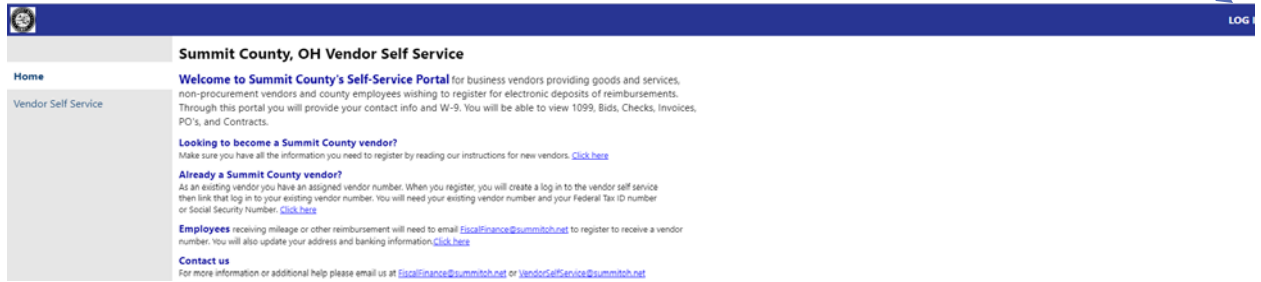


10 STEPS TO VENDOR REGISTRATION



1. <https://summitcountyoh.munisselfservice.com/vss/>

Click on Login to begin registration.



Summit County, OH Vendor Self Service

Welcome to Summit County's Self-Service Portal for business vendors providing goods and services, non-procurement vendors and county employees wishing to register for electronic deposits of reimbursements. Through this portal you will provide your contact info and W-9. You will be able to view 1099, Bids, Checks, Invoices, PO's, and Contracts.

Looking to become a Summit County vendor?
Make sure you have all the information you need to register by reading our instructions for new vendors. [Click here](#)

Already a Summit County vendor?
As an existing vendor you have an assigned vendor number. When you register, you will create a log in to the vendor self service then link that log in to your existing vendor number. You will need your existing vendor number and your Federal Tax ID number or Social Security Number. [Click here](#)

Employees receiving mileage or other reimbursement will need to email EscalFinance@summitoh.net to register to receive a vendor number. You will also update your address and banking information. [Click here](#)

Contact us
For more information or additional help please email us at EscalFinance@summitoh.net or VendorSelfService@summitoh.net

2. Click on Sign Up, then enter email, password, first name and last name. Click sign up again.



Sign In to community access services for
Summit County.



[Sign in with Google](#)



[Sign in with Apple](#)



[Sign in with Microsoft](#)



[Sign in with Facebook](#)

OR

Email address

Keep me signed in

Next

[Unlock account?](#)

[Help](#)

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

3. You'll receive welcome email from Community Access. Click on Activate Account.

Hi [REDACTED]

Welcome to your Community Access account!

Your organization uses Community Access and Tyler Technologies to manage access to applications which serve citizens.

Community Access provides access to all of your citizen applications and connects you to other public applications within Tyler Technology's ecosystem.

[Learn more about Community Access.](#)

To verify your email address and activate your account, please click the following link:

[Activate account](#)

This link expires in 7 days.

4. Go back to VSS <https://summitcountyoh.munisselfservice.com/vss/> and Log in. Enter your email, click next, enter your password then Verify.
5. Welcome to Vendor Self Service page opens. Click on Create New Vendor or Link to Existing (if you have been given a Munis vendor number)

The screenshot shows the 'Welcome to Vendor Self Service' page. On the left is a navigation menu with 'Home', 'Vendor Self Service', and 'Bids'. The main content area features a red warning triangle icon with the text: '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.' Below this are two buttons: 'Create New Vendor' and 'Link to Existing', separated by 'OR'. Underneath is an 'Announcements' section with three paragraphs: 'Welcome to Summit County's Self-Service Portal', 'Looking to become a Summit County vendor?', and 'Already a Summit County vendor?'. The final paragraph is 'Employees receiving mileage or other reimbursement will need to register to receive a vendor number.' At the bottom is a 'Contact us' section with email addresses.

Welcome to Vendor Self Service

Home
Vendor Self Service
Bids

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 Summit County's Self-Service Portal for business vendors providing goods and services, non-procurement vendors and county employees wishing to register for electronic deposits of reimbursements. Through this portal you will provide your contact info and W-9. You will be able to view 1099, Bids, Checks, Invoices, PO's, and Contracts.

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Employees receiving mileage or other reimbursement will need to register to receive a vendor number. You will also update your address and banking information.

Contact us
For more information or additional help please email us at iscal@finance.summitoh.net or appsupport@summitoh.net

- Fill in your User Contact Information for your profile and click Continue.

User Contact Information

Contact Person

* Contact Type
Select Type...

* Name

Description

* Phone

Text Opt In

* E-mail

Continue

- Click on Vendor Self Service (left side menu) and the Vendor Information. Complete Company Information, Vendor Type, Vendor Address, Minority Business Enterprise and click Update.

- Click on Attachments from the left menu. Download forms from the Resource Menu (paper icon)

