SRP-MIC Vendor Portal

The SRP-MIC vendor portal allows vendors to register their account, reset forgotten passwords, and login to access the application features.



Create an Account (Register)

Click the "Create an Account" link.



Enter a valid e-mail address to receive the registration request and click the "Request Account Registration" button. A link will be sent with a unique code for that registration that expires in 24 hours.



E-Mail Address Already Registered

If an e-mail address is entered that has already registered, an e-mail will be sent to that address notifying the user that a request was made and instructing them on next steps.

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File Message 🛛 Tell me what you want to do				
do-not-reply@srpmic-nsn.gov				
Registration Request				
f If there are problems with how this message is displayed, click here to view it in a web browser.				~
Dear customer,				
A request was made to register this e-mail with the Salt River Pima-Maricopa Indian Community (SRP- was already registered. If you know your Username and Password, login to the portal to access its feat remember your password, you can request a password reset.	MIC) Vend ures. If you	or Porta I do not	al, but it	
If you requested your account within the past few business days, it may not be ready for use. You may nsn.gov to check the status of your account.	contact vr	n@srpn	nic-	
If you did not request an account for our Vendor Portal, please contact vm@srpmic-nsn.gov to have the	he account	disable	d.	
Thank you,				
Vendor Maintenance				
Salt River Pima-Maricopa Indian Community				
vm@srpmic-nsn.gov				
(480) 362-xxxx				
				Ψ.

New E-mail Address Registration

If the e-mail address has not previously been registered, an e-mail will be sent to that address with a link to continue the registration process.

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File	Message	Insert	Options	Format Text	Review	♀ Tell me what you want to do				
To	Mon do Reg	12/9/2019 3:0 -NOt-rep istration R	^{D2 PM} ply@srp Request	mic-nsn.g	IOV					
f there	are problem	ıs with how t	this message i	s displayed, click	here to view	it in a web browser.				~
Hello, A reque	ist was mad	le to registe	er this e-mai	l with the Salt R	iver Pima-N	Maricopa Indian Community (SRP-MIC) Vendor Pr	ortal. Follow the link	below (or copy	
and pas	te the URL	into the ad	dress field o	f your browser)	to complet	te the registration process.			o. cop)	
You will	step throu	gh the follo	owing tasks:							
 Creation Creation 	ate a user r ate a stron	1ame and p g password	orovide your	full name and c	optional nic	kname				
If your b	ousiness is	not already	registered v	vith SRP-MIC, y	ou will also	be required to:				
 Enter Upl Upl 	er your bus oad a copy oad a copy	iness detail of your W- of our ACH	ls including r -9 form H form (if you	name, address, a u would like ele	and tax ide ctronic pay	ntification number ments)				
Once co complet	omplete, yo te.	ur registrat	ion will be re	eviewed for app	oroval. You	will be notified via e-mail if any further details are	e needed and when	the revi	ew is	
Your un nsn.gov	ique regist /security/re	ration link (agister/c8b9	expires in 24 9b6d7f2dbf0	1 hours): http://v)4f0e10fe768ec	vendorport 0011374e7a	al.srpmic- a26921c6af4e6855b80daa052cae				
Thank y	ou,									
Vendor Salt Rive vm@srp (480) 36	Maintenan er Pima-Ma omic-nsn.go 52-xxxx	ce Iricopa India DV	an Commun	ity						

Following the unique registration link will land the person on a page with further instructions



Click the "Continue Registration" button.

Registration User SRP-MIC Ver × +	– 🗆 X
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Vendor Portal	Registration Account
GREAT SEAL	Create a Username
	First Name Last Name
HE ISS IN THE	(Optional) Preferred Informal Name (e.g. Bob instead of Robert)
2 AMARICOPA MOIN	Create Password Repeat Password
	Next Step
Salt River Pima-Maricopa Indian Community © 2019	
uat	

Enter a unique username, your first and last name, an optional nickname, and a secure unique password for this website. Any warnings will be displayed on this screen and will require the user to correct them before proceeding to the "Next Step."



Username, first name, last name, password and repeated password must be provided.

Registration User SRP-MIC Ven × +	- 🗆 X
← → C ☆ G	V 🗴 V 🖬 V 🖉 V V V V V V V V V V V V V V V V V
Vendor Portal	Registration Account
GREAT SEAL	testone X
	Invalid Username, please enter a different value
	Test User
	Joe
	Create Password
MARICOPA M	Password Mismatch Password Mismatch
Salt River Pima-Maricopa Indian Community © 2019	Next Step
uat	Passwords must be at least 12 characters in length and include at least 1 each of the following: • Upper case letter • Lower case letter • Number/digit • Special character (e.g. !@:#,\$:%^&;*~)

You will be warned if a username is invalid or if the password and repeated password do not match. Username must not already exist, must be no longer than 20 characters, and may not include spaces or special characters.



