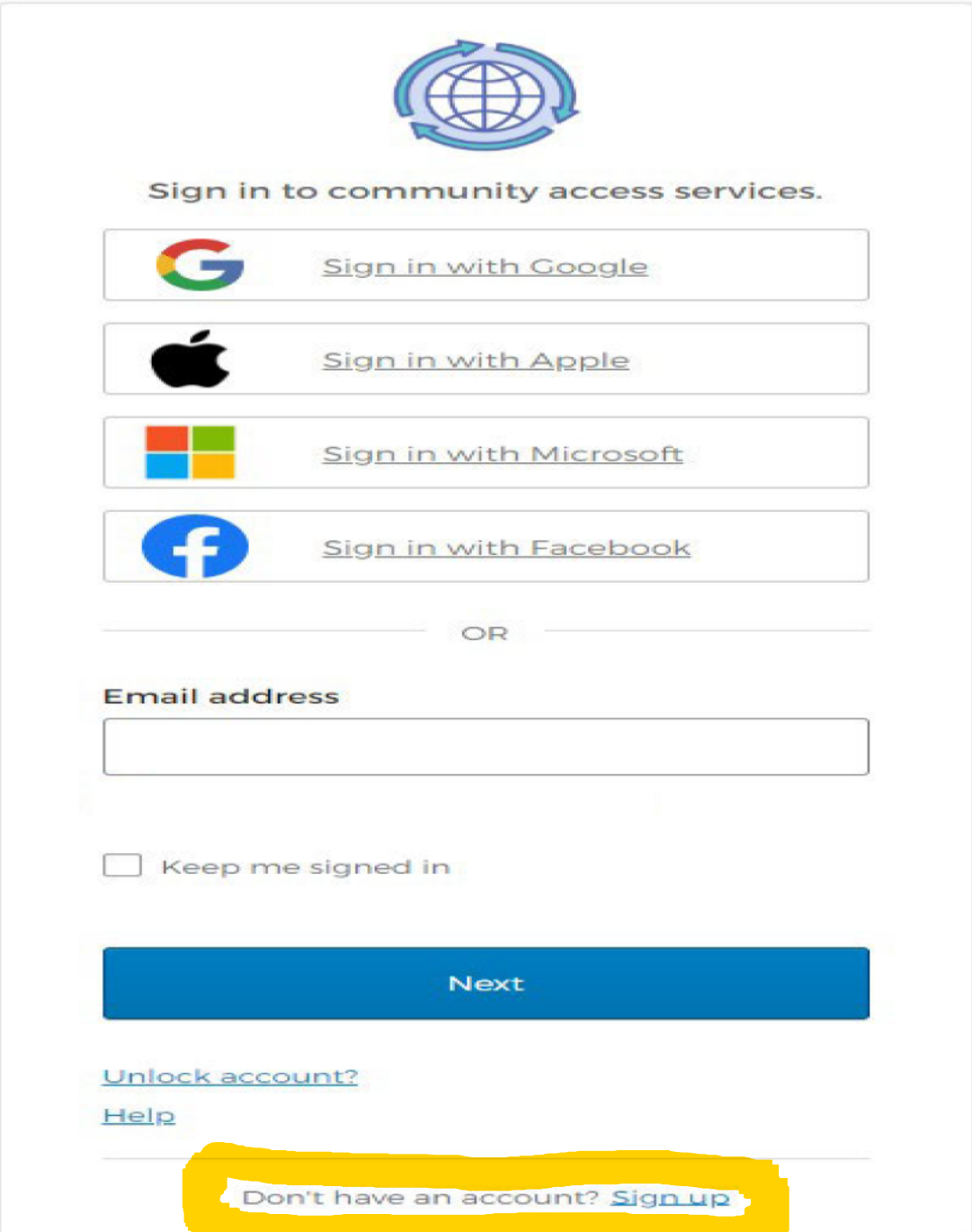




Upon logging in to CCPS Vendor Self Service, you will be redirected to Tyler Technologies Community Access Services site.

An update to Tyler's system, now requires an account within Tyler's Community Access Services, where the CCPS Vendor Self Services software resides. If this is your first time logging in since their update, you must create an account. Our sincere apologies for any inconveniences but this is an added layer of security. If this is applicable go to the bottom of page and "Sign Up" for an account.

The guides for CCPS Vendor Self Service are available on its homepage.



The image shows a login page for Tyler Technologies Community Access Services. At the top center is a logo featuring a globe with two circular arrows around it. Below the logo, the text reads "Sign in to community access services." There are four buttons for social login: "Sign in with Google" (with the Google 'G' logo), "Sign in with Apple" (with the Apple logo), "Sign in with Microsoft" (with the Windows logo), and "Sign in with Facebook" (with the Facebook 'f' logo). Below these buttons is a horizontal line with the word "OR" in the center. Underneath is a label "Email address" followed by an empty text input field. Below the input field is a checkbox labeled "Keep me signed in". At the bottom of the form is a large blue button labeled "Next". Below the "Next" button are two links: "Unlock account?" and "Help". At the very bottom, there is a yellow highlight box containing the text "Don't have an account? [Sign up](#)".



