

Vendor Activation Quick Reference Guide

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Account Activation

How Do I Activate My Account?

Text-Only Instructions

This section provides quick textual instructions for activating a vendor account.

- Step 1. Begin activating your account by navigating to the Vendor Self Service home page and clicking the **Activate** button.
- Step 2. You must accept the Memorandum of Agreement terms in order to complete account activation. Click **Accept Terms**.
- Step 3. Activation Tips details information that you need prior to activating your account. Click **Next**.
- Step 4. Search for your account via the Company Search or Individual Search.

Note: This depends on if your organization is registered with Los Angeles County as a company structure or an individual person. Company Search is based on your Legal Business Name and cannot be substituted with a “Doing Business As” name. If you are unsure of your organization type, please contact Vendor Relations at 323-267-2725 or 323-267-2729.

- The **Company Search** option allows you to search by Taxpayer ID Number OR Legal Business Name. Enter the criteria and click **Search**.
 - The **Individual Search** option allows you to search by Last Name AND Last 4 digits of SSN. Enter the criteria and click **Search**.
- Step 5. The results show vendor information with a link that depends on your account status:
 - The **‘Click here to activate your account’** link is used to activate an account in VSS.
 - The **‘Contact your Administrator’** link displays the contact information for your VSS account administrator if your business is already activated in VSS so that he or she can create your user account.

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Step 6. On the Account Verification page, enter the temporary password that Los Angeles County provided in the email that was sent to your main contact and click **Submit**.

Vendor Code: 123456
YOUR COMPANY LEGAL NAME HERE

The County of Los Angeles is pleased to provide you online access to the newly launched Vendor Self-Service (VSS) Portal. As a Vendor registered with the County, VSS will provide you with real-time access to:

- Your purchase orders established with the County
- Your future scheduled payments with detail invoice information
- Your warrant (check) history with detail invoice information and warrant statuses
- Your ability to enter electronic invoices online for specific categories of purchase orders

To obtain access to VSS, simply click on the link below and follow the step-by-step instructions. Also provided below is your temporary password which is needed to activate your account.

Vendor Self-Service (VSS) Portal: <<http://lacovss.lacounty.gov/>>
Temporary Password: 1234ABCD

Although this new feature is optional, we encourage you to visit the County's Vendor Self-Service (VSS) Portal and learn more about how you can access information that will assist your business needs and enable the County to be more responsive to your inquiries.

If you have any questions or need assistance, please contact Internal Services Department (ISD) Vendor Relations at 323-267-2725; Monday through Thursday during the business hours of 8:00 am to 5:00 pm PST.

Thank you for your attention.

Los Angeles County

Please do not respond to this email

Note: You are receiving this email because you have registered with the County of Los Angeles.

Step 7. Create a new VSS account on the My User Information page. Required fields have a red asterisk. Click **Next** when completed.

- User ID and Password
- Enter your email address twice
- Select a Security Question and Password
- This initial account will have the role of Primary Account Administrator. This user will have the ability to access full account information and create new users so that other individuals can also access your business' account.

Step 8. Click **Submit Registration** on the Verify & Submit Registration page to complete the VSS account activation.

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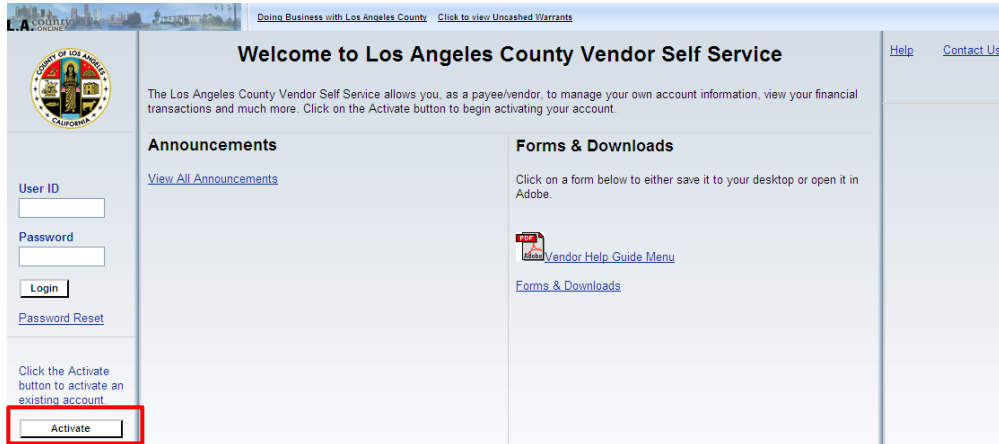
- Step 9. A Thank You page is displayed when the registration process is completed.
- You may now log in to VSS with the newly created User ID and Password
 - An email confirmation is sent to the email address that was submitted with the registration
- Step 10. The confirmation email has your User ID, Legal Business Name, and Vendor Number.

