

COMMONWEALTH OF KENTUCKY ACTIVATE EXISTING VENDOR ACCOUNT

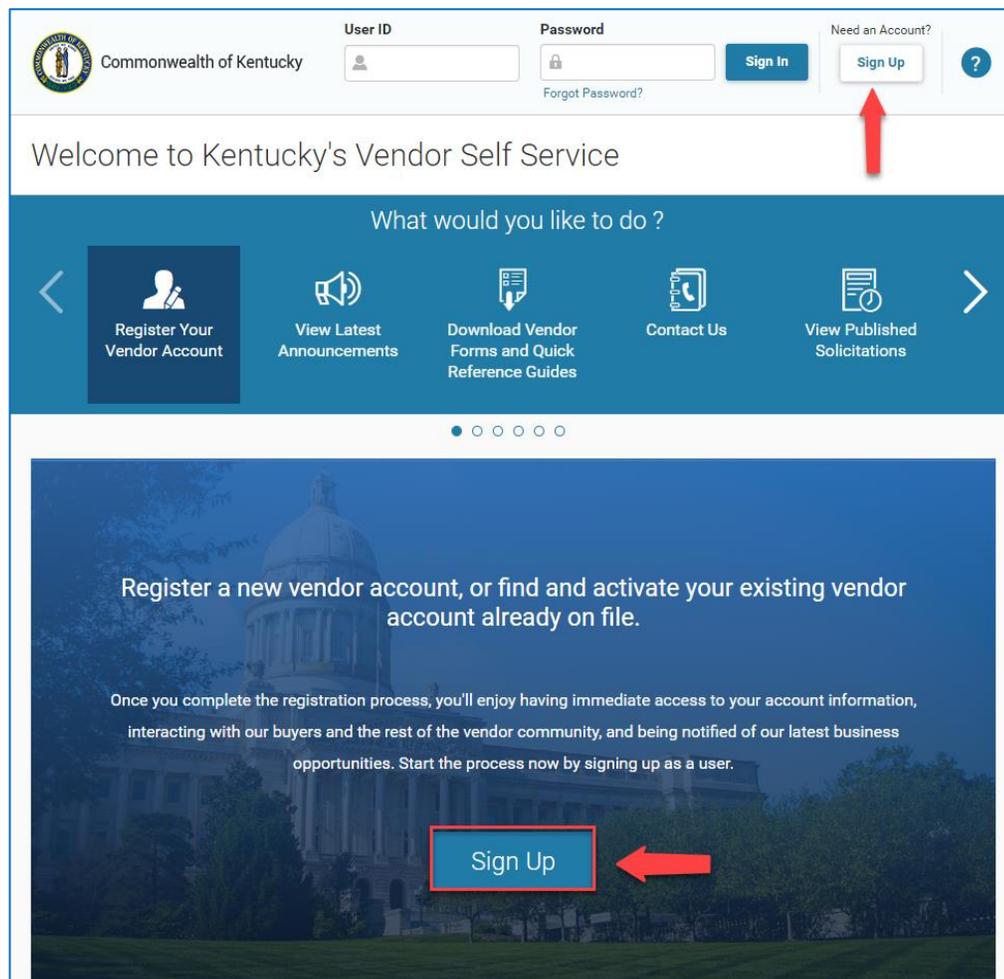
This quick reference guide outlines how to search for an existing vendor record and activate the Kentucky Vendor Self Service (VSS) online portion. VSS allows you, as a vendor to manage your own Account Information, Respond to Published Solicitations, and view your Financial Transactions.

Kentucky Vendor Self Service can be accessed at: <https://vss.ky.gov>

If you have technical issues or specific questions regarding the application, please reach out to the Finance Customer Resource Center at Finance.CRCGroup@ky.gov or by calling 877-973-HELP Monday through Friday, 8:00 a.m. to 4:30 p.m. (EST)

For Solicitation or Contract questions and support, contact the buyer listed on the Solicitation or Contract.

1. Go to <https://vss.ky.gov> and click the **Sign Up** button at the top right or bottom center of the application.



COMMONWEALTH OF KENTUCKY ACTIVATE EXISTING VENDOR ACCOUNT

2. On the Sign Up screen, complete the required fields then click send verification code.

Please Note:

- The User ID and Password length cannot be greater than 16 characters.
- Once you enter your email address, the **“Send Verification Code”** button will appear.