## Sign up

Email

First name

Last name

Mobile phone

Optional

Password

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username
- Your password cannot be any of your last 10 passwords

Sign Up

[Already have an account?](#)



Verify it's you with a security method

Select from the following options



Email

Select



Password

Select

[Back to sign in](#)



### Get a verification email

Send a verification email by clicking on "Send me an email".

[Send me an email](#)

[Verify with something else](#)

[Back to sign in](#)

**OR**



Verify with your password

Password



Verify

[Forgot password?](#)

[Verify with something else](#)

[Back to sign in](#)

---

One-time verification code External Inbox X



**Community Access Identity** <ncreply@identity.tylerportico.com>  
to me ▾

Wed, Aug 30, 12:21 PM (21 hours ago) ☆ ↶ Reply ⋮



Hi,

You are receiving this email because a request was made for a one-time code that can be used for authentication.

Please enter the following code for verification:

If you believe you have received this email in error, please disregard.

This is an automatically generated message from Community Access. Replies are not monitored or answered.



### What is Community Access?

Community Access is Tyler Technologies, Inc.'s universal authentication (login) system for all its Community Access applications regardless of the organization or community that is maintaining a subscription to the Community Access applications. Tyler Technologies, Inc.'s Community Access family of solutions allow you to review bills, make payments, and conduct other activities with subscribed organizations using a single login account from the convenience of your home or business. For example, a resident with properties in two cities, both of which are using the Resident Access solution from Tyler Technologies, Inc., will use a single Community Access login. Once the resident signs in, they are then able to personalize their experience for each city independently while being able to access them both without having to remember or login using different sets of credentials.

### What is a Community Access Profile?

A Community Access Profile captures the personalization preferences of a resident associated with their Community Access login. Some information on the resident's profile applies across all communities, while other pieces of information are specific to a community and the type of transaction being performed with that community. For example, a resident could store their email address in their global profile while saving utility account information per community so that the resident can get billing reminders and payment options applicable to that community using contact information stored in the resident's global profile.

A Community Access Profile is tied to the email address, and not the method used to sign in (social account or email/password). It is possible to access the same Community Access Profile by logging in through any social account or email/password as long as the email address used or associated with every method is the same.

## How To's

### Create a Community Access account

1. Click on <https://profile.tylerportico.com/portal/profile>
2. Click on any of the social account providers or click on the "Sign up" link at the bottom of the login screen to use an email and password instead. Complete next steps as indicated on the screen.
3. If you choose to use an email and password, you will get an additional email to validate your email address.

### Access your Community Access Profile



1. Click on <https://profile.tylerportico.com/portal/profile>
2. Login using the same method (social account or email/password) used to create the account.

### Sign-in to a Community Access application

1. Navigate to the Community Access application as per your organization's or community's website. If that application supports sign-in you'll see "Sign In" on the upper right of your browser window. A dedicated "Sign In" button displayed prominently on the page may also exist.
2. Clicking the "Sign In" button opens sign-in dialog where you'll need to choose a social provider or enter an email and password used during the initial sign-up process.

### Reset your password using the "Forgot password?" option on the login screen

1. On the sign-in dialog you'll see a link "Forgot password?" at the bottom of the login screen. Clicking on this link opens a new dialog that asks for the email you used when you signed up.
2. Entering an email and clicking the button "Reset via Email" will send an email that includes a reset link.
3. You can use the link in the email to open a new browser window and update your password.
4. Note: If you previously used a social account to login and subsequently use the "Forgot password" functionality to set a password, then logging in using either the social account or through email/password will result in opening the same Community Access Profile.

### Setup multi-factor authentication (MFA)

1. Click on <https://profile.tylerportico.com/portal/profile>
2. Login using the same method (social account or email/password) used to create the account.
3. On your profile, click on "Privacy settings" in the left hand navigation menu and then click on "Extra verification" tab.
4. You can choose to use any of the available methods for extra verification. Using SMS (text message) or Email authentication method will send a code that you need to enter at the time of login. Okta Verify and Google Authenticator are apps that you need to install on your smart phone that will prompt you to grant access when you attempt to login. Click on the appropriate option and complete the instructions. You may choose to setup multiple verification methods if desired and if you do, you will be given the option to pick the extra verification method you want to use at login.



