

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

_			
Kentud	ky~	eProcurement Kentucky ony Open Door Ope Stop Business Kentucky	Procurement Technical Assistance Center (PI
- UNBRIDLED BP	Contact Us		
ANTH OPA			
(1)	Registra	tion Agreement	
	You must accept the ten these terms you will be r	ns of this Registration Agreement in order to register as a vendor with VSS. If you choose not to accept eturned to the HomePage for Guests.	
Welcome, New	By submitting this electro legal name provided are on behalf of the Vendor, of the Vendor. By submit each agency and public	nic vendor registration, you certify under penalties of perjury that the taxpayer identification number and accurate. You also certify that you are duly authorized by the Vendor to. (i) register the Vendor; (ii) file, all of the information reguested in this registration process, and (iii) enter into this Agreement on behalf ting this electronic vendor registration, you hereby agree on behalf of the Vendor and for the benefit of ody that.	
	 The Vendor shall use necessary to ensure that 	VSS vendor registration update functionality to update the Vendor's registration information whenever the registration information remains accurate and complete at all times.	
	 The Vendor hereby we update functionality shall public body shall be entii Vendor has provided thru information is or has been registration and registration 	arrants that the information provided by the Vendor through the VSS registration and VSS registration at all times to accurate, complete and current. The Vendor further warrant sthat each agency and led at all times to rely conclusively on the currency, accuracy and completeness of the information the wough the VSS registration and VSS registration update functionality as of that date even if different a available to or received by agency or public body personnel through means other than the VSS on update functionality.	
	 The Vendor agrees to of an electronic signature it must be under the sole responsibility to safegua contract with the Comme shared amongst users. The the vendor's records are 	use an electronic signature in order to facilitate electronic transactions with state government. The use is stipulated under KRS 368 101-368 120. There is only one password code given out per vendor and control of the persons using it. This code is used to submit solicitation response. It is the vendor a mixed the other state is the state of the state of the state of the state of the vendor of mixed the of Kentucky and/or to make changes to the vendor's record. The password code must not be he vendor is herein of the vendor's record. The password code must not be the vendor is herein on the state of the vendor's record. The password code must not be the vendor is herein on the intervence of the vendor's record. The password code must not be the vendor is herein on the transmitter of the vendor's record. The password code must not be the vendor is herein on the intervence of the vendor's record. The password code must not be the vendor is herein on the intervence of the vendor's record. The password code must not be the vendor is herein on the intervence of the vendor's record. The password code must not be the vendor is herein on the vendor's not be the vendor's herein on the term of the vendor's record. The password code must not be the vendor's herein on the term of the vendor's not of the vendor's not be the vendor's herein on the term of the vendor's not be the vendor's herein on the term of the vendor's not be the vendor's herein on the term of the vendor's not be the vendor's herein on the term of the vendor's not be the vendor's herein on the term of te	
	This Agreement shall ren the Vendor's registration Agreement in regard to o administered in whole or	nain in effect for as long as the Vendor is registered as a VSS vendor. All rights are reserved to cancel at any time. In the event the Vendor's registration is cancelled, the Vendor shall remain bound to this ompletion of any contract, purchase order or other electronic procurement transaction that was made or in part using VSS.	
			Accept Terms Reject Terms



3. Click Next on the Registration Tips Page



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)

Kentud	kir -
UNBRIDLED BR	eProcurement Kentucky.gov Open Door One Stop Business Kentucky Procurement Technical Assistance Center (PT Contact Us
(1)	Search for an Existing Account Back
A DE COM	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. Hease select one of the search options below to determine if you already have a vendor code.
	▼ Company Search
Welcome, New	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
	OR
	▼ Individual Search
	To see if you have a vendor code and have a Social Security Number (SSN) on the enter your Last Name and last four digits of your Social Security Number.
	Last Name AND Last 4 digits of SSN
	Search
	Council Resistantian Rest
	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.



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 "-").

Kentud	RU-
UNBRIDLED SP	eProcurement, Renucky.gov Upen Door Une stop business, Renucky Procurement Technical Assistance Center
	Contract OS
$(\widehat{\mathbf{m}})$	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
Welcome, New	To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN:
	Taxonucrition Humber 00.765.4224 00 Logal Buninger Name
	Taxpayer luentincation number 90/034321 On Legisl business name
	Search
	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
	Search
	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.

Kentud	RUP APPROXIMATE Kentucky on One Door One Store Business: Kentucky Provingment Technical Assistances
UNERIDLED EF	RECONTINUES SERVICES
	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 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.
Welcome, New	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 987654321 OR Legal Business Name
	Search
	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
	Search
	The following exists for the information you entered:
	Vender Number Legisl Duringer Name Aliae/IDA Name Artisted?
	Venuo humor Legal business maine Anastoa kanie Autoraeu: KY0009180 The Courter-Journal Inc No Click here to activate your account
	Has your account been found and listed above?
	Ves. 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 ver registered \rightarrow Click the "Click here to activate your account" link to begin the process for activating your account.
	Yes, but not my 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
	Additional Resources & Information:



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.

Kentu	eProcurement Kentucky.gov Open Door One Stop Business Kentucky Procurement Techn	ical Assistance Cen
	<u>Contact Us</u>	
(n)	Search for an Existing Account	tration 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 based on the information you previously provided. Please select one of the search options below to determine if you already have a vendor code.	or individual
	▼ Company Search	
Welcome, New	To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN:	
	OR Legal Business Name	
	Search	
	OR	
	v 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 jONES AND Last 4 digits of SSN 1234	
	Search }	
	Cancel Registratio	n 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.	

