



Create A New Vendor Self Service (VSS) Account

Who: *State of Michigan vendors and payees (i.e., individuals and companies).*

What: *This job aid provides the steps for vendors and payees to register for business opportunities and payments with the State of Michigan.*

A. Access SIGMA Vendor Self Service login website by clicking the following link:

www.michigan.gov/vsslogin

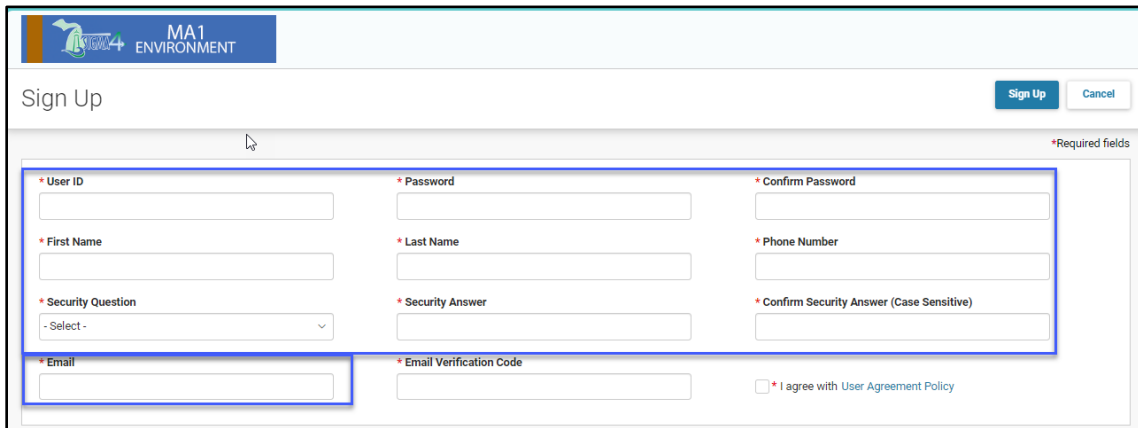
- For vendors requiring more detailed information on the VSS registration process please refer to the *VSS Registration Guide* job aid located on the SIGMA Vendor Self Service website via the following link: [SIGMA Vendor Self Service](#)

1. Select **Sign Up**.

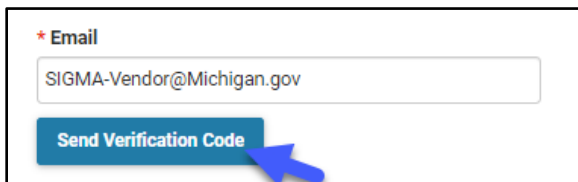
B. Create your user profile.

1. Enter:

- a. **User ID**
- b. **Password**
- c. **Confirm Password**
- d. **First Name**
- e. **Last Name**
- f. **Phone Number**
- g. **Security Question**
- h. **Security Answer**
- i. **Confirm Security Answer**
- j. **Email.**



