



# Activate VSS Account

How to Activate VSS Account: <https://emars311.ky.gov>

1. Click the Register Button on the left side of the page

2. Read the Registration Agreement and click Accept Terms



# Activate VSS Account

3. Click Next on the Registration Tips Page

**Registration Tips**

Already registered? Click [here](#) to login. Otherwise, click Next to continue.

Assemble the following information before continuing:

- Information on each location (first location entered will be considered the Headquarters)
- Tax ID Number
- Legal Business name
- DUNS Number (NOT REQUIRED)
  - A free number issued by Dun & Bradstreet for each business location
  - Call toll free at 888-814-1435 to obtain/verify your number
  - Indicate that you are doing business with a Government entity
- Contact Information (name, address, email, phone and fax)
  - Account Administrator (person responsible for your account)
  - Ordering
  - Payment
- Descriptions of your products and services (the Commonwealth uses the NIGP Commodity Codes. A listing of these can be found on the eProcurement.ky.gov home webpage under Doing Business with the Commonwealth)

4. On the Search for an Existing Account page, you can EITHER the Federal Tax ID # or the Legal Business Name (Company Search) OR the Last Name and Last 4 #s of the SSN (Individual Search), click Search

## THE BEST WAY TO LOCATE YOUR ACCOUNT IS USING YOUR TAX IDENTIFICATION NUMBER (EIN/SSN)

**Search for an Existing Account**

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

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.



# Activate VSS Account

## Example Company Search:

If you are a Company registering with a employer identification number(EIN), search for your account using your federal tax identification number(with no dashes "-").

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### Search for an Existing Account

Cancel Registration | Back

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

**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

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.

Cancel Registration | Back

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### Search for an Existing Account/Results Found

Cancel Registration | Back

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

**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

The following exists for the information you entered:

Vendor Number	Legal Business Name	Alias/DBA Name	Activated?
KY0009180	The Courier-Journal Inc		No <a href="#">Click here to activate your account</a>

Has your account been found and listed above?

Yes, but it is already registered → Click the "Contact your Administrator" link to determine who you need to contact for access.

Yes, but it is not yet registered → Click the "Click here to activate your account" link to begin the process for activating your account.

Yes, but not my business location → Click the "Add Business Location" link to add your business location.

Yes, but the registration is already in progress → Click the "Click to continue registration" link to login and continue activating your account.

No, register now. → Click the "New Registration" button to create a vendor code and account.

Additional Resources & Information:

Cancel Registration | Back



# Activate VSS Account

## Example Individual Search:

If you are an Individual registering with your social security number, search for your account using your Last Name and the last 4 digits of your SSN.

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**Search for an Existing Account** Cancel Registration Back

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

**Search**

**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

**Search**

**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.

Cancel Registration Back

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**Search for an Existing Account/Results Found** Cancel Registration Back

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

**Search**

**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

**Search**

**The following exists for the information you entered:**

Vendor Number	Legal Business Name	Alias/DBA Name	Activated?	
KY0000608	CHARLES S JONES		No	<a href="#">Click here to activate your account</a>

Has your account been found and listed above?

- Yes, but it is already registered → Click the "Contact your Administrator" link to determine who you need to contact for access.
- Yes, but it is not yet registered → Click the "Click here to activate your account" link to begin the process for activating your account.
- Yes, but not my business location → Click the "Add Business Location" link to add your business location.
- Yes, but the registration is already in progress → Click the "Click to continue registration" link to login and continue activating your account.
- No, register now. → Click the "New Registration" button to create a vendor code and account. **New Registration**

Cancel Registration Back



# Activate VSS Account

- View the search results. Follow the instruction according to the answer to the question, "Has your account been found and listed above?"
  - If you are registered but not Activated, click on "Click here to activate your account" link (continued on next page).
  - If your organization is not listed, click on the New Registration button. (see [KY Vendor Self Service\(VSS\) Registration Guide](#) for assistance)
  - If you are already registered and activated, contact your account administrator to create an account user ID for you. If that person is no longer with your company, contact the Finance Customer Resource Center (CRC) by email at Finance.CRCGroup@ky.gov or phone 502-564-9641 or toll-free 877-973-HELP (4357) to assist with updating your account.
  - If your account is registered but it is not your business location, click "Add Business Location" and follow the steps to complete this process.
  - If your registration is in progress, click on "Click to Continue Registration"

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## Search for an Existing Account/Results Found

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 in 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

The following exists for the information you entered:

Vendor Number	Legal Business Name	Alias/DBA Name	Activated?	
KY0004082	KY VENDOR		Yes	<a href="#">Contact your Administrator</a>
KY0011841	Fawn Vendors	Federal Machine	No	<a href="#">Add Business Location</a> <a href="#">Click here to activate your account</a>

Has your account been found and listed above?

Yes, but it is already registered → Click the "Contact your Administrator" link to determine who you need to contact for access.

Yes, but it is not yet registered → Click the "Click here to activate your account" link to begin the process for activating your account.

Yes, but not my business location → Click the "Add Business Location" link to add your business location.

Yes, but the registration is already in progress → Click the "Click to continue registration" link to login and continue activating your account.

No, register now. → Click the "New Registration" button to create a vendor code and account.



# Activate VSS Account

- For the Vendor Verification Password type in your EIN, for a company, or your SSN, for an individual (*this will not include any dashes, only 9 digits*).
- Click Submit

- On the My User Information page, complete the required fields(identified with a red asterisk \*). Then click Next.



# Activate VSS Account

9. You will get several informational messages. Click Submit Registration to complete the activation of your account.

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**You have 5 messages**

- 1: Information : User access privileges have been changed to Account Administrator. (A5439)
- 2: Information : User Optional access privileges is updated with Tax inquiry vendor role.
- 3: Information : User Optional access privileges is updated with Create Invoice User role.
- 4: Information : User Optional access privileges is updated with Create Solicitation Response User role.
- 5: Information : User Optional access privileges is updated with Submit Response User role.

[View All Details](#)

**Verify & Submit Registration** Cancel Registration Back

Click the 'Submit Registration' button to complete your registration. You may review your registration prior to submitting it by clicking on the 'Back' button or navigating through the registration pages on the left menu.

**Submit Registration** 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.

10. On the Thank You! page, you will need to close and go back to the Login page to view your account.

<https://emars311.ky.gov>

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**Thank You!**

Congratulations, you have completed the registration process. You may now login to VSS using the User Name and Password you just created.

Welcome, New



## Activate VSS Account

- From the Login page, enter your User ID and Password and click Login to access your account. Here you can view the information on your Kentucky vendor record.

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**Welcome to Kentucky**

*The Kentucky Vendor Self Service (VSS) system allows you, as a payee/vendor, to view your account information, submit requests for items, and much more.*

*This site is best viewed with Pop-Up blocker disabled and the suggested web browser is Google Chrome. For mobile devices, we recommend using an iPad with iOS 6.1 and 7.1. If you need assistance, please contact the Customer Support Center at 877-973-HELP (4357).*

*The Help Desk is open Monday through Friday from 8:00 a.m. until 5:00 p.m.*

**Announcements**

**Guest Access**

- View Solicitations
- View Catalog Items

**User ID**

**Password**

**Login** [Password Reset](#)

- Account Maintenance
- Respond to Solicitations
- View Financial Information

**Register**

- Create New Account
- Activate Vendor Account
- Add Location to Existing Account

### Quick Links:

[Doing Business with the Commonwealth](#)

[VSS Account Maintenance Guide](#)

[SAS-63 Authorization for Electronic Deposit of Vendor Payment](#)