Commonwealth of Kentucky

Sign Up

[Sign Up](#) [Cancel](#)

*Required fields

* User ID
eMARS Vendor

* First Name
John

* Last Name
Smith

* Phone Number
555-123-4567

* Password
.....

Fair Password

* Security Question
What is your favorite color?

* Security Answer
....

* Confirm Password
.....

* Confirm Security Answer
....

* Email
[Redacted]

* Email Verification Code

[Send Verification Code](#)

I agree with User Agreement Policy

3. A **Confirmation** notification indicates an email verification code has been sent, Click **Continue**

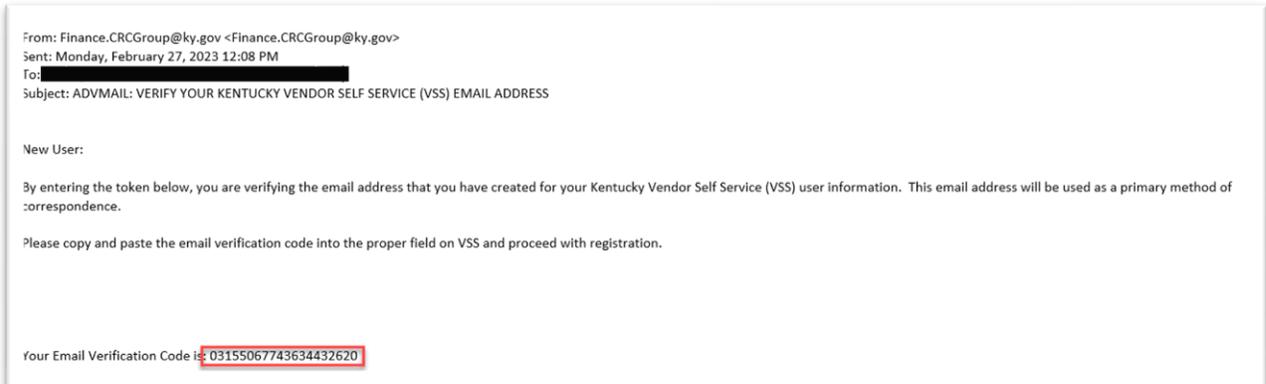
Confirmation

✓ Email Verification code has been sent
Check your email address for the verification code and click Continue to proceed.

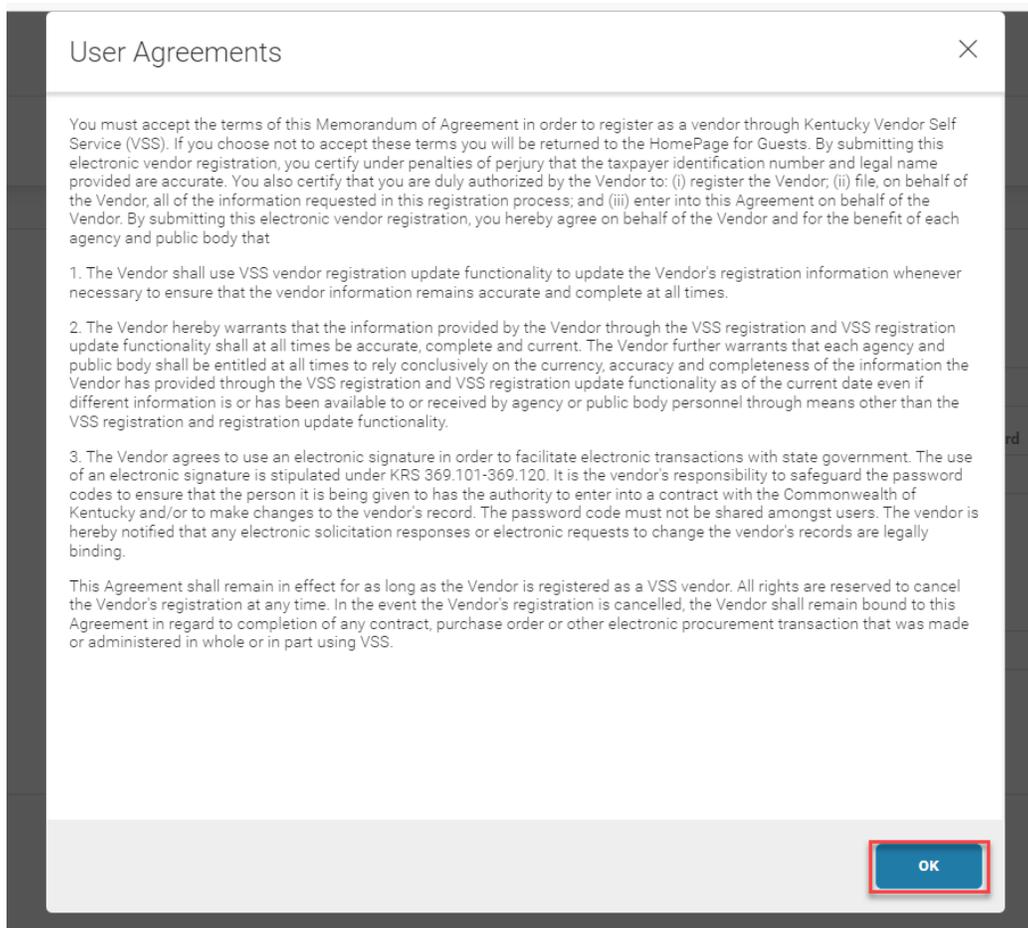
[Continue](#)