You will be warned if your password does not pass the strength requirements, and those requirements will be shown on the screen. They are:

- At least 12 characters in length and include at least 1 each of the following
 - o Upper case letter
 - o Lower case letter
 - Number/digit
 - Special character (e.g. <u>!@:#,\$.%^&;*~</u>)

Registration User SRP-MIC Ven × +	– 🗆 X
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Vendor Portal	Registration Account
GREAT SEAL	test-uat
	John Doe
	(Optional) Preferred Informal Name (e.g. Bob instead of Robert)
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	Next Step
Salt River Pima-Mancopa Indian Community © 2019	
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Click the "Next Step" button, and if everything passes the requirements, you will continue.

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^

Enter the name of the business or "doing business as" if it is different than the business' legal name. Enter the legal name from the W-9 unless it is the same as the DBA. Choose the tax identification number (TIN) type that will be provided and enter the TIN. Finally, indicate whether this business is already registered with SRP-MIC as a supplier. Most businesses that register will do so for the first time. Any warnings will be displayed on this screen and will require the user to correct them before proceeding to the "Next Step."

• Registration Business Detail S ^E × + $\leftrightarrow \rightarrow \mathcal{C} \land \mathcal{G}$		٥	٥	New	<u>م</u>	G 🕖	1
Vendor Portal	Registration Business Detail						
GREAT SEAL	test-uat						
	Business Name (DBA - Doing Business As)	×)				ł
	Field cannot be empty						
	Legal W-9 Business Name (if different than DBA)						
CANA-MARICOPA NOR	Select Tax Identification Number (TIN) Type	X)				
	Select Tax Identification Number (TIN) Type						
Salt River Pima-Maricopa Indian Community © 2019	Tax Identification Number (TIN)	×)				
uat	Field cannot be empty						
	Is this business already a registered SRP-MIC vendor/supplier?						
	YesNo						. 1
	Next Step)				

Business name, tax identification type, and a tax identification number must be provided.

Registration Business Detail SF x +		¢	٥	New (5	G (C ()	•	×
Vendor Portal	Registration Business Detail								
GREAT SEAL	test-uat								
ALINNING SALT FINER	My Test Business The Test Business Company Inc.								
ANA MARICOPA MOINT	Employer Identification Number	•							
Salt River Pima-Maricopa Indian Community © 2019 uat	Is this business already a registered SRP-MIC vendor/supplier?								
	Next Step								
									•

Click the "Next Step" button, and if everything passes the requirements, you will continue.



Choose the type of business. Depending on the type chosen, you may need to choose whether that business provides attorney or medical services. The default is neither. Not every business type will allow selection of attorney or medical services.

Registration Business Detail SR × +	- 🗆 X
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Vendor Portal	Registration Business Detail
GREAT SEAL	Select Business Type
	Select Business Type
	My business provides:
R	○ Attorney Services ○ Medical Services ● Neither
	Previous Next Step
MAAMARICOPA MODIT	
Salt River Pima-Maricopa Indian Community © 2019	
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Business type must be provided.



You can click the "Previous" button to return to the business name screen, or click the "Next Step" button to proceed with the registration.

Registration Address SRP-MIC × +	- 🗆 X
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Vendor Portal Image: Stress of the	Physical V-9 Remit To Ordering United States Image: City Street Address Additional Line Image: City State or F Postal Code Previous Next Step

You must provide a physical address at a minimum. You have the option to provide additional addresses for ordering, remittance, or from your W-9. The do not need to be added if they are the same as the physical address.

Registration Address SRP-MIC × +	– 🗆 X
\leftrightarrow \rightarrow C \triangle (G	🛛 🗢 🖾 🔛 🖉 🖉 🖉
Vendor Portal Image: Comparison of the second sec	Registration Addresses You must provide the following addresses. You may use the same address for all types or define separate addresses for each in subsequent steps. Physical V-9 Remit To Ordering United States 123 MAIN ST Additional Line ANYTOWN Arizona 85000 Previous Next Step

If you choose to add additional addresses, click on the appropriate tab.

Registration Address SRP-MIC × +		- 🗆		×
← → C ☆ G Search Google or type a URL	V 🗢 V 🔚 V G	0	7	•
Vendor Portal	Registration Addresses You must provide the following addresses. You may use the same address for all types or define separate addresses for each in subsequent steps. Physical W-9 Remit To Ordering Select address to copy from Select address to copy from Physical			
Satt River Pima-Maricopa Indian Community © 2019	Street Address Additional Line City State or F • Previous Next Step			

On the extra tabs, you have the option to copy from another address that you have already provided (e.g. Physical) to provide a starting place for adding that address. Remember, you don't have to copy the physical address to each of the other addresses if they are all the same address.

