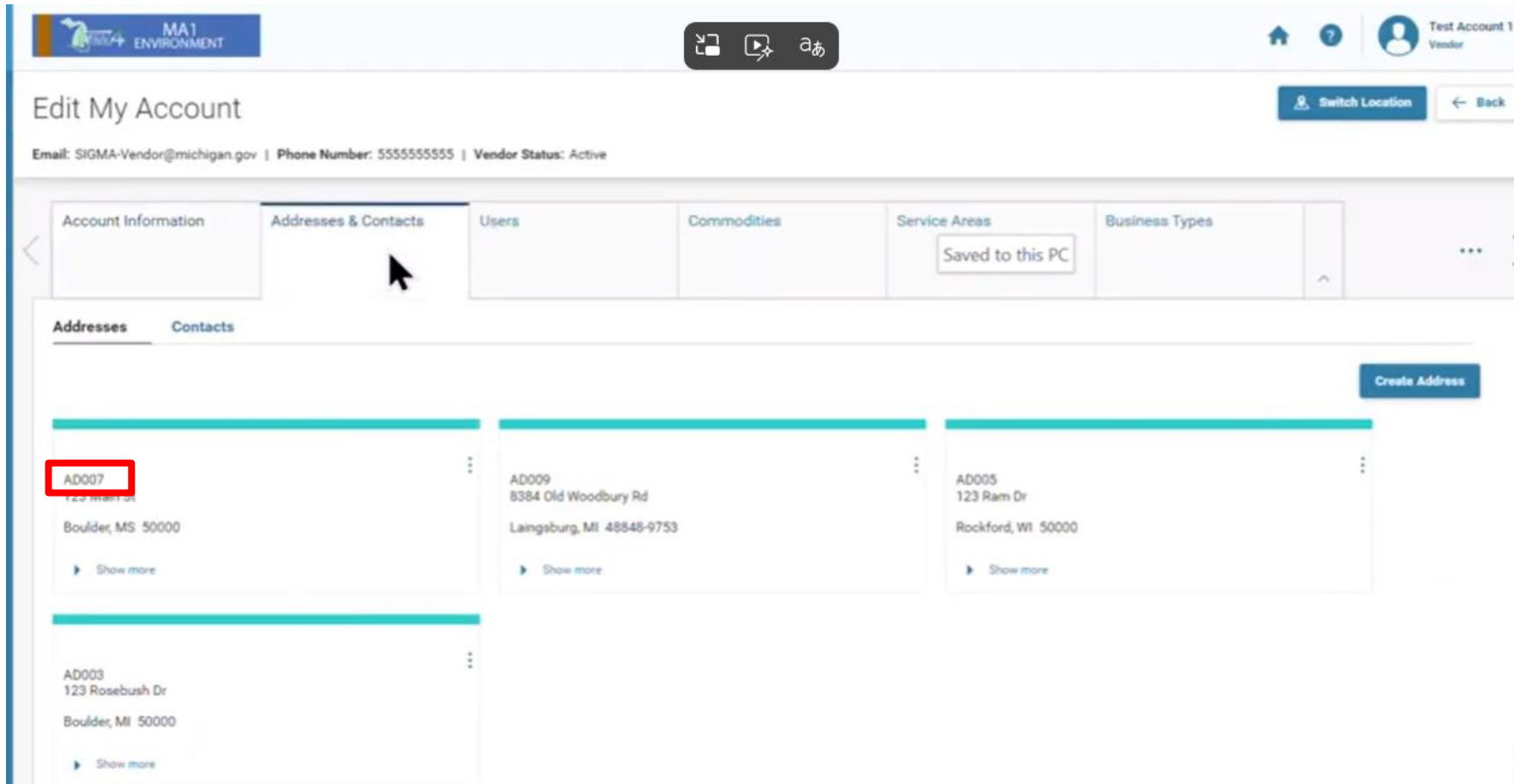
Locate Account Summary on the Homepage. Your Vendor Code will be listed under Account Summary.

To locate your Address ID, select My Account from the Account Summary widget.

The screenshot shows the MA1 ENVIRONMENT vendor portal. At the top, there is a navigation bar with the logo and the text 'MA1 ENVIRONMENT'. Below this is a row of eight widget icons: My Responses, My Grant Applications, Agreements, Scheduled Payments, Check/EFTs, Business Opportunities, Grant Opportunities, and Tax Information. The main content area is divided into two sections. On the left is the 'Account Summary' widget, which contains the following information:

- Primary Account Administrator**
 - Name: Test Account 1
 - Email: SIGMA-Vendor@michigan.gov
 - Phone: 5555555555
- Account Status**
 - Vendor Code: VS0276579
 - Vendor Status: Active
 - 1099 Reportable: true
- EFT Information**
 - Account Level EFT Status: Eligible for EFT
 - Address Level EFT Available: false
- Prevent New Spending**
 - Account Level: not active

A red box highlights the 'My Account' button located at the top of the Account Summary widget. To the right of the Account Summary widget is the 'Announcements' widget, which displays a table with columns for 'Date' and 'Message'. The table currently shows 'No Records Found'. A mouse cursor is visible over the Announcements widget.



Then select the Addresses & Contacts tab. Your Address ID (e.g., AD007) will be listed under Addresses.

Additional SIGMA Resources

- [Sigma MDE Homepage](#)
- [Doing Business with the State \(SIGMA VSS\)](#)
- [Vendor Self-Service \(VSS\) Familiarization Video](#)