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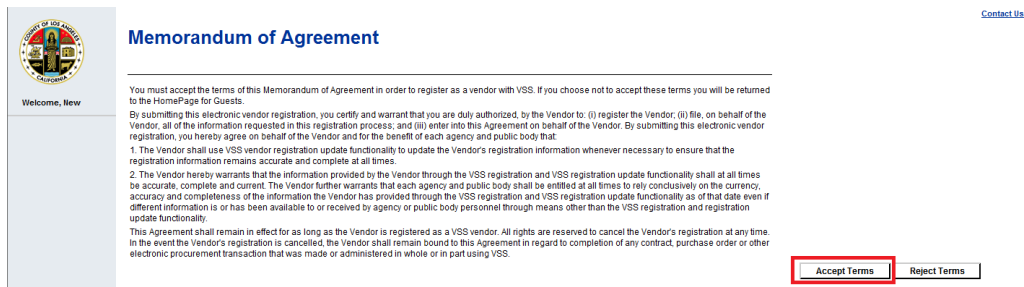
Text and Graphical Instructions

This section provides textual instructions followed with graphics for activating a vendor account.

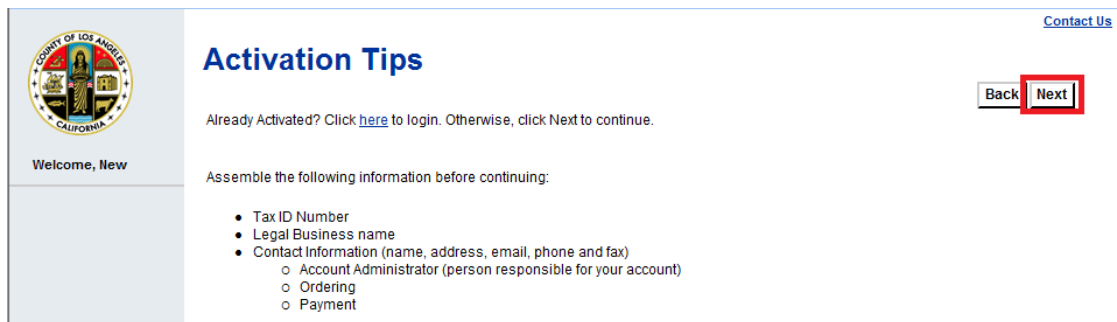
Step 1. Begin activating your account by navigating to the VSS home page and clicking the **Activate** button.



Step 2. You must accept the Memorandum of Agreement terms in order to complete account activation. Click **Accept Terms**.



Step 3. Activation Tips details information that you need prior to activating your account. Click **Next**.



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Step 4. Search for your account via the Company Search or Individual Search.

Note: This depends on if your organization is registered with Los Angeles County as a company structure or an individual person. Company Search is based on your Legal Business Name and cannot be substituted with a “Doing Business As” name. If you are unsure of your organization type, please contact Vendor Relations at 323-267-2725 or 323-267-2729.

- The Company Search option allows you to search by Taxpayer ID Number OR Legal Business Name. Enter the criteria and click **Search**.

▼ **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 OR Legal Business Name

- The Individual Search option allows you to search by Last Name AND Last 4 digits of SSN. Enter the criteria and click **Search**.

▼ **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

Step 5. The results show vendor information with a link that depends on your account status:

- The ‘**Click here to activate your account**’ link is used to activate an account in VSS.
- The ‘**Contact your Administrator**’ link displays the contact information for your VSS account administrator if your business is already activated in VSS so that he or she can create your user account.

The following exists for the information you entered:

Vendor Number	Legal Business Name	Alias/DBA Name	Activated?	
000076	A TO Z GLASS & MIRROR INC.		Yes	Contact your Administrator
003565	PRIME GLASS		Yes	Contact your Administrator
044187	ALHAMBRA GLASS CO		No	Click here to activate your account
101071	CHERRY GLASS		No	Click here to activate your account
002585	INTERNATIONAL GLASS CO		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.

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.
 - Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

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Step 6. Enter the temporary password that Los Angeles County provided in the email that was sent to your main contact and click **Submit**.

Vendor Code: 123456
YOUR COMPANY LEGAL NAME HERE

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To obtain access to VSS, simply click on the link below and follow the step-by-step instructions. Also provided below is your temporary password which is needed to activate your account.

Vendor Self-Service (VSS) Portal: <<http://lacovss.lacounty.gov/>>
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The screenshot shows the 'Account Verification' page of the Vendor Self-Service (VSS) Portal. The page has a header with the County of Los Angeles logo on the left and navigation links for 'Privacy Report' and 'Contact Us' on the right. Below the header, there are buttons for 'Cancel Registration', 'Back', and 'Next'. The main content area contains a message: 'NO VENDOR VERIFICATION PASSWORD REQUIRED FOR VERIFICATION. Please verify that this is the headquarter which you are part of and hit the submit button.' Below this message is a form with a 'Vendor Verification Password' field, a 'Submit' button, and a 'Return to Legal Name Search' button. The 'Submit' button is highlighted with a red box. Below the form, there are sections for 'Account Administrator' (with a note that passwords are set by the administrator), 'Principal Contact' (with fields for Email and Phone), and 'Additional Resources & Information' (with a list of instructions). At the bottom of the page, there is a copyright notice: 'Copyright © 2011, CDS Technologies and Solutions Inc. All Rights Reserved. Use of this software is subject to CDS Technologies and Solutions Inc. license agreement. AHS Advantage ® is a registered trademark of CDS Technologies and Solutions Inc.'

