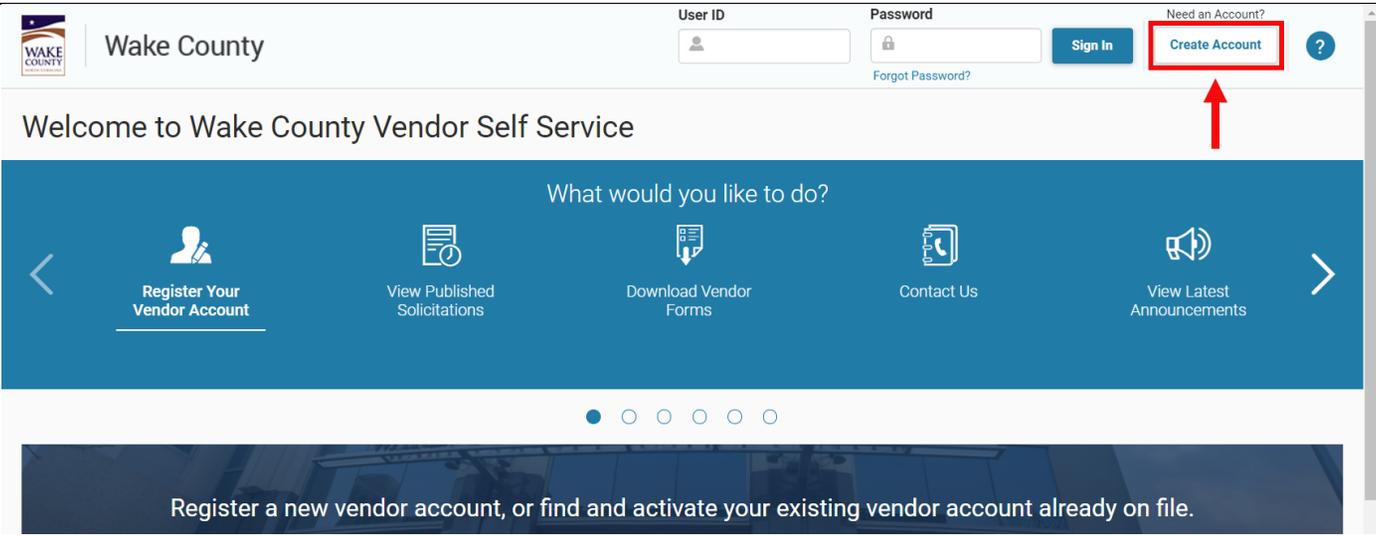


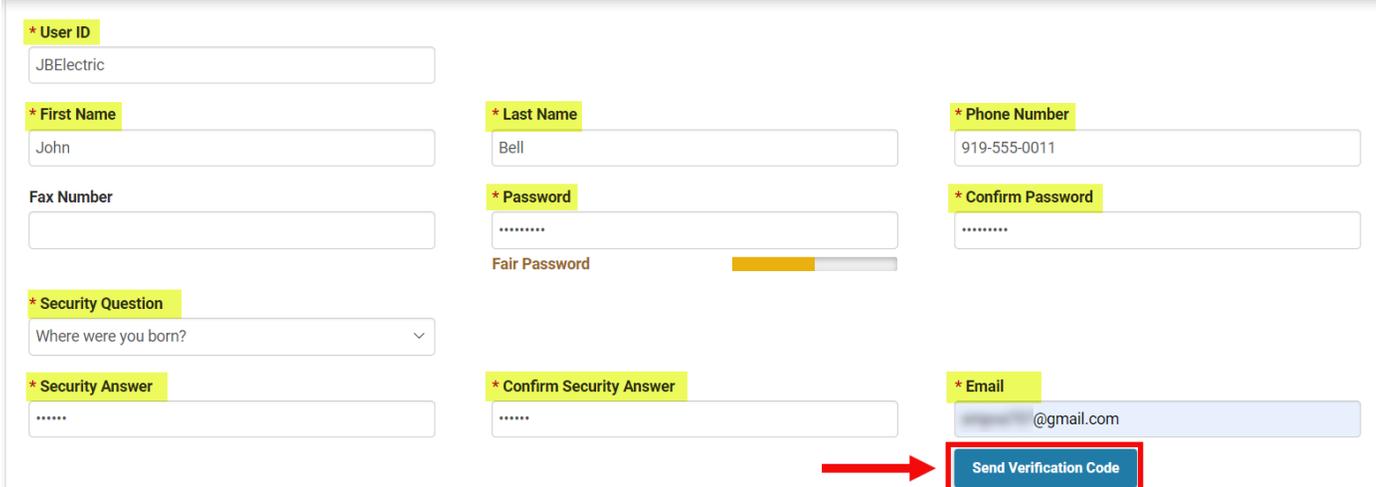
