Alexandria City Public Schools

# Vendor Registration Instructions

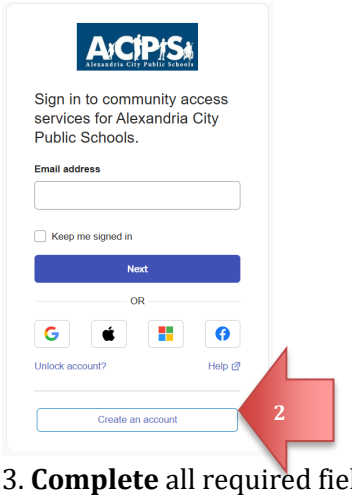
## Click here to begin vendor registration and follow the steps below:

### Step 1: Create Your Account

1. **Click** Sign In.



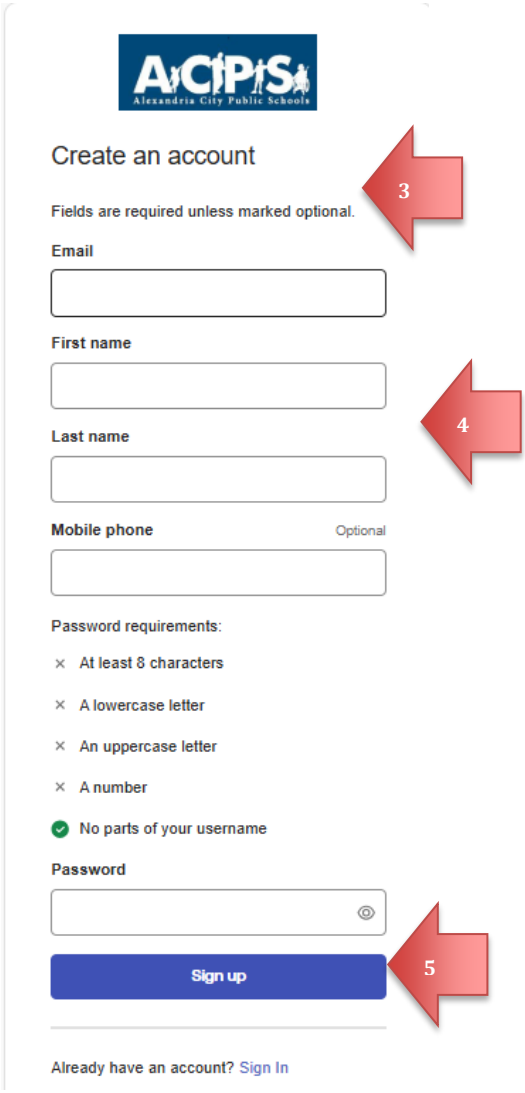

2. **Click** Create an Account.



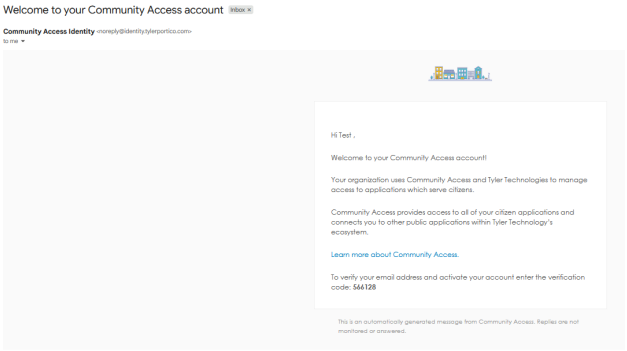

3. **Complete** all required fields (leave blank only those marked "Optional").
4. **Enter** your:
   - Email Address
   - First Name
   - Last Name
   - Mobile Phone Number (optional)
   - Password
5. **Click** Sign Up.

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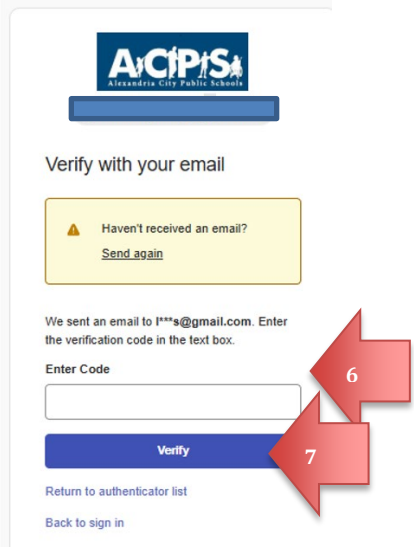
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An email verification code will be sent from Community Access Identity (noreply@identity.tylerportico.com) with the subject **"Welcome to your Community Access account."**



