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## Before you begin the registration process

As an existing vendor you have a vendor number with Washtenaw County. This vendor number will appear on an existing PO or on an AP check stub. When you register you will create a login to the Community Access Services site then link that login to your existing vendor number.

You will need:

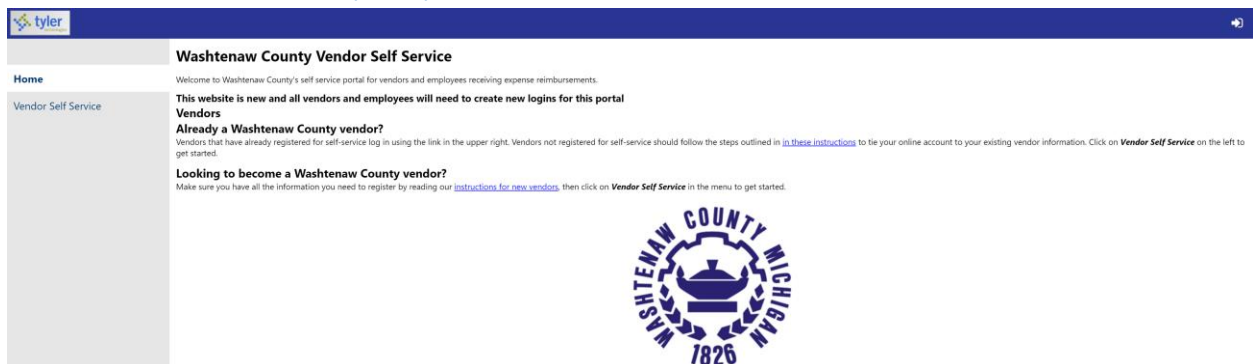
- Your Washtenaw County Vendor number
- Your Federal Tax ID number or Social Security Number

**Important Note: Leaving a web page idle for too long before completing registration will force your session to time out. To avoid your session timing out, do not allow more than 10 minutes of idle time between each web page.**

This documentation covers the **Vendor Registration** process for **existing** Washtenaw County vendors at <https://vss.ewashtenaw.org>. If you are not an existing vendor with the county, please follow the instructions for new vendors here instead:

<https://www.washtenaw.org/DocumentCenter/View/13230/Washtenaw-County-Self-Services-for-New-Vendors>

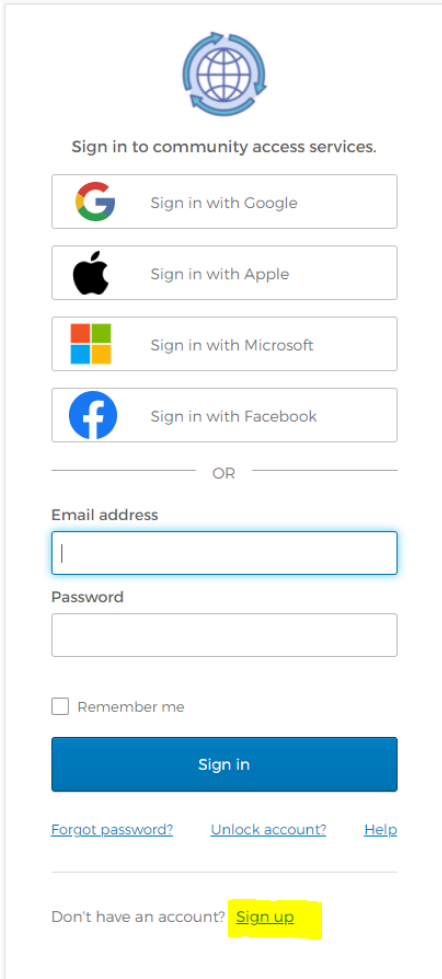
## Vendor Self Service (VSS)



Click the arrow in the upper right to create your login. Your login is created through a separate service called Community Access Services. If you do business with more than one client that uses Munis, the idea is that you can create one login to use for all the different vendor self service sites. Each location has a different URL for their VSS, but the login would be the same for all of them.



# WASHTENAW COUNTY SELF SERVICE INSTRUCTIONS FOR EXISTING VENDORS



Sign in to community access services.

Sign in with Google

Sign in with Apple

Sign in with Microsoft

Sign in with Facebook

OR

Email address

Password

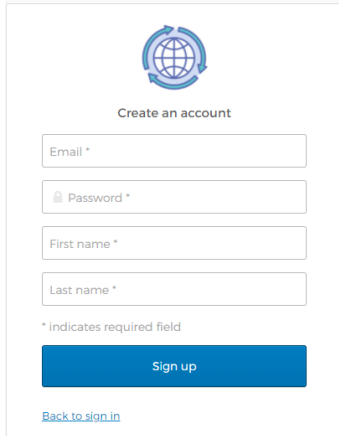
Remember me

Sign in

[Forgot password?](#) [Unlock account?](#) [Help](#)

Don't have an account? [Sign up](#)

After clicking on the arrow in the upper right you'll be on the Community Access Services login page. If you are creating a new login for Community Access Services click **Sign up** at the bottom of the screen.