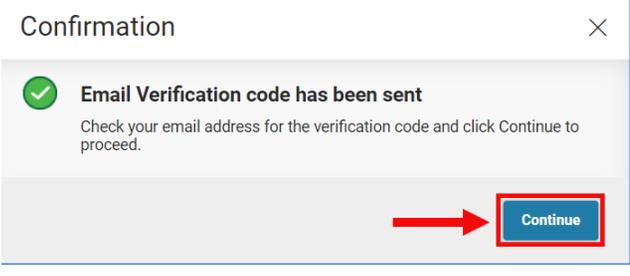
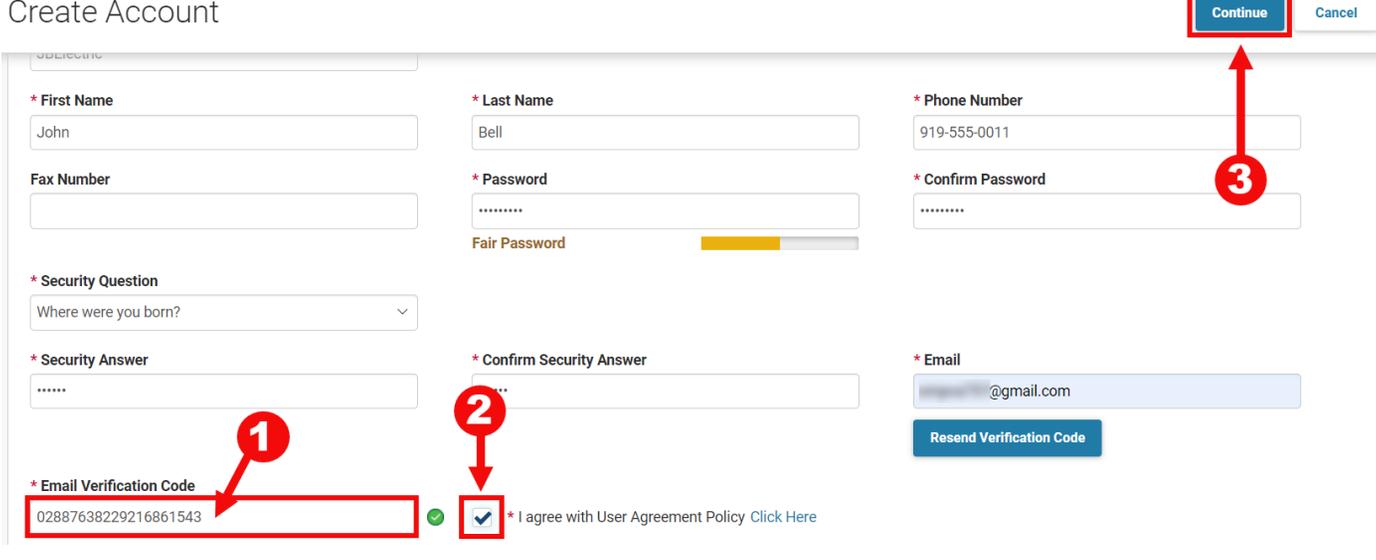