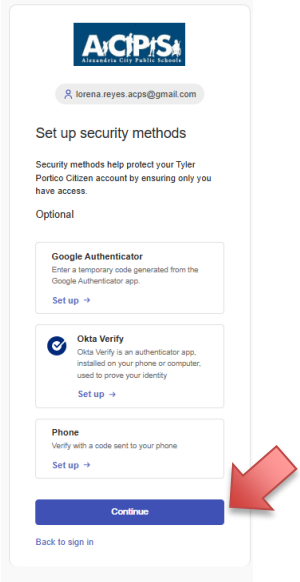
6. **Type** the code into the Enter Code box.
7. **Click** Verify.




## Step 2: (Optional) Set Up Security Methods

You'll be prompted to set up additional security methods such as Google Authenticator, Okta Verify, or Phone.

- To set one up, **select** your preferred option.
- To **skip**, simply **click** Continue.

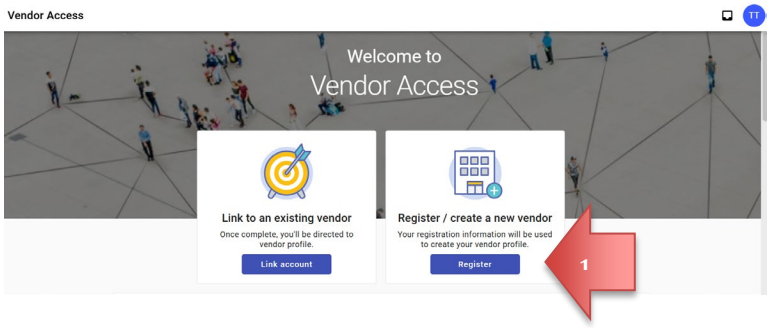


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## Step 3: Link or Create a Vendor Account

On the next screen, you will be prompted to either **Link** to an existing vendor or **Register/create** a new vendor.

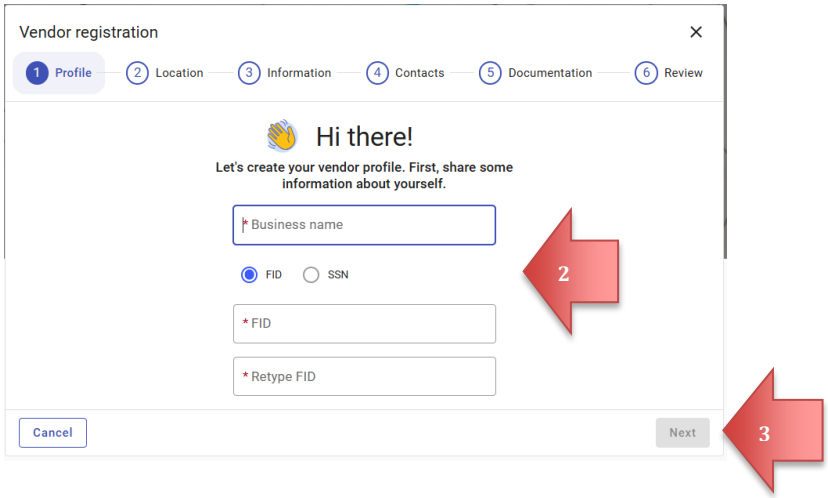



If you already have a vendor account with ACPS:

1. **Select** Link account
2. **Enter** your Vendor Number to link your profile.
   - *If you do not know your Vendor Number, email vsshelp@acps.k12.va.us and attach a copy of your W-9.*
   - *Once received, we'll provide your vendor number so you can complete the linking process and update your profile.*

If you **do not** have an existing vendor account:

1. **Select** Register
2. **Enter** the following information:
   - **Business Name** (as it appears on Line 1 of your W-9)
   - **FID** (EIN#) listed on your W-9
   - **Re-type** the FID#
3. **Click** Next.