## Frequently Asked Questions

**Q:** Do I need to sign-up?

**A:** Although many Community Access applications are designed for guest usage and do not require sign-up, some do have a sign-up requirement. For those that do, you'll be prompted to create an account and sign-up. In addition, most applications offer enhanced capabilities if you sign-up. This includes the ability to setup a shared profile to link account numbers from different applications, view transaction history and save payment preferences.

**Q:** Can I use a social provider account?

**A:** Yes, your Apple, Facebook, Google or Microsoft account can be used to sign-in. Community Access applications do not reveal any of your transactions to the social account providers. As an alternative, you can sign-up using an email account and the password of your choosing.

**Q:** How secure is the Community Access Profile?

**A:** Community Access is a highly secure solution using the latest Internet cloud security paradigms and offers self-help tools for things like password resets. Any data collected and stored in the Community Access Profile is only used for conducting transactions in Community Access applications or for self-help tools used by you. You can further strengthen the security of your profiles by setting up Multi-Factor Authentication (MFA) available under "Privacy settings" under the "Extra verification" tab. Pick from one of the available options to get an extra verification prompt every time a login attempt is made.

**Q:** How do I reset my password?

**A:** If using a social provider, you follow their instructions:

- Apple - <https://support.apple.com>
- Facebook - <https://www.facebook.com>
- Google - <https://support.google.com>
- Microsoft - <https://support.microsoft.com>

If you chose to sign-up with an email address, use the "Reset Password" link on the sign-in dialog.

**Q:** Why am I getting emails from identity.tylerportico.com?

**A:** All Community Access applications are hosted at Tyler Portico, the "entry point" for many cloud applications and services developed by Tyler Technologies, Inc. If you chose to use an email address instead of a social provider for sign-in, it's the Identity services that handles your authentication and any management activities that require your email.

**Q:** Can I delete my Community Access Profile and associated login details?

**A:** Yes, you can delete your Community Access Profile and associated login details from the profile page.

We encourage and recommend that you maintain a Community Access login and profile for a rich personalized experience. However, we understand individual preferences for privacy and offer the ability to delete both the Community Access Profile and its associated login account details. Deleting your Community Access Profile may remove any personalization, transaction history, and other details associated with your email address across all communities. You may also stop getting any communications from associated communities.

After you sign-in (see "Access your Community Access Profile" under "How Tos" above) click on "Privacy settings" in the left side navigation menu and then the "Account" tab. Under this tab, click on "Delete profile". Click "Confirm" to delete all profile information permanently or click "Cancel" to preserve the profile information without deleting your profile. Deleting a Community Access Profile cannot be undone.

**Q:** Who is Tyler Technologies?


**A:** Tyler Technologies, Inc. is a leading public sector software company that develops and supports Community Access and other Enterprise applications. To learn more about Tyler Technologies visit [www.tylertech.com](http://www.tylertech.com).

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Home

Vendor Self Service

### Welcome to Vendor Self Service



**No vendor information is linked to your account.**  
In order to fully use Vendor Self Service, please either register a new vendor or link to an existing vendor.

[Create New Vendor](#) OR [Link to Existing](#)

#### Announcements

**Welcome to Vendor Self Service for Clayton County Public Schools (CCPS).**  
Vendor Self Service (VSS) allows you to register as a new vendor, or maintain and update your profile as an existing vendor. All vendors must successfully register in Vendor Self Service in order to receive payment or respond to bid proposals. Email ALL invoices to: [accounts payable@clayton.k12.ga.us](mailto:accounts payable@clayton.k12.ga.us)

**\*\* Bid Information: [Click Here](#)**

**Registration Help Guides:**  
NEW Vendor Registration: [click here](#)  
Password Recovery Guide: [click here](#)  
How to Attach Documents: [click here](#)  
Additional Information and Forms: [Click Here](#)

The following items are required during registration:  
1. W-9 or Substitute W-9: [click here](#)  
2. E-Verify # / Date: [click here for more information](#)  
3. Certified Business Classification(s)  
4. Commodity Code(s)

