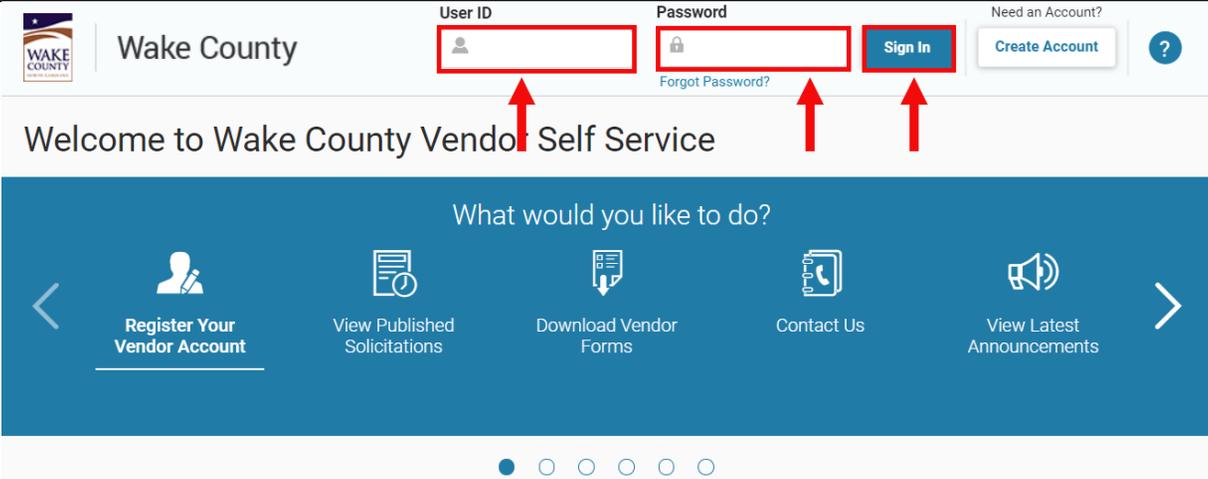


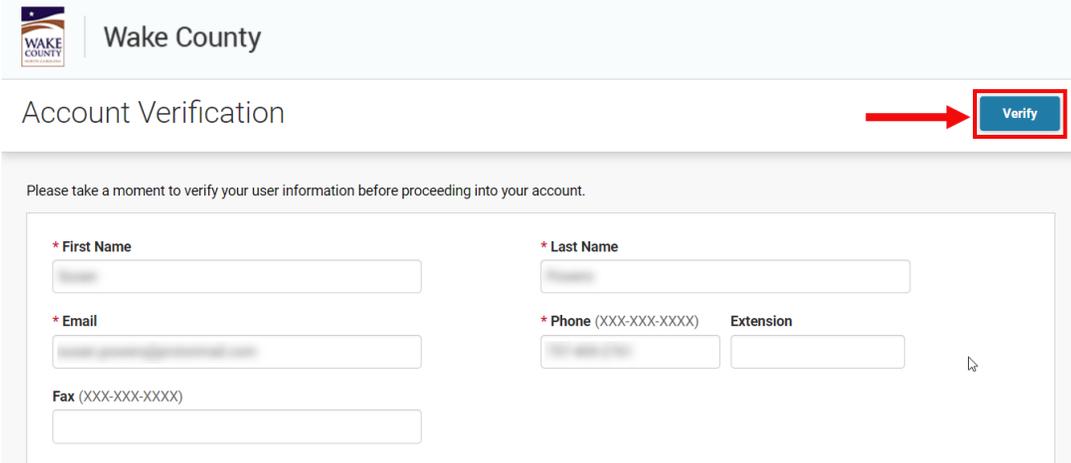


ACCESS EXISTING VENDOR ACCCOUNT

Wake County Vendor Self-Service Portal Quick Reference Guide

This quick reference guide demonstrates how to access an existing vendor account using the Wake County Vendor Self-Service (VSS) Portal. If you have questions about the portal or have technical issues, please call (919) 856-6120 Monday through Friday between 8:30 a.m. and 5:15 p.m. or email VSSVendor@wakegov.com.

1.	Open the Chrome internet browser and go to https://vss.wakegov.com
2.	Enter your User ID and Password , and click Sign In 

<p>3. Review your user information, make corrections if necessary, and click Verify.</p>	
<p>4. When you're ready to log out of VSS, click on your name in the top-right corner, then select Signout.</p>	