Registration Address SRP-MIC × +	- 🗆 X
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Verdor Portal Image: Constraint of the second sec	A Physical W-9 Registration Ordering United States ▼ Street Address ▼ Field cannot be empty A Physical Address is required Additional Line ▼ Field cannot ▶ Mathematic ▶ Field cannot ▶ Provious Next Step

A physical address must be provided and must include a street address (traditionally address line 1), a city, a state or province (depending on the country), and a postal code. You may provide an additional address line for details such as suit number, department, or stop.

Registration Address SRP-MIC × +	- 🗆 X
ϵ \rightarrow C Δ (G) 🛡 🤨 🔚 û 🖬 🖉 🛢 :
Version Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract	Registration Addresses You must provide the following addresses. You may use the same address for all types or define separate addresses for each in subsequent steps. Physical W-9 Remit To Ordering United States • 123 MAIN ST • Additional Line • AnyTOWN • Previous Next Step

Click the "Next Step" button when you have provide all of the addresses necessary.

Registration Contact SRP-MIC × +	- 🗆 X
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ControlOpenation of the second seco	Business website URL (optional) Proive Proive

You must provide a general contact at a minimum. You have the option to provide additional contacts for receiving, accounts payable, or sales. The do not need to be added if they are the same as the general contact or if you do not have a contact for those areas.

Registration Contact SRP-MIC × +				-	-		×
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VerticationUnit of the termination of the termination of termination	Registration Contacts Su must provide the following contacts. You may use the same contact for all types or define separate contacts for each in subsequent steps. General Receiving Accounts Payable Sales Contact Full Name Field cannot be empty Invalid e-mail format Pione Number Contal Societa Field cannot be empty Invalid e-mail format Field cannot be empty Invalid e-mail format Field cannot be empty Invalid e-mail format Invalid e-mail format						

A general contact must be provided and must include a full name, e-mail address, and phone number. You may optionally provide a fax number and a business website URL.



You may provide additional contacts on each of the other tabs if the details differ from the General contact.

Registration Contact SRP-MIC × +	- 🗆 X
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Vendor Portal Image: Control of the second	Registration Contacts You must provide the following contacts. You may use the same contact for all types or define separate contacts for each in subsequent steps. General Receiving Accounts Payable Sales John Doe john.doe@example.com Phone Number Fax Number (optional) • (555) 555-1212 • (201) 555-0123 Business website URL (optional) Previous Next Step

Click the "Next Step" button when you have provide all of the contacts necessary.



Finally, you must upload a copy of your completed W-9. You may also upload a completed ACH Authorization form if you wish to accept electronic payments. If you do not upload an ACH form at this stage, electronic payments may be delayed.

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https://www.irs.gov/pub/irs-pdf/fw9.pdf									

There are links to the IRS W-9 form and to custom SRP-MIC W-9 and ACH forms.



A completed W-9 form must be provided.

egistration Upload SRP-MIC \ X +					-		×
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GREAT SEAL	You must upload a completed W-9 completed ACH form if you wish to not upload an ACH form at this stay delayed.	form. You may also upload a accept electronic payments. <i>If you do</i> ge, electronic payments may be					
	W-9 form 🛓 🛓	ACH Authorization Form 🛓					
ART MARICOPA MUN	Drop file here or click to upload your W-9 form	Drop file here or click to upload your ACH form					
Salt River Pima-Maricopa Indian Community © 2019	Invalid file type. Please drop or select a PDF file.						
uas.	Previous	Submit Registration					

Uploaded files must be a PDF file type.



Uploaded files must not exceed 5MB in size.

Registration Upload SRP-MIC \ × +	- 🗆 X
← → C ☆ G Search Google or type a URL	V 0 0 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0
Vendor Portal	Registration Document Upload You must upload a completed W-9 form. You may also upload a completed ACH form if you wish to accept electronic payments. <i>If you do</i> not upload an ACH form at this stage, electronic payments may be
ALT PART ANALISCOPA TOTAL	W-9 form ACH Authorization Form Drop Cick to uploa form Cick to upload your ACH form
Salt River Pima-Maricopa Indian Community © 2019 uat	Previous Submit Registration

You can click on the box to select a file or drag and drop the file from your desktop.



Click the "Submit Registration" button to complete the registration request.



Your account registration will be reviewed, and you will be notified when your account is available to use.