Create an account

Email \*

Password \*

First name \*

Last name \*

\* indicates required field

Sign up

[Back to sign in](#)

Enter an email address, password, first name, and last name for this login and click **Sign up**.

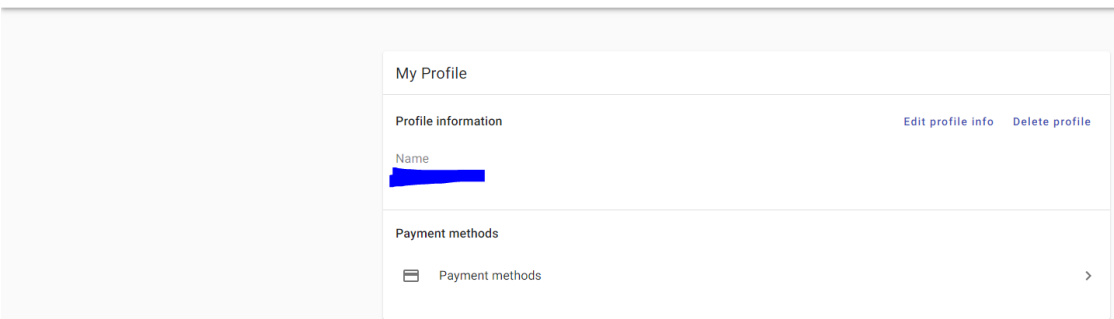
Password requirements:

- ! At least 8 character(s)
- ! At least 1 number(s)
- ✓ At least 1 lowercase letter(s)
- ! At least 1 uppercase letter(s)
- ! Does not contain part of username

Your username is your email address

DO NOT add any payment methods to your account. We do not accept online payments for anything at this time.

User Profile



My Profile

Profile information [Edit profile info](#) [Delete profile](#)

Name

Payment methods


Payment methods >



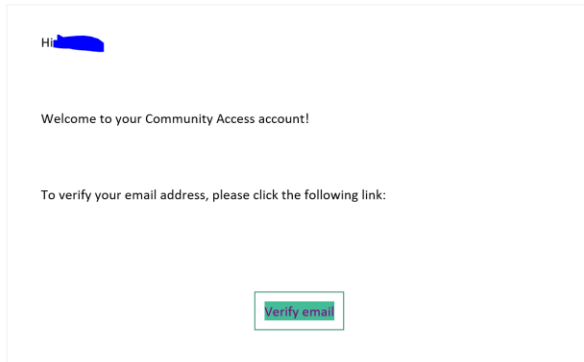
## WASHTENAW COUNTY SELF SERVICE INSTRUCTIONS FOR EXISTING VENDORS

You will get an email to verify your email address. The token in the link expires very quickly, but your account will be created even if you get to the email after it expires. If your credentials are ever used to login from a different device or browser you will get an email from Community Access Identity telling you that this has happened so you can report it if you weren't the person logging in.

Welcome to your Community Access account

 Community Access Identity <noreply@identity.tylerportico.com>  
To [redacted]  
ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



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

After you receive acknowledgement that your account has been created on the community access services site, close that site and go back to <https://vss.ewashtenaw.org>. Click on the arrow in the upper right corner again, and log in using your newly created username and password.



# WASHTENAW COUNTY SELF SERVICE INSTRUCTIONS FOR EXISTING VENDORS

This time you will move to the VSS welcome page after logging in. Click on **Link to Existing** to link to your existing Washtenaw County vendor information.

Enter your vendor number and your FID or SSN. The two items must match existing information in the Washtenaw County system to link your account. If the vendor number and FID/SSN don't match you will get the error message below.



## User Contact Information

If your vendor information is found the system will require you to enter a contact person that will be associated with this login profile. Choose "GENERAL – General Contacts" then enter your contact information. Click **Continue** when all required fields are filled in.

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Home  
Vendor Self Service

### User Contact Information

Contact Person

\* Contact Type  
GENERAL - General Contacts

\* Name

Description

\* Phone

Text  Opt In

Fax

\* E-mail

**Continue**

Once your profile contact is entered you will be in Vendor Self Service and will see your vendor information instead of the black box below. Click Vendor Information in the left menu to view all information available to you in VSS.

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## Welcome to Vendor Self Service

Home  
Vendor Self Service  
Vendor Information

**Profile information**

TEST CONTACT  
Phone: 123-456-7890  
[EMAIL@EMAIL.COM](mailto:EMAIL@EMAIL.COM)

**Vendor information**

[Redacted Vendor Information]