COMMONWEALTH OF KENTUCKY ACTIVATE EXISTING VENDOR ACCOUNT

- Retrieve the email verification code from your email.
Copy and Paste it into the **Email Verification Code** field on VSS.



- Click **User Agreement Policy** to Read the User Agreement
Click **OK** to collapse the agreement and **Check the Box** to Agree.



COMMONWEALTH OF KENTUCKY ACTIVATE EXISTING VENDOR ACCOUNT

6. Click **Sign Up** at the top right

Commonwealth of Kentucky

Sign Up

*Required fields

* User ID
eMARS Vendor

* First Name
John

* Last Name
Smith

* Phone Number
555-123-4567

* Password
.....

Fair Password

* Security Question
What is your favorite color?

* Security Answer
....

* Confirm Password
.....

* Confirm Security Answer
....

* Email
[Redacted]

* Email Verification Code
03155067743634432620

Resend Verification Code

agree with User Agreement Policy

7. **Completed: User Sign Up** Notification Indicates 'Next Step: Search for your account', Click **Continue**

Completed: User Sign Up

Next Step: Search for your account in our existing vendor records.

Click Continue to proceed to a search page where you can verify whether you have an existing account in our vendor records or whether you need to start a new registration. At this point, your progress will be saved at every step and can easily be accessed by signing back in if you log off or close your current session.

Continue

COMMONWEALTH OF KENTUCKY ACTIVATE EXISTING VENDOR ACCOUNT

8. On the Search for Existing Account screen, in the Search Type section, select **Company or Individual**

- If organization type selected is **Company**, Enter the **9-digit EIN** Taxpayer Identification Number (TIN) according to your IRS Form W-9 (no dashes).

- If organization type selected is **Individual**, enter your **Last Name & Last 4** digits of Taxpayer ID (SSN).

9. Click **Search** – The search results will be listed in the pane below.

Commonwealth of Kentucky

Search for Existing Account Cancel Registration

To activate your account you must have a vendor code. This page will help you to 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:

- For companies, if you have Employer Identification Number(EIN), first search by your Taxpayer Identification Number(TIN) before searching by Legal Business Name.
- For Individuals, enter your Last name and the last four digits of your Social Security Number(SSN).

Search Type

Individual

Company

Taxpayer Identification Number

Legal Business Name

Search Reset

1 - 1 of 1 Records View per Page 20 50 100 Page 1 of 1

| Vendor Number | Legal Business Name | Alias/DBA Name | Activated |
|---------------|---------------------|----------------|-----------|
| KY006 | Cookie Man LLC | - | No |

10. If your Federal Tax ID and Legal Name are located, click the **3-Dot Menu** next to the corresponding record shown and then click **Activate Your Account**

Search for Existing Account Cancel Registration

| Vendor Number | Legal Business Name | Alias/DBA Name | Activated |
|---------------|---------------------|----------------|-----------|
| KY006 | Cookie Man LLC | - | No |

Has your account been found and listed above ?