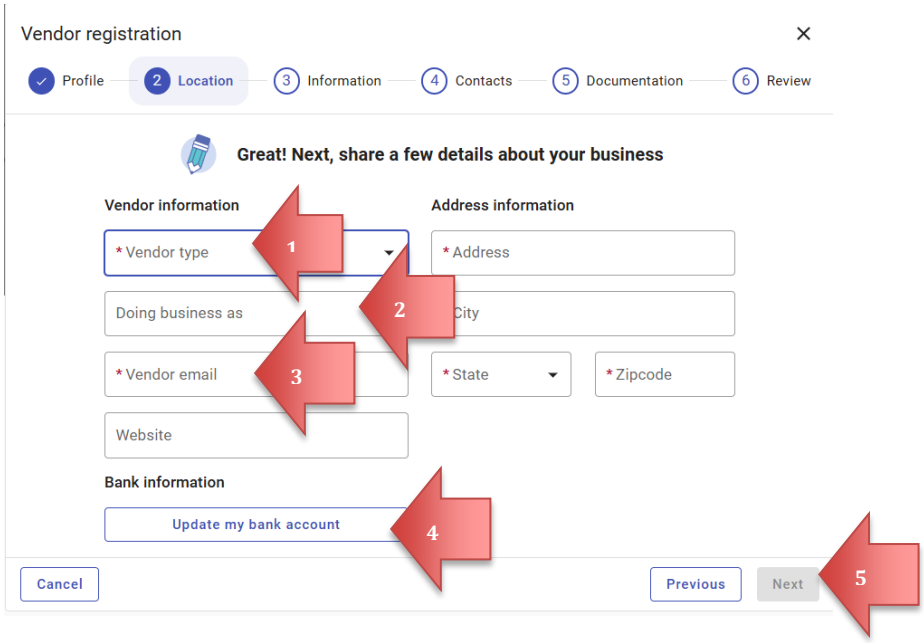


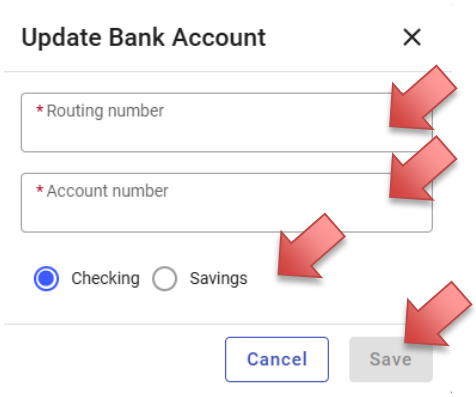
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## Step 4: Complete Vendor Details

1. **Select** Vendor Type: Non-Preferred.
2. If applicable, enter your **DBA** (Doing Business As) name as it appears on your W-9.
3. **Enter** your Email Address and Mailing Address (as listed on your W-9).
4. If you wish to receive payments via EFT/ACH, **click** Update My Bank Account, then:
   - **Enter** your Routing Number and Account Number.
   - **Select** Checking or Savings.
   - **Click** Save.
5. **Click** Next.