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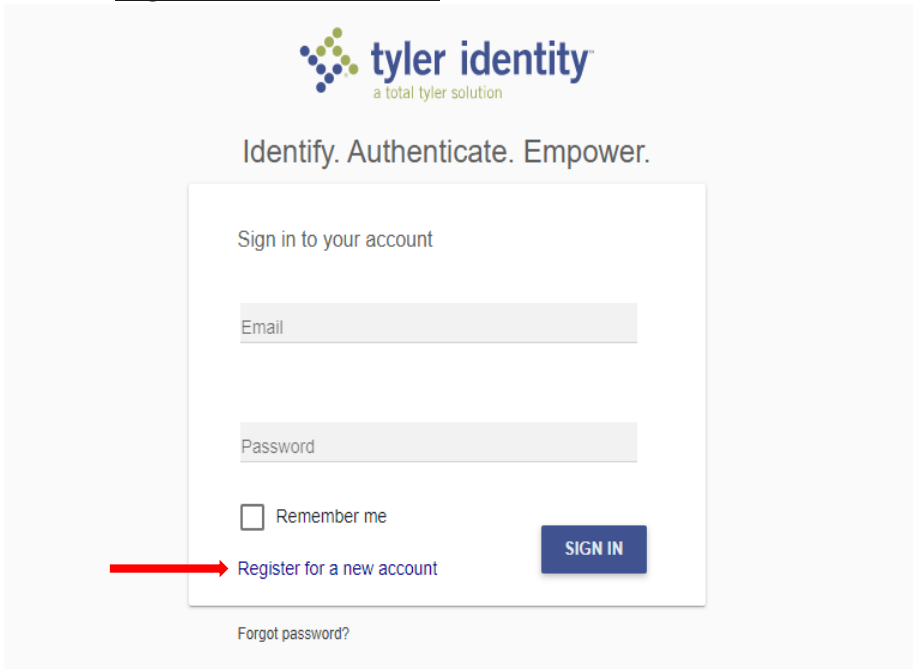
**How to register a NEW vendor account in Vendor Self Service:**

Access the CCPS Vendor Self Service portal: <https://claytonschoolsgavendors.munisselfservice.com>

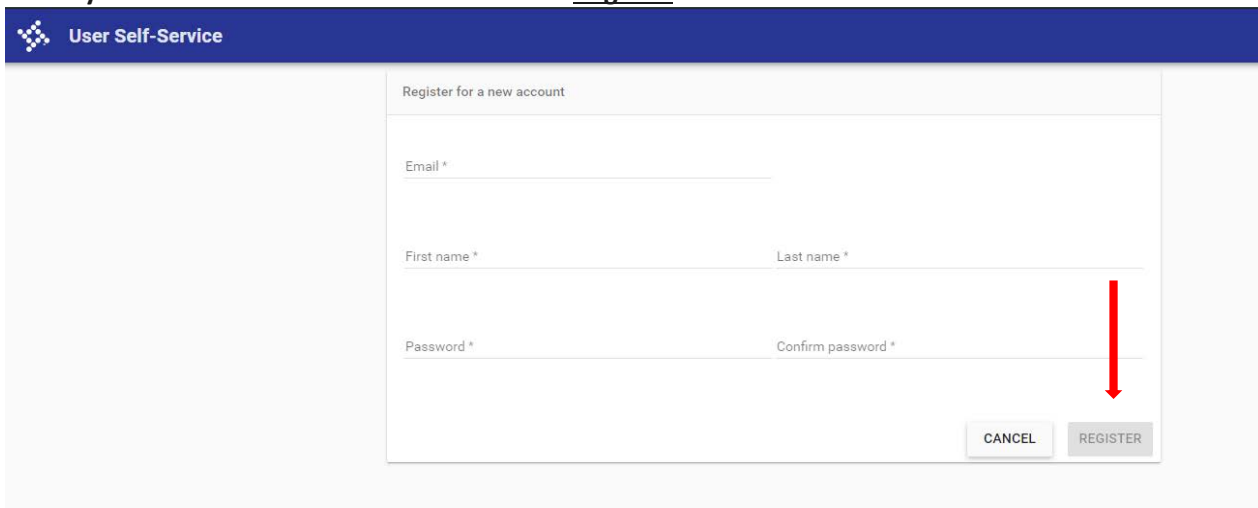
**1. Click on the arrow in the top-right corner.**