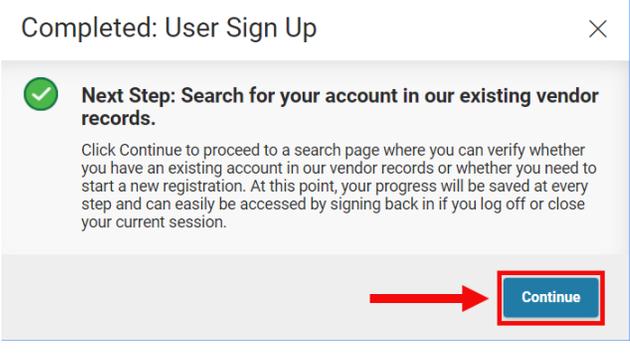
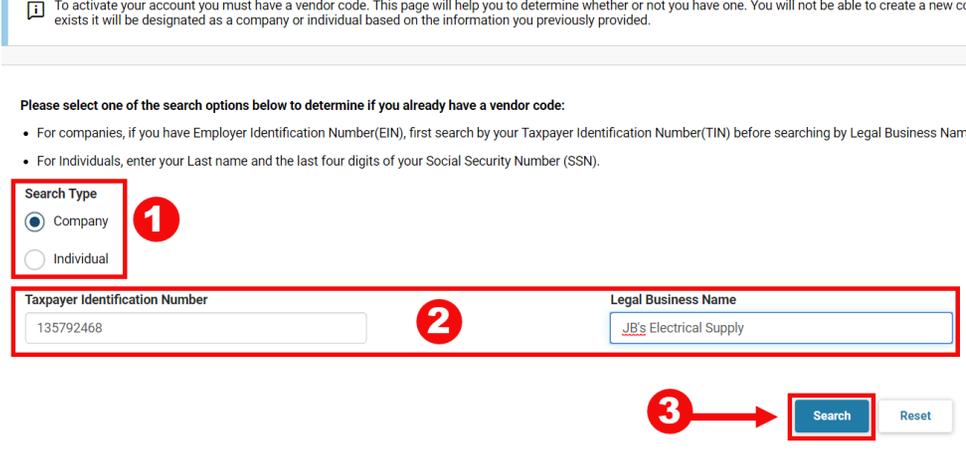
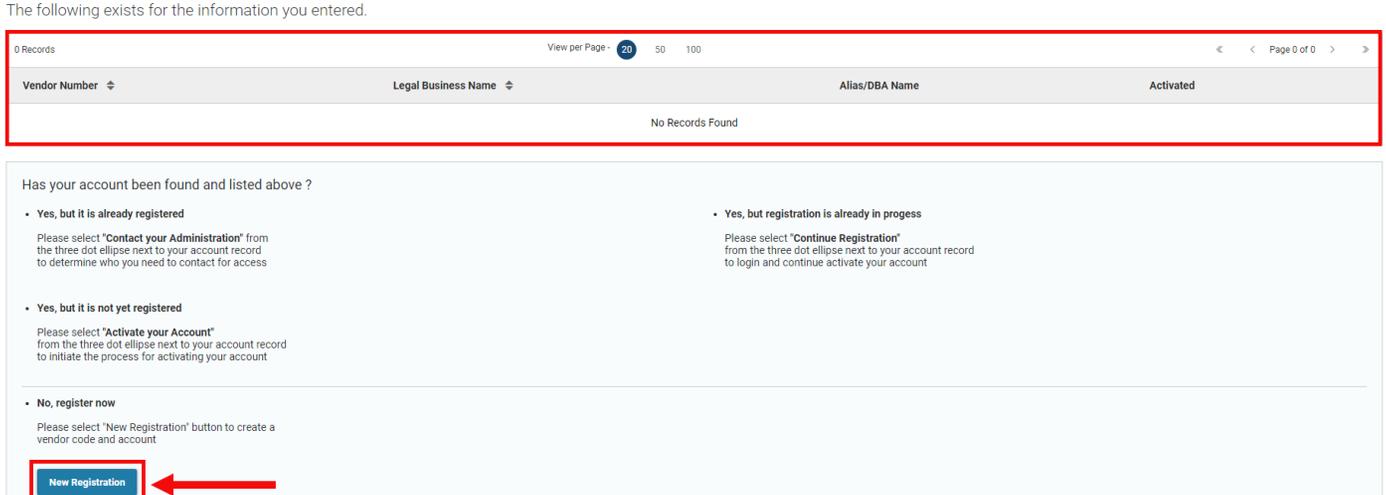
# CREATE A NEW VENDOR ACCCOUNT

## Wake County Vendor Self-Service Portal Quick Reference Guide

This quick reference guide demonstrates how to create a new vendor account on 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. For Vendor Registration questions, email [VSSVendor@wakegov.com](mailto:VSSVendor@wakegov.com). For Solicitation questions, contact the individual listed on the Solicitation documents.

1.	Using the <b>Chrome</b> internet browser, go to <a href="https://vss.wakegov.com">https://vss.wakegov.com</a>	
2.	Click <b>Create Account</b> in the top-right corner of the screen.	 <p>The screenshot shows the Wake County Vendor Self-Service Portal. At the top right, there are fields for 'User ID' and 'Password', a 'Sign In' button, and a 'Create Account' button. The 'Create Account' button is highlighted with a red box, and a red arrow points to it from below. Below the login fields, there is a 'Forgot Password?' link. The main content area features a blue banner with the text 'Welcome to Wake County Vendor Self Service' and 'What would you like to do?'. Below this banner are five navigation options: 'Register Your Vendor Account', 'View Published Solicitations', 'Download Vendor Forms', 'Contact Us', and 'View Latest Announcements'. At the bottom, there is a dark blue banner with the text 'Register a new vendor account, or find and activate your existing vendor account already on file.'</p>