Douter	
Kenu	eProcurement Kentucky.gov Open Door One Stop Business Kentucky Procurement Technical Assistance
	<u>Contact Us</u>
(n)	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 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.
Welcome, New	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
	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 * ODES* AND Last 4 digits of SSN 1234
	Search
	The following exists for the information you entered:
	Vendor Number Lenal Rusiness Name Alias/DRA Name Activated?
	KY0000608 CHARLES S JONES No Click here to activate your account
	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



- 5. 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 <u>KY Vendor Self</u> <u>Service(VSS) Registration Guide</u> 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"

Kentu	eProcurement Kentucky.gov								
	Contact Us								
	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. The company Search								
Welcome, New	To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN:								
	Taxpayer Identification Number 123456789 OR Legal Business Name Search								
	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								
	Search								
	VSS account								
	The following exists for the information you entered:								
	Vendor Number Legal Business Name Alias/DBA Name Activated?								
	KY0004082 KY VENDOR Yes KY VENDOR Yes KY0004082 KY VENDOR								
	KY0011841 Fawn Vendors Federal Machine No Click here to activate your account								
	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								





- 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).
- 7. Click Submit

Kentuc	Contact Us	eProcurement	Kentucky.gov	Open Door	One Stop Business	Kentucky Procurement Technical Assistance Center (F		
()	Account Verification.					Cancel Registration Back Next		
	Please verify that you are part of this organization by entering the TIN number of your Headquarters and hitting submit. If you are uns	sure of the TIN nun	nber, please con	tact the Acco	unt Administrator for y	our Headquarters.		
Weicome, New	Vendor Verification Password : Submit Bubmit Return to Vendor Name Search Please amail or fax: a request for assistance with your password on official company lattinehead and signed by an authorized representative to the Customer Resource Center at Finance. CRCGroup@ky.gov or (502)564-5319 (fax)							
	Headquarters :							
	Account Administrator Passwords are set by your Account Administrator. If you don't know the password, see the contact information below.							
	Principal Contact :							
	Email: Phone:							
	Additional Resources & Information:					Cancel Registration Back Next		
	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. 							

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

	-					
Kentud	ky			eProcurement Kentucky.gov Open Door One Stop Business	Kentucky Procurement Technical Assistance	
	Contact Us					
(i)	My User	Information			Cancel Registration Back Next	
	Create your user ID here. Administrator role.	You will be assigned the role of Primary Account Administrator. F	Please see the Frequently Asked Questions for addition	nal details about the Primary Account		
Welcome, New	▼ General Inform	ation				
User Information	*User ID (case sensitive):				
Verify and Submit		(User ID should be between 2 and 16 characters in length)	PLEASE NOTE: U	<u>Jser IDs cannot be changed</u>	, but	
	*First Name	e :	additional users c	an be added to vendor reco	ords.	
	*Last Name	e :				
	*Emai	ii :	It is not recommen	nded to use personal name	s as	
	*Re-enter Emai	1:	user IDs	for company records.		
	*Phone	e : Ext. :				
		X0X-XXX-X0XX				
	Fa	x :				
		XXXX-XXX-3XXX				
	▼ Password			YOU WILL NEED THIS INFORM TO LOGIN SO PLEASE KEEP	IATION THIS IN	
	*Password (case s	ensitive) : (Passwords s	should be between 2 and 16 characters in length)	A SAFE AND SECURE PLA	ACE.	
	*Re-enter F	assword :				
	*Security	Question :	•	BOTH USER ID AND PASSWOP		
	*Security Answer (case	sensitive):		CASE SENSITIVE.		
	*Re-enter Security	Answer :				
	* Indicates a required field					
	Additional Resources &	Information:				
	As you complete each st If there are errors:	ep and move to the next step, the system will check for errors.			Cancel Registration Back Next	
	A notification m You must corre	nessage will be displayed at the top of the page. ot the errors indicated before continuing to the next step.				



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

Kentuc	ky		eProcurement	Kentucky.gov (Open Door	One Stop Business	Kentucky Procur	rement Technical Assis	tance Center
	Contact Us								
STATE OF	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.								
A DE CONTRACTOR	3: Information : User	3: Information : User Optional access privileges is updated with Create Invoice User role.							
	4: Information : User 5: Information : User	Optional access privileges is upo	lated with Create Sol lated with Submit Por	citation Resp	onse Use role	er role.			
Welcome, New	View All Details	Optional access privileges is upo	idieu with Submit Ive.	sponse oser	TOIE.				
☑ User Information	View All Details								
□ Verify and Submit Registration	Verify & Submit	Registration						Cancel Registration	Back
	Click the 'Submit Registr navigating through the re	ation' button to complete your registration. gistration pages on the left menu.	/ou may review your registr	ation prior to subi	mitting it by	clicking on the 'Back' b	outton or		
			Sub	mit Registration					
	Additional Resources &	Information:		Ċ	5			Cancel Registration	Back
	As you complete each If there are errors:	step and move to the next step, the syste	em will check for errors.						
	 A notification You must cont 	message will be displayed at the top of t ect the errors indicated before continuir	he page. Ig 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





11. 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.



Ouick Links:

Doing Business with the Commonwealth

VSS Account Maintenance Guide

SAS-63 Authorization for Electronic Deposit of Vendor Payment