2. Click **Send Verification Code**.

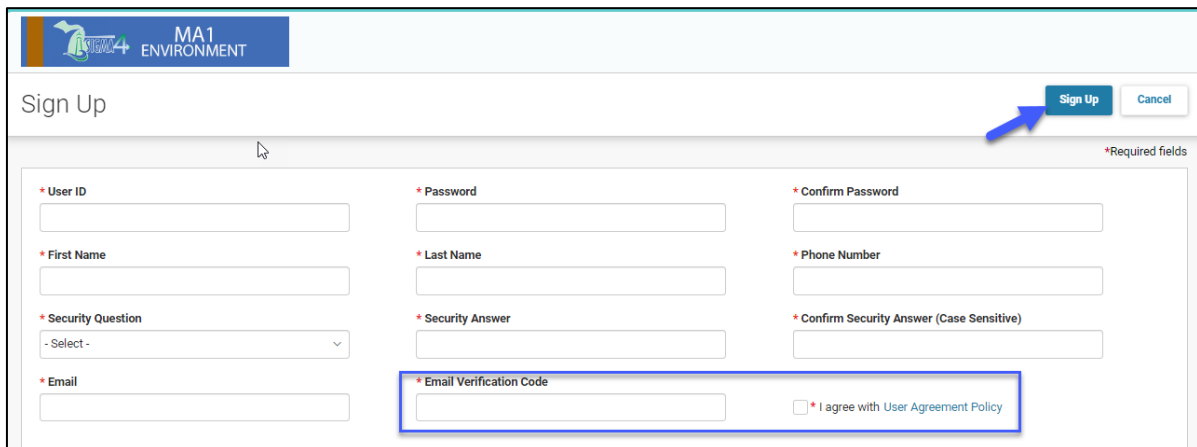


3. On the pop up click **Continue**.

4. Open the verification email in your email box, copy and paste or type the verification code from the body of email into the **Email Verification Code** field.

5. Check the **I agree with User Agreement Policy** box. Click [User Agreement Policy](#) hyperlink to review the policy.

6. Click **Sign Up**.





7. Click **Continue**.

C. Search for existing account.

1. Click the bubble to search for either an **Individual** or **Company**.

- a. For an individual enter **Last Name** and **Last 4 digits of SSN**.
- b. For a company search enter either the **Taxpayer Identification Number** or **Legal Business Name**.

2. Click **Search**.

D. New Registration

1. When search results are returned:

- a. Confirm No Records Found, or
- b. If there are results from the search, confirm that the account information displayed in the search results is not correct for your Individual / Company.

Note: If search results returned for your Individual or Company, refer to the instructions in the *Claim Your Existing Account* job aid located on the SIGMA Vendor Self Service website via the following link: [SIGMA Vendor Self Service](#)



2. If no search results are returned for your Individual or Company, click **New Registration**.

E. Account Information

1. Account Information Section.

- a. Select:

- i. **Organization Type**
 - ii. **1099 Classification**, and
 - iii. **Taxpayer ID Number Type**.

Note: Taxpayer ID Number Type EIN is for a company and SSN/ITIN/ATIN are for individual registrations.

- b. Enter **Taxpayer ID Number**.

- c. The name field(s) will appear, enter **Company Name** if registering an EIN. Individual registrations will populate **First Name** and **Last Name** fields from the user profile.

2. Tax Return Address Section.

- a. Enter **Address, City, State** and **Zip Code**.

3. EFT Section (optional).

- a. In the **ABA Number** field enter the Routing ID Number.
 - b. Select **Account Type** and enter **Account Number**.

4. Click **Continue**.

5. Address Modified Error returns. Above address in Tax Return Address section check the box above the address you would like to use.

6. Click **Continue**.

F. Address Information

1. Verify your address and contact information. You can update the fields as needed. If an address type or designated contact is different, please click on it and update.
2. Click **Continue**.

G. Business Information

1. Location Verification Section.
 - i. **In Verify My Locations by** select Create My Own.



- ii. In **Vendor Verification Password Hint** enter a hint for the password you create next.
 - iii. In **Vendor Verification Password** and **Confirm Verification Password** create a password to be used if another vendor code needs to be created.
2. Optional: Enter **Commodities, Business Types and Service Areas**.
- Note:** As a registered vendor with the State of Michigan it's important to enter commodity code(s) because it helps vendor users receive notifications on new business and grant opportunities. Likewise, adding business types may help determine your eligibility for various programs, e.g., Michigan Principal Location, Qualified Opportunity Zone by Principal Location, HUBZone Business.
- i. Click **Continue**.

H. Summary Information

1. Review all the entered information and click **Submit Registration**.
2. On the pop up, check **I Accept**.
3. Click **Submit**.

- I. 'Congratulations' page showing your vendor code appears We recommend saving your vendor code for future use with the State of Michigan departments.