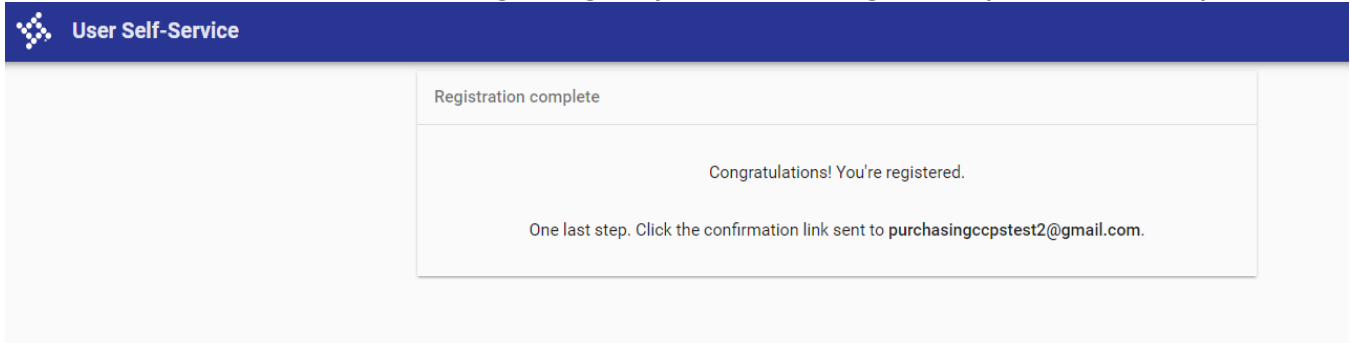
**2. Click Register for a new account**



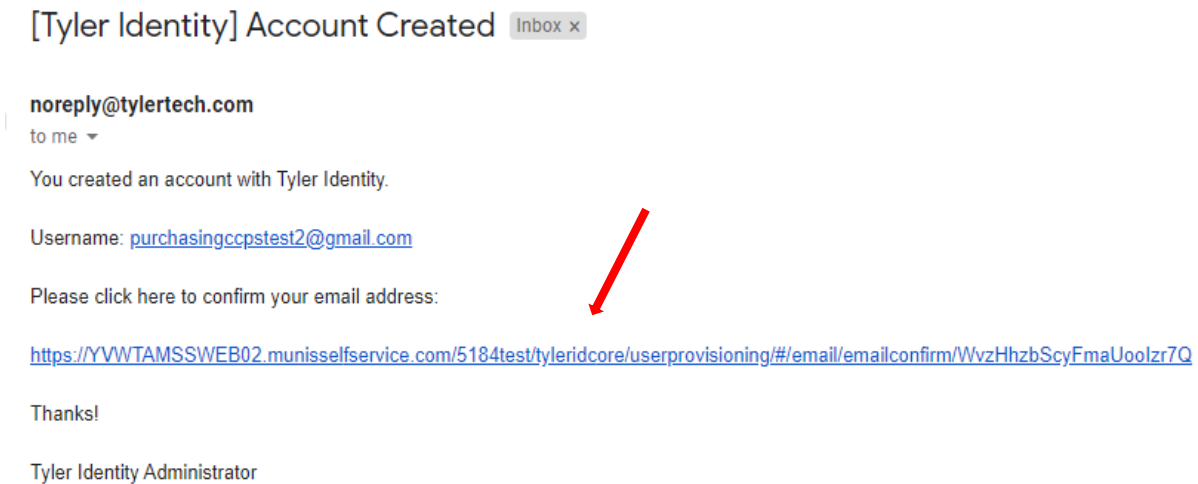
**3. Enter your new account information and click Register**



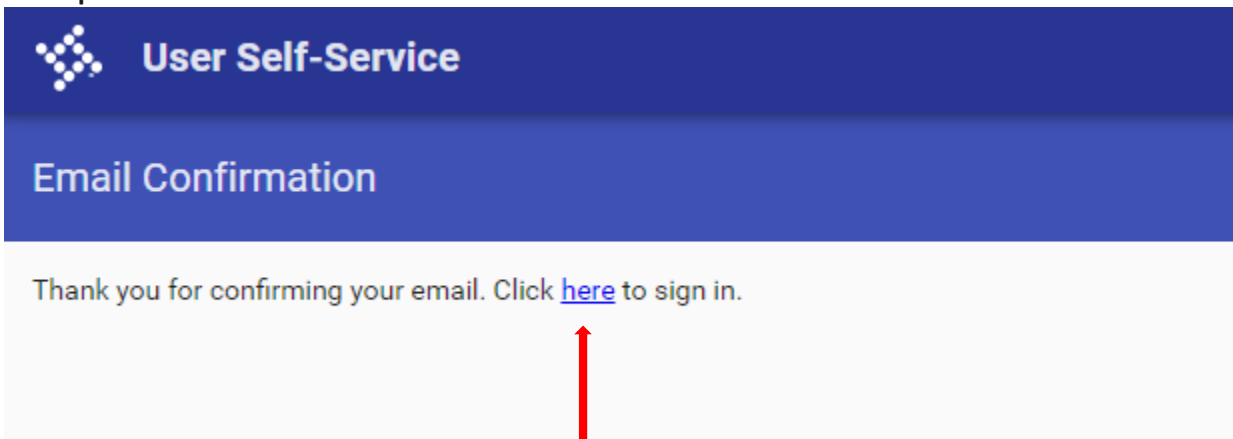
4. You will receive this confirmation message and go to your email message to complete the next step.



