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
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)
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 ‘-‘).
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.
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 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”
Activate VSS Account

6. 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

8. On the My User Information page, complete the required fields(identified with a red asterisk *). Then click Next.
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9. You will get several informational messages. Click Submit Registration to complete the activation of your account.

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.

Welcome to Kentucky

The Kentucky Vendor Self Service (VSS) system allows you, as a payee/vendor, to view solicitations, respond to solicitation items, and much more.

This site is best viewed with Pop-Up blocker disabled and the suggested web browser is 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.

Quick Links:
- Doing Business with the Commonwealth
- VSS Account Maintenance Guide
- SAS-63 Authorization for Electronic Deposit of Vendor Payment