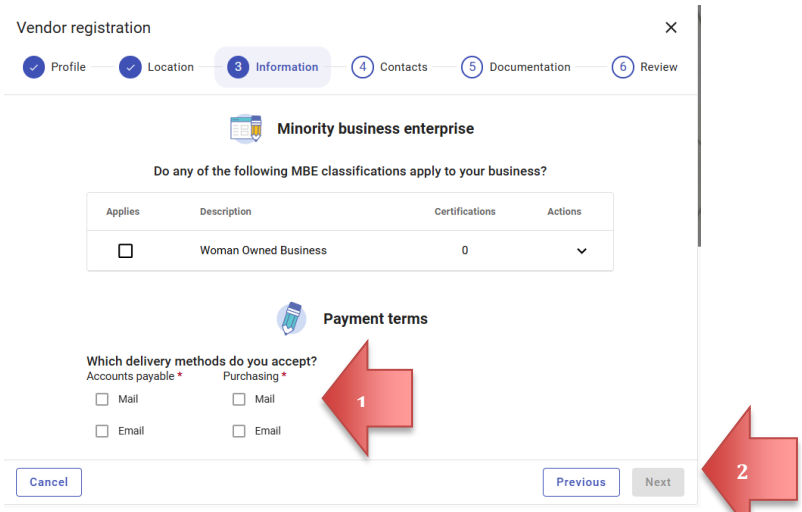




## Step 5: Set Contact Preferences

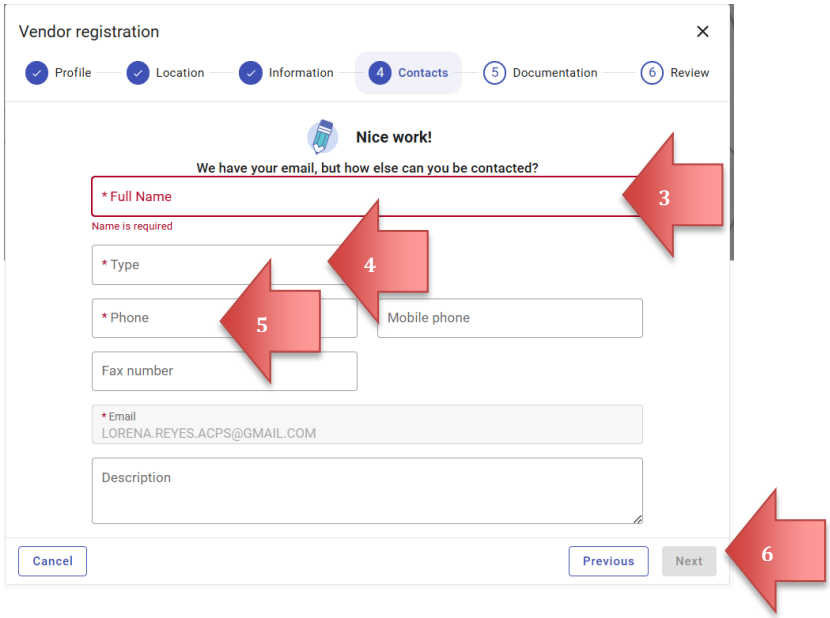
1. **Select** how you would like to receive communications for Accounts Payable and Purchasing (Mail or Email).
2. **Click** Next.

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2. 

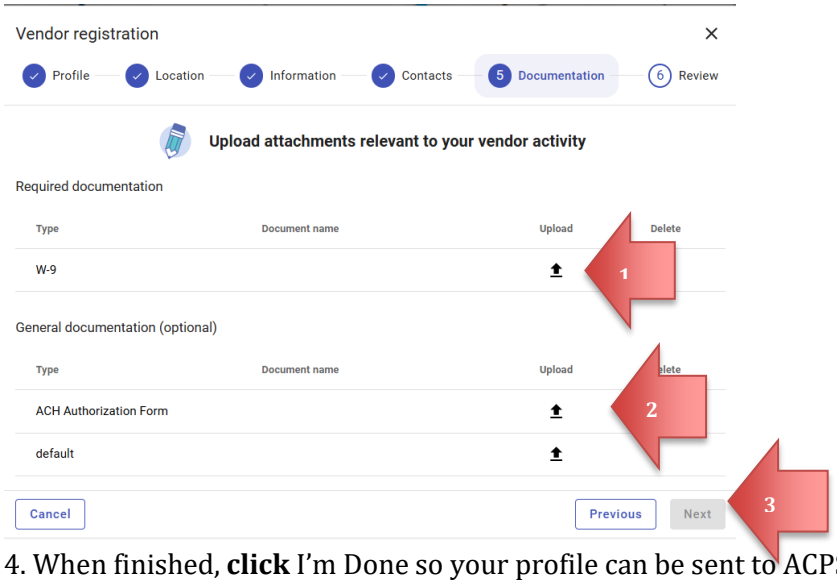

3. **Enter** your Full Name (First and Last).
4. **Select** your contact type: General, Accounts Payable, or Purchasing.
5. **Enter** your Direct Phone Number (your email should auto-populate).
6. **Click** Next.



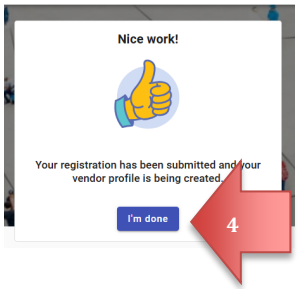

## Step 6: Upload Required Documents

1. **Upload** your W-9 by clicking the Upload Arrow.
2. **Attach** your ACH Authorization Form (this should be your ACH bank account letter).
3. **Click** Next.

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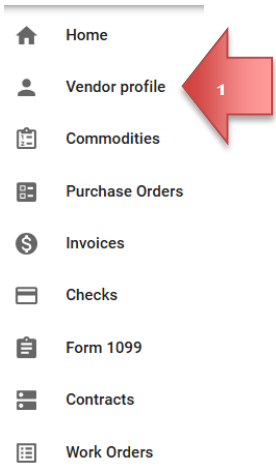

4. When finished, **click** I'm Done so your profile can be sent to ACPS for activation.




## Note: Updating or Adding a Remittance Address

If you need to **update** or **add** a new remit address:

1. **Click** Vendor Profile on the left menu.




2. **Select** Locations.

3. **Click** the "**+**" icon to add a new remit address, **or** the **pencil** icon to update an existing one.

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