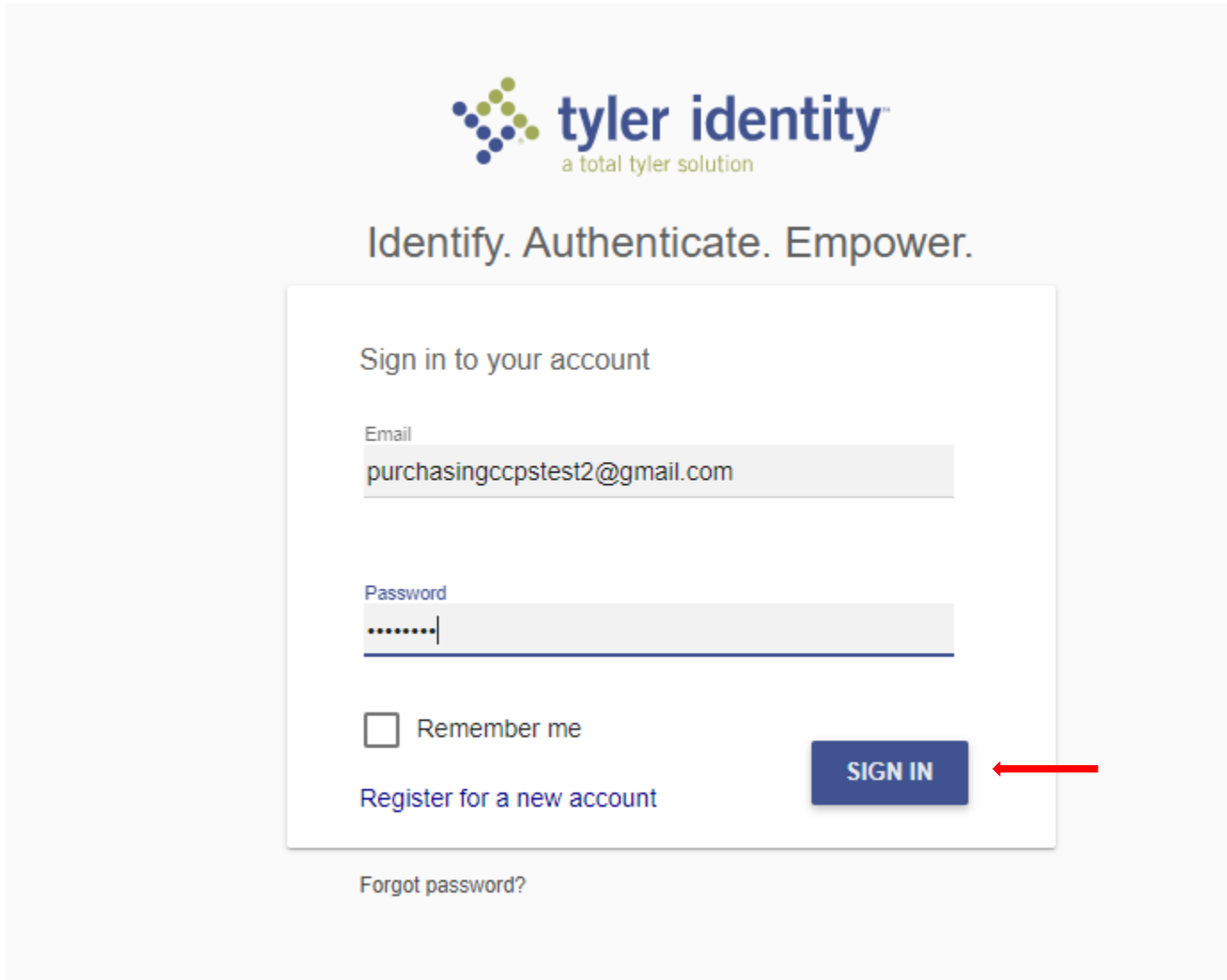
5. Sample message from Tyler:



6. After you have confirmed your email address, the following confirmation message is presented.



7. Proceed to sign in to your account.




The image shows the Tyler Identity login interface. At the top is the Tyler Identity logo with the tagline "a total tyler solution" and the slogan "Identify. Authenticate. Empower." Below this is a "Sign in to your account" form. The form contains an "Email" field with the text "purchasingccptest2@gmail.com" and a "Password" field with masked characters. There is a "Remember me" checkbox and a "SIGN IN" button. A red arrow points to the "SIGN IN" button. Below the form is a "Forgot password?" link and a "Register for a new account" link.

8. Once you are logged in, you should click on Create New Vendor

---

Welcome to Vendor Self Service

---


  
**No vendor information is linked to your account.**  
In order to fully use Vendor Self Service, please either register a new vendor or link to an existing vendor.

[Create New Vendor](#) OR [Link to Existing](#)



9. Enter your vendor details by complete the required (red\*). Once complete, click Continue to proceed to **Step 2**.

**New Vendor Registration**

 Your User ID and password have been successfully set. Please continue with the registration process.