<p>3. On the <i>Create Account</i> page, <b>complete the required fields.</b></p> <p><b>Note:</b> Once you enter your email address, the 'Send Verification Code' button will appear.</p> <p>Click <b>Send Verification Code.</b></p>	 <p>* User ID JBElectric</p> <p>* First Name John</p> <p>* Last Name Bell</p> <p>* Phone Number 919-555-0011</p> <p>Fax Number</p> <p>* Password ..... Fair Password</p> <p>* Confirm Password .....</p> <p>* Security Question Where were you born?</p> <p>* Security Answer .....</p> <p>* Confirm Security Answer .....</p> <p>* Email .....@gmail.com</p> <p><b>Send Verification Code</b></p>
<p>4. You will see a confirmation that the email verification has been sent.</p> <p>Click <b>Continue.</b></p>	 <p>Confirmation</p> <p>✓ <b>Email Verification code has been sent</b> Check your email address for the verification code and click Continue to proceed.</p> <p><b>Continue</b></p>
<p>5. Retrieve the email verification code from your email and enter it into the <b>Email Verification Code</b> field.</p> <p>Read the <i>User Agreement Policy</i> and <b>check the box</b> to agree.</p> <p>Click <b>Continue.</b></p>	 <p>Create Account</p> <p>* First Name John</p> <p>* Last Name Bell</p> <p>* Phone Number 919-555-0011</p> <p>Fax Number</p> <p>* Password ..... Fair Password</p> <p>* Confirm Password .....</p> <p>* Security Question Where were you born?</p> <p>* Security Answer .....</p> <p>* Confirm Security Answer .....</p> <p>* Email .....@gmail.com</p> <p><b>Resend Verification Code</b></p> <p>* Email Verification Code 02887638229216861543</p> <p>✓ <input checked="" type="checkbox"/> * I agree with User Agreement Policy <a href="#">Click Here</a></p> <p><b>Continue</b> Cancel</p>

6.	<p>Click <b>Continue</b></p>	
7.	<p>On the <i>Search for Existing Account</i> screen, in the <i>Search Type</i> section, select <b>Company</b> or <b>Individual</b>.</p> <p>Enter the information requested and click <b>Search</b>.</p>	
8.	<p>The search results will display underneath the information you entered.</p> <p><b>Note:</b> <i>There is a "Has your account been found and listed above" section to help guide you.</i></p> <p>If no results have been found, click <b>New Registration</b> at the bottom of the screen.</p>	

9. On the *Business Registration* screen, complete the requested information in the **Account Information** section.

**Note:** Scroll down the page to ensure you complete all required information.

When you're ready, click **Continue**.

Business Registration

Continue > Save Save & Close Submit Question Cancel Registration

1 Account Information 2 Address Information 3 Business Information 4 Summary Information

1 Share with us basic information about your business. Based on the data you provide, additional fields and sections might be displayed so we can gather all the required information about your business.

Account Information

\* Organization Type - Select - \* 1099 Classification - Select - \* Taxpayer ID Number Type - Select -

10. Complete all requested information in the **Address Information** section.

When you're ready, click **Continue**.

Business Registration

< Previous Continue > Save Save & Close Submit Question Cancel Registration

Account Information 2 Address Information 3 Business Information 4 Summary Information

1 Please verify your business address and contact information. You can update any of the below fields and if an address type or designated contact is different, please click on it and update with the latest information so we have accurate information on file for your business.

Primary Address

\* Street 1 400 Foundry St. Street 2 City Athens

\* State/Province Georgia \* Zip/Postal Code 30601 \* Country United States of America

County - Select - Phone 919-555-0011 Phone Extension Additional Address Info

11. Complete all requested information in the **Business Information** section, including selecting all of the goods and services (commodities) you provide and all business types and designations that apply to your organization.