- Yes, but it is not yet registered**
Please select "Activate your Account" from the three dot ellipse next to your account record to initiate the process for activating your account
- Yes, but it is already registered
Please select "Contact your Administration" from the three dot ellipse next to your account record to determine who you need to contact for access
- Yes, but registration is already in progress
Please select "Continue Registration" from the three dot ellipse next to your account record to login and continue activate your account
- No, register now
Please select "New Registration" button to create a vendor code and account

New Registration

COMMONWEALTH OF KENTUCKY ACTIVATE EXISTING VENDOR ACCOUNT

11. On the Account Verification Screen, ensure your Email is entered correctly and click **Request Activation Code**

Account Verification

[Back](#) [Activate Account](#) [Save & Close](#) [Cancel Registration](#)

* Required field

Account Email Address
Please verify that you are part of this organization by entering an email address that is associated with your Headquarters.
The Activation Code used to activate this account will be sent to this email address.

*** Email Address**
Cookie.Man@ky.gov

Request Activation Code

*** Activation Code**

Vendor Verification Hint
Please verify that you are part of this organization by entering the TIN number of your Headquarters and hitting submit. If you are unsure of the TIN number, please contact the Account Administrator for your Headquarters.

*** Vendor Verification Password** (Tax ID Numbers must be 9 digits, no dashes)

-If you are the **Current Contact** listed on this vendor record, you will receive an Activation Code immediately and can **Proceed to Step 14**.

-If your email is not listed as the current contact on the vendor record, the activation request must be approved by the Finance Customer Resource Center and the activation code should be received no later than the next business day.

12. On the Request Activation Code screen, ensure Your Name, Email & Phone are correct, Click **Submit**

Request Activation Code

[← Back](#) [Submit](#) [Reset](#)

Please enter the required fields below to request an activation code. You will receive an activation code to the email provided below within 1 business day.

Vendor Code
KY006

Legal Business Name
Cookie Man LLC

*** Your Name**
Chip

*** Email**
Cookie.Man@ky.gov

*** Phone**
502-123-4567

13. Click **Save & Close**

Account Verification

[Back](#) [Activate Account](#) [Save & Close](#) [Cancel Registration](#)

1 of 1: Your request for an activation code has been submitted successfully.

Account Email Address
Please verify that you are part of this organization by entering an email address that is associated with your Headquarters.
The Activation Code used to activate this account will be sent to this email address.

*** Email Address**
sierra.stevens@ky.gov

Request Activation Code

*** Activation Code**

Vendor Verification Hint
Please verify that you are part of this organization by entering the TIN number of your Headquarters and hitting submit. If you are unsure of the TIN number, please contact the Account Administrator for your Headquarters.

*** Vendor Verification Password** (Tax ID Numbers must be 9 digits, no dashes)

COMMONWEALTH OF KENTUCKY ACTIVATE EXISTING VENDOR ACCOUNT

14. Once the **Activation Code Email** is Received, Copy & Paste the Code into VSS
Note: If Approval was needed, click the link in the email and login using the User ID and Password previously created.

15. Enter Your 9 Digit Federal Tax ID without dashes into the **Vendor Verification Password** Field and Click **Activate Account**

The screenshot shows the 'Account Verification' page for the Commonwealth of Kentucky. At the top left is the state logo and name. The page title is 'Account Verification'. On the right, there are four buttons: 'Back', 'Activate Account', 'Save & Close', and 'Cancel Registration'. The 'Activate Account' button is highlighted with a red box, and a red arrow points to it from below. The main content area is divided into two columns. The left column is titled 'Account Email Address' and contains a text box with 'eMARS.Vendors@ky.gov' and a 'Request Activation Code' button. Below it is an 'Activation Code' field with a green checkmark. The right column is titled 'Vendor Verification Hint' and contains a 'Vendor Verification Password' field with a note that the password must be 9 digits and no dashes. A small asterisk and 'Required field' text are visible in the top right corner.

16. On the **Account Verification Screen** Ensure all Fields are Accurate and Then Click **Verify**

The screenshot shows the 'Account Verification' page with a notification banner at the top: '1 of 4: User access privileges have been changed to Account Administrator. (A5439)'. Below the banner, there is a message: 'Please take a moment to verify your user information before proceeding into your account.' The form contains several fields: 'First Name' (Tress), 'Last Name' (Green), 'Email' (eMARS.Vendors@ky.gov), 'Phone' (5021234567), and 'Extension'. There is also a 'Fax' field. The 'Verify' button is highlighted with a red box, and a red arrow points to it from the left.

Congratulations! - You've Now Activated and Created Your Online VSS User Account

If updates are needed once activated, please see the 'Managing Your Vendor Account' Quick Reference Guide Located on the VSS Homepage <https://vss.ky.gov>