Forgot/Reset Password

When a *forgot password* reset is initiated, you will be asked for your user id and the SRP-MIC supplier/vendor id associated with your company.

 ● Forgot Password SRP-MIC Vend × + ← → C △ G 	 • • • • • • • • • • • • • • • • • •	× :
Vendor Portal	Forgot Your Password?	
SREAT SEAL	configured two-factor authentication, you will need your token generator handy.	
HIT WARDOOR	Enter Your SRPMIC Vendor ID Continue	
Salt River Pima-Maricopa Indian Community © 2019	Forgot Username? Create an Account Already have an account? Login	
	Privac	r Terms

You can find your supplier id in the header of a recent SRP-MIC purchase order sent to your company. If you have logged into this version of the vendor portal in the past, you will also see it displayed near the top of the browser window.

Pure	chase	Orde	r		
Salt River Pima-Maricopa Indian Commu 10005 E OSBORN RD SCOTTSDALE AZ 85256 United States Supplier: 0000000000 To ensure prompt payment, the PO number must appear on both the Invoice and the packing slip.	Purchase Payment Buyer Ship To:	Order Terms	Date Freight Terms Phone	Dispatch Revision	via Print Page 1 Ship Via Currency
	Attention: Bill To:	Not Spe All invoi	ecified	ia upload to:	

1 - Supplier/vendor id highlighted on Purchase Order header



2 - Supplier/vendor id highlighted from inside the Vendor Portal application



If your user id and vendor id match the records in our system, you will receive an e-mail at the address associated with that user id.

Dear John,
You recently requested to reset your password for your Salt River Pima-Maricopa Indian Community (SRP-MIC) Vendor Portal account. This password reset is only valid for the next 24 hours. Click this link or copy/paste the URL into your web browser: https://vendorportal.srpmic-nsn.gov/VendorPortal/security/resetpassword/b429b6dd807191ac757589f2865ac4662962957926ddb56617aa72f1ff719a14.
If you did not request a password reset, please ignore this email or contact the vendor maintenance team if you have questions.
Thank you,
Vendor Maintenance
Salt River Pima-Maricopa Indian Community
vendormaintenance@srpmic-nsn.gov
(480) 502-1729

The e-mail will contain a link to begin the reset process using a unique one-time code that will expire in 24 hours. If you ever see this e-mail without having requested a password reset, it should be safe to ignore it. Without that unique code, your password cannot be reset.



Enter your new password and repeat it.



You will be warned if the password and repeated password do not match.



You will be warned if your password does not pass the strength requirements, and those requirements will be shown on the screen. They are:

- At least 12 characters in length and include at least 1 each of the following
 - o Upper case letter
 - o Lower case letter
 - Number/digit
 - Special character (e.g. <u>!@:#,\$.%^&;*~</u>)



If the password is accepted, you will be redirected to the login page where you can login to the system.

Forgot Username

When you have forgotten your username, you can click on the *forgot username* link from the login page to begin the recovery process.

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Vendor Portal	proc	cess.							
								Privz	cy · Terms

You will enter the e-mail address associated with your user id and click continue.



If the e-mail address you provided matches our records, an e-mail will be sent to you with your user id.

Dear John,
You recently requested to recover your username for your Salt River Pima-Maricopa Indian Community (SRP-MIC) Vendor Portal account. Your username for this account is: username .
If you did not request a username recover, please ignore this email or contact the vendor maintenance team if you have questions.
Thank you,
Vendor Maintenance
Salt River Pima-Maricopa Indian Community vendormaintenance@srpmic-nsn.gov (480) 362-7729

You can now go to the Vendor Portal website and login or recover your password if you have forgotten that as well.

Basic Navigation

This section covers the basic features and navigation of the system.

Dashboard



This screen gives you an overview of the activity in the system. You will see a summary of alerts needing attention, number of documents uploaded by type, and recent system activity. You can also manage alerts and messages and adjust your profile.

Manage Invoices

This screen is where most of the activity will take place. It is where invoices and other documents can be uploaded and reviewed.



The "Invoices" tab shows all invoices that have been uploaded to the system for this vendor. Clicking the red and white "+" icon to the top left of the grid allows you to upload additional documents.

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Manage Invoices Manage Other Documents UTILITIES Anage Users Reports	Revised Invoice Release of Retention Credit Memo			No data to	display			1	
Help							Go to page: 1 Show rows: 1	0-0 of 0	
			Copyright ©	© Salt River Pima-Mar	icopa Indian Com	mur	nity 2019		

You can upload an Invoice, a Revised Invoice, a Release of Retention, or a Credit Memo from this screen.