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- Step 7. Create a new VSS account. Required fields have a red asterisk. Click **Next** when completed.
- User ID and Password
 - Enter your email address twice
 - Select a Security Question and Password
 - This initial account will have the role of Primary Account Administrator. This user will have the ability to access full account information and create new users so that other individuals can also access your business' account.

The screenshot shows the 'My User Information' registration page. The page title is 'My User Information'. On the left, there is a navigation menu with 'User Information' selected and 'Verify and Submit Registration' unselected. The main content area contains a form with the following fields:

- General Information:**
 - User ID (case sensitive): [username001] (User ID should be between 2 and 16 characters in length)
 - *First Name: [Jane]
 - *Last Name: [Doe]
 - *Email: [jane.doe@isd.lacounty.gov]
 - *Re-enter Email: [jane.doe@isd.lacounty.gov]
 - *Phone: [323-555-8876] Ext.: []
 - Fax: []
- Password:**
 - *Password (case sensitive): [*****] (Passwords should be between 2 and 16 characters in length)
 - *Re-enter Password: [*****]
 - *Security Question: [What is your mother's maiden name?]
 - *Security Answer (Case sensitive): [*****]
 - *Re-enter Security Answer: [*****]

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.
 - Additional Help can be found in the Frequently Asked Questions accessible from the left hand navigation bar.

Buttons: 'Cancel Registration', 'Back', 'Next' are visible at the top right and bottom right of the form area.

- Step 8. Click **Submit Registration** to complete the VSS account activation.

The screenshot shows the 'Verify & Submit Registration' page. The page title is 'Verify & Submit Registration'. On the left, the navigation menu has 'Verify and Submit Registration' selected. The main content area contains the following information:

Click the 'Submit Registration' button to complete your registration. You may review your registration prior to submitting it by clicking on the 'Back' button or navigating through the registration pages on the left menu.

Buttons: 'Cancel Registration', 'Back', and 'Submit Registration' are visible. The 'Submit Registration' button is highlighted with a red box.

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.
 - Additional Help can be found in the Frequently Asked Questions accessible from the left hand navigation bar.

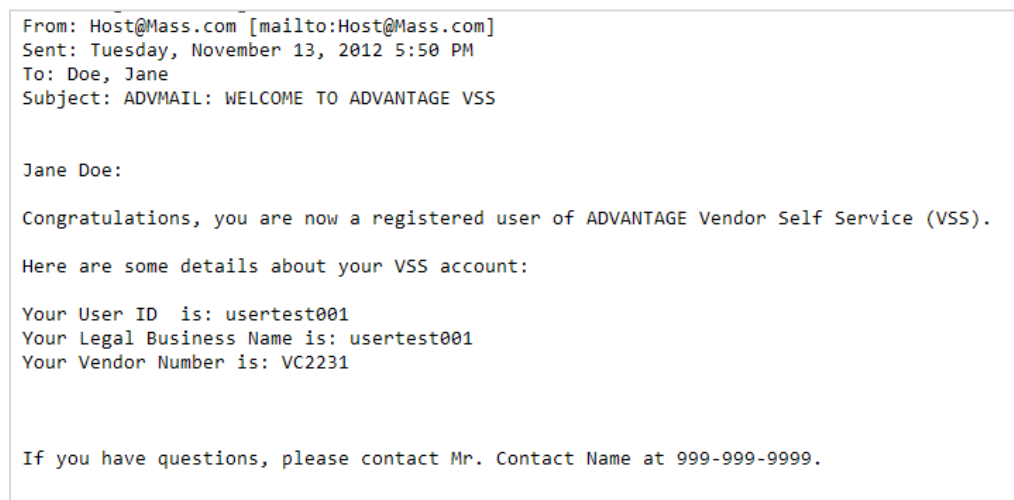
Buttons: 'Cancel Registration', 'Back' are visible at the bottom right of the form area.

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- Step 9. A Thank You page is displayed when the registration process is completed.
- You may now log in to VSS with the newly created User ID and Password
 - An email confirmation is sent to the email address that was submitted with the registration



- Step 10. The confirmation email has your User ID, Legal Business Name, and Vendor Number.



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What are the Different Access Levels?

There are three access levels a user can be assigned:

- **Account Administrator** – User can maintain all account information including user information.
 - One user is defined as the 'primary' account administrator for contact purposes.
 - The first user to register an account is assigned as the primary account administrator.
- **Full Access** – User can maintain all account information except for user information.
- **Display Only** – User can view account information but cannot update the information. The user can, however, maintain their user profile information.