**Enter Vendor Registration Information**

Step 1

[Help](#)

**Company Information**

Company Name\*

Line 2 (OPTIONAL)

Line 3 (OPTIONAL)

Line 4 (OPTIONAL)

Doing business as (if different from above)

Vendor Type

Foreign Entity

Send Accounts Payable checks to the above address

Send Purchase Orders to the above address

E-mail\*

Website

DUNS

California Permit Number

**Vendor Address**

Address\*

Line 2 (OPTIONAL)

Line 3 (OPTIONAL)

Line 4 (OPTIONAL)

City\*  State\*

Zip Code\*  County

Country  Geographic

Fax Number

Minority Business Enterprise  
Classifications  
(select all that apply)

- DISABLED VETERAN BUSINESS ENTE
- DISADVANTAGE BUSINESS ENTERPR
- General
- LOCAL BUSINESS ENTERPRISE
- LOCAL SMALL BUSINESS ENTERPRIS
- MINORITY BUSINESS ENTERPRISE
- WOMEN BUSINESS ENTERPRISE

**Federal Tax ID Number or Social Security Number**

\*FID or SSN

FID  SSN

\*FID/SSN  \*Re-type FID/SSN



**CONTINUE**

**UPDATE**

**CANCEL**

**Payment Terms**

Discount Percentage  Days to Discount  Days to Net

Your preferred payables delivery method(s).

Mail

Your preferred purchasing delivery method(s).

E-Mail

**Please NOTE: Minority Business Entity (MBE)**

Minority Business Enterprise	Defined as a business that is at least 51% owned and operated by an ethnic or gender minority and certified by a city, state, or federal agency.
MBE Classification	If you select Minority Business Enterprise, you <b>must</b> indicate the classification type(s) of the certification you currently possess.

10. Click add under each address type to complete your company information. Once complete, click save and Continue to proceed to **Step 3**.

### New Vendor Registration

Address information

Step 2

Accounts Payable Addresses

[add](#)

Name/DBA	Address	Is Default
----------	---------	------------

Purchase Order Addresses

[add](#)

Name/DBA	Address	Is Default
----------	---------	------------

Continue



11. Click New Contact add General vendor contacts information. Once complete, click save and Continue to proceed to **Step 4**.

### New Vendor Registration

General Vendor Contacts

Step 3

Address Contacts

Type	Name	Description	Email	Telephone
------	------	-------------	-------	-----------

Continue

New Contact





**12. Enter the EEV# (Company ID Number):** E-Verify is a web-based system that allows enrolled employers to confirm the eligibility of their employees to work in the United States. If you do not have an EEV #, you may click here to [enroll](#): Please note: **CCPS does not manage the E-Verify process or their website.**

Add the EEV # and date of authorization. Once complete, click [Continue](#) to proceed to **Step 5**.

### New Vendor Registration

Additional Values Step 4

[Help](#)

Field	Value
*E-VERIFY # (EEV)	<input type="text"/>
DATE OF AUTHORIZATION	<input type="text"/>

[Continue](#) ←

#### 1. Provide an EEV# (Company ID Number): Type **4-7 all-numerical number**

- a. E-Verify is required by all vendors who may hold a public contract (i.e. Purchase Orders), which is a contract with a city, county, the state, a school board.
- b. A qualifying contract is any service or labor contract over \$2,499.99. Qualifying contracts are for services like landscaping, janitorial, construction, consulting, security, and testing, but not for contracts that **do not** require the physical performance of services like equipment purchases, office supplies, leases, or rentals.

#### 2. Waiver Request: Enter the word **WAIVED** in the Value section

- a. This vendor does not perform physical services with the delivery of products. If this statement is true, you may proceed to **A**. If you do not agree, **STOP** and enter a VALID E-Verify # in the Value section.
  - A. Submit a formal letter to include an explanation of the following
    1. Describe the type of products or services you provide
    2. Method(s) of delivery
    3. Does the company provide or offer services with the delivery of any products?
      - a. If so, are U.S. based workers used? MUST answer Yes/No

#### 3. Exemption Request: Enter the word **EXEMPT** in the Value section

- a. This vendor is an individual with no employees. . If this statement is true, you may proceed to **A**. If you do not agree, **STOP** and enter a VALID E-Verify # in the Value section.
  - A. Submit an Affidavit-No Employees (notary required)
  - B. Submit a Valid State Identification (must be in color)

**Vendor information and forms are located here:** [Click this link](#)

- 13. Select Vendor Commodities:** This section contains a list of commodity codes that may be associated with your company.
- Enter a **keyword in the search field** that describes the product(s) and/or service(s) your company provides.
  - Select the code (**put a check in the box**)
  - Click **Add** next to all codes that apply to your company

Once complete, click **Continue** to proceed to **Step 9**.

**Select Commodities**

Select Commodities

Step 5

Search for your commodities/services, then select and "Add". Search again and repeat as necessary. Click "Finished" when done.