Upload Invoice

Invoices SR	RP-MIC Vendor Portal × +						- 0	×
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Click the red/white "+" icon and choose "Invoice."

Invoices SI	RP-MIC Vendor Portal × +		- 🗆 X
$\leftarrow \ \ \rightarrow \ \ G$	G Search Google or type a URL		🔍 🗢 🗢 🔚 छे 🖬 🔹
SRPMIC VENDOR PORTAL		View Invoice	40 ≥0
ക	Invoices Revised Invoic	Instructions •	
Dashboard	Vendor Id	PO Number from your purchase order header	Amount
PROCESSING	Filter by:		
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1 Manage Other			
Documents		Invoice Date 11/20/2019	
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Manage Users		Drop file here or click to upload	
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		Copyright © Salt River Pima-Maricopa Indian Community 2019	

You can click the "Instructions" bar to show/hide further details and rules about the invoice upload process.

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PROCESSING Marage Marage Manage Other Documents UTILITIES Anage Users ()	Filt	er by: 👻										
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Help			Invoice Number			io to page:	1 Show	rows: 10	▼ 0-	0 of 0	• •	
			Amount Due		\$US							
			Invoice Date	11/20/2019								•

You can click the "?" icon next to PO Number to learn about the PO format and where to find the number on your SRP-MIC purchase order.

Invoices SRP-MIC Vendor Portal	+					-	
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Umunies Lanage Users Reports Help D	Upload File Close to page:	Clo	se	rows: 1	0 🗸	0-0 of 0	• •
	Copyright © Salt River Pima-Maricopa Indian Community 2019						

The entire purchase order number, including the leading alphabetic characters and the dash, are required to find a match in the system. Failure to provide the valid purchase order number will prevent you from uploading an invoice.

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⑦ Help		Upload File Close	e: 1 Show rows: 10 - 0 of 0 - +
		Copyright © Salt River Pima-Maricopa Indian Community 2019	

After entering the details of the invoice, including the PO Number, Invoice Number, Amount Due, and Invoice Date, you can click the box or drag and drop a file to upload your invoice.

Invoices SI	RP-MIC Vendor Portal × +		- 🗆 ×
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PROCESSING	Filter by:	Invalid PO Number	
Manage Invoices		Invoice Number	
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UTILITIES		Invoice Date 11/20/2019	
Manage Users C Reports		86 KB test_pdf.pdf Remove file	
⑦ Help		Upload File Close	to page: 1 Show rows: 10 👻 0-0 of 0 🕢 🕨
		Copyright © Salt River Pima-Maricopa Indian Community 2019	

Click the "Upload File" button.

If you enter an invalid PO Number, you will get a warning and need to correct the number before proceeding. If you have questions about your purchase order number, please contact the SRP-MIC representative with whom you are contracted.

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	Go to page: 1 Show rows: 10 v 1-1 of 1 v																		
	Copyright © Salt River Pima-Maricopa Indian Community 2019																		

View Invoice Details (including Payments)

Once a document is uploaded, you can see the status in the left hand column of the list. On the Invoices tab, you also have shortcuts to upload a revised invoice or credit memo for the invoice.



Clicking the status icon displays the details for the document.

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The details include your SRP-MIC Vendor ID, the Invoice number, the PO Number, the Invoice Date, the Received (Uploaded) Date, the original file name, and the Amount of the Invoice. You can also see any payment details here once a payment is applied to the invoice.

The filename in the document list will be a link to display the document if it was uploaded fewer than 5 days earlier.

You will see similar details in the Revised Invoices, Releases of Retention, and Credit Memos tabs when clicking the status icon.

Manage Other Documents

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Under manage other documents, you will upload Statements and Other documents. The status in the left hand column of the list will always be Uploaded. You can click the status icon to view the document details.

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Details show the document Creation (Uploaded) Date, the original file name, the Document Type, and any Notes associated with the document.

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The types of documents you may upload include ACH documents for electronic payment, Address or Contact Change details, AP Verification forms, Certificates of Insurance, Vendor Certification forms, updated W-9 forms, or general "Other" documents.

Manage Users

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Finally, under Manage Users you may add and edit users that can access the application for your company.

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Clicking the red plus icon near the top left of the user list will open a dialog box. Enter an email address and click Send Invitation to invite another user to register for the portal. They will need to provide the Business Name and Tax Identification Number (EIN/TIN/SSN) during the registration process for verification.

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Clicking the magnifying glass icon next to a user account allows you to edit the account. You can activate/deactivate the account, and change the first name, last name, an optional informal name, and email address. Be sure to save your changes.

You may also initiate the password reset process for that account.