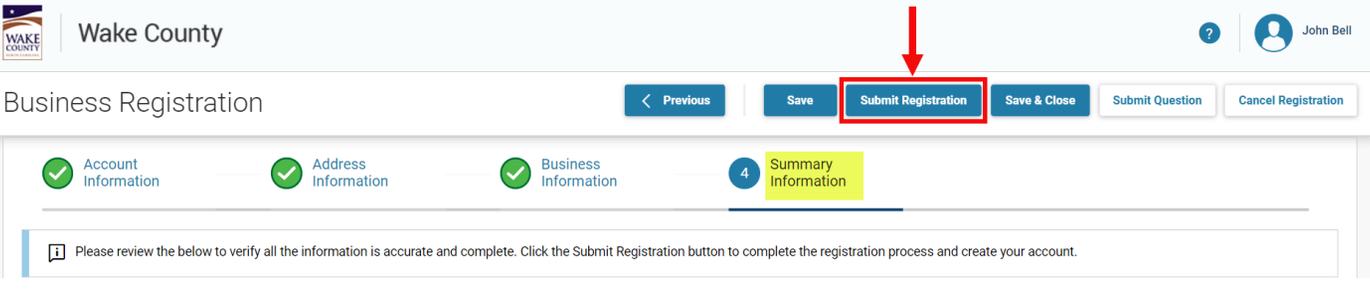
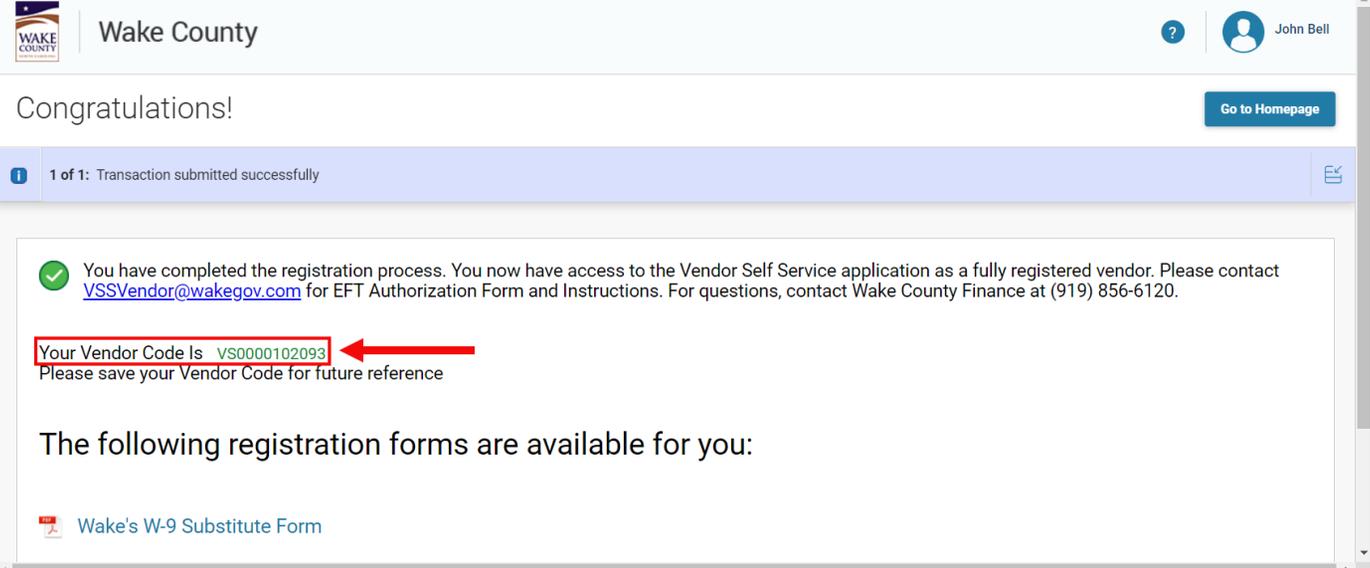
When you're ready, click **Continue**.

Business Registration

< Previous Continue > Save Save & Close Submit Question Cancel Registration

Account Information Address Information 3 Business Information 4 Summary Information

1 Provide any additional information about your business. The information you provide here will ensure that your account will be reviewed and activated in a timely manner and that we can accurately identify you for any potential business opportunities published to the site.

<p>12. In the <i>Summary Information</i> section, review the information you've entered. If you need to edit any information in a section, click the <b>Edit</b> button that corresponds to the section.</p> <p>When you're finished, click <b>Submit Registration</b>.</p>	 <p>Wake County</p> <p>Business Registration</p> <p>Account Information ✓ Address Information ✓ Business Information ✓ Summary Information 4</p> <p>Please review the below to verify all the information is accurate and complete. Click the Submit Registration button to complete the registration process and create your account.</p>
<p>13. You will see a confirmation screen that your vendor registration was submitted successfully. Please make a note of your <b>Vendor Code</b>.</p>	 <p>Wake County</p> <p>Congratulations!</p> <p>1 of 1: Transaction submitted successfully</p> <p>You have completed the registration process. You now have access to the Vendor Self Service application as a fully registered vendor. Please contact <a href="mailto:VSSVendor@wakegov.com">VSSVendor@wakegov.com</a> for EFT Authorization Form and Instructions. For questions, contact Wake County Finance at (919) 856-6120.</p> <p>Your Vendor Code Is <b>VS0000102093</b> Please save your Vendor Code for future reference</p> <p>The following registration forms are available for you:</p> <p>Wake's W-9 Substitute Form</p>