Keyword(s) or commodity code(first 3 or more digits):

[List all commodities/services](#)

9204 Found 1-10 | [11-20](#) | [21-30](#) | [31-40](#) | [41-50](#) | [51-60](#) | [Next](#)

Select All	Code	Description
<input type="checkbox"/>	00505	Abrasive Equip and Tools
<input type="checkbox"/>	00514	Abr Coat Cloth/Fiber/Sandpap
<input type="checkbox"/>	00521	Abrasives, Sandblasting, Metal
<input type="checkbox"/>	00528	Abrasive Sandb Other than Mtl
<input type="checkbox"/>	00542	Abrasive/Solid Wheel/Stones
<input type="checkbox"/>	00556	Abrasives, Tumbling (Wheel)
<input type="checkbox"/>	00563	Grind/Polish Comp Carborundum
<input type="checkbox"/>	00570	Pumice Stone
<input type="checkbox"/>	00575	Recycled Abrasives Prod/Sup
<input type="checkbox"/>	00584	Steel Wool/Alum/Wool/Cop Wool

### 14. Review your Registration information!

Please check that the information you have entered is correct. Make changes by clicking **Change** in each section shown.

- a. Add your attachments
  - i. W-9
  - ii. E-Verify
  - iii. MBE Certificates

**General Information** [change](#)

Name/DBA	PURCHASING DEPARTMENT 6
Entity	
Address	218 Stockbridge Road Jonesboro, GA 30252
Fax Number	
FID	11-1222333
Geographic	
E-Mail	purchasingtest6@gmail.com
Web Site	
Foreign Entity	No
DUNS	

**Terms**

<a href="#">change</a>	
Discount Percentage	0
Days to Discount	0
Days to Net	0

**Additional Fields** [change](#)

E-VERIFY # (EEV)	1234567
DATE OF AUTHORIZATION	

**Address Information**

**Accounts Payable** [change](#)

Name/DBA	Address	Default
PURCHASING DEPARTMENT 6	218 Stockbridge Road Jonesboro, GA 30252 Fax:	Y

**Purchasing** [change](#)

Name/DBA	Address	Default
PURCHASING DEPARTMENT 6	218 Stockbridge Road Jonesboro, GA 30252 Fax:	Y

**Accounts Contacts** [change](#)

Type	Name	Description	Email	Phone	Text	Fax
GENERAL - General Contacts	SHEAMEKA JACKSON	Admin	purchasing@clayton.k12.gaus	770-473-2825		

**Commodities** [change](#)

91838	Education/Training Consulting
-------	-------------------------------

**Attachments**

Attachment Type	Description	Required	Attachments	
General	Documents are not assigned to a type		(0)	<a href="#">Attach</a>
default	Vendor Attachment		(0)	<a href="#">Attach</a>
E-Verify Attachment	EEV	✓	(0)	<a href="#">Attach</a>

[Register](#) [Cancel](#)

(Only click Register once and refrain from using your browser's Back or Refresh button.)



## Attachments

15. Add attachments to the profile by clicking Attachments on the menu. The Attachments option is also available when you are viewing their My Profile page. The Attachments column indicates the number of documents attached for the attachment types. Vendors can attach an unlimited number of files.

Description	Required	Attachments	
Documents are not assigned to a type		(0)	<a href="#">Attach</a>
Vendor Attachment		(0)	<a href="#">Attach</a>
EEV	✓	(0)	<a href="#">Attach</a>

To **remove** an attachment, click the number of attachments indicator. On the attachments list, clicking the Delete button removes the attachment.

**Note:** Vendors cannot maintain attachments in VSS once they have been uploaded.

16. Click **Register** to finalize your registration. You will see this message and should wait for the page to auto-refresh.

**Saving.....do not navigate away from this screen while sending data.**

## 17. Confirmation Page:

### New Vendor Registration Registration Confirmation

**i** Your registration has been completed. If you are a NEW vendor, you will receive a confirmation email after your registration has been approved. Please allow 1-2 business days.

Please attach your W-9, E-Verify, and Business Enterprise Certification documents (if applicable).

How to attach documents in Vendor Self Service:

- Once logged in, click the Vendor Information link on the left side of the main page.
- Click the Attachments link shown under Vendor Information
- W-9: Click "Attach" next to "General" attachment type. After choosing your file, click SAVE (there is NO upload button)
- E-Verify Information: Click "Attach" next to "E-Verify Attachment" type. After choosing your file, click SAVE (there is NO upload button)

You will be contacted if additional information is required.  
You currently have not included all required documentation. Please upload required documents to complete your registration. ⓘ

You can now:

- [Register for commodities/services and/or update your profile.](#)
- [Upload attachment documents to your profile.](#)

**Final Note:** Your profile has been submitted to our system for review and approval. If your registration is approved, you will receive an email that contains your vendor number. If additional information or documents are needed, you will receive an email from a Purchasing team member. Please allow 1-2 business days to receive your vendor number. If you have any additional questions, please email the Purchasing team at [purchasing@clayton.k12.ga.us](mailto:purchasing@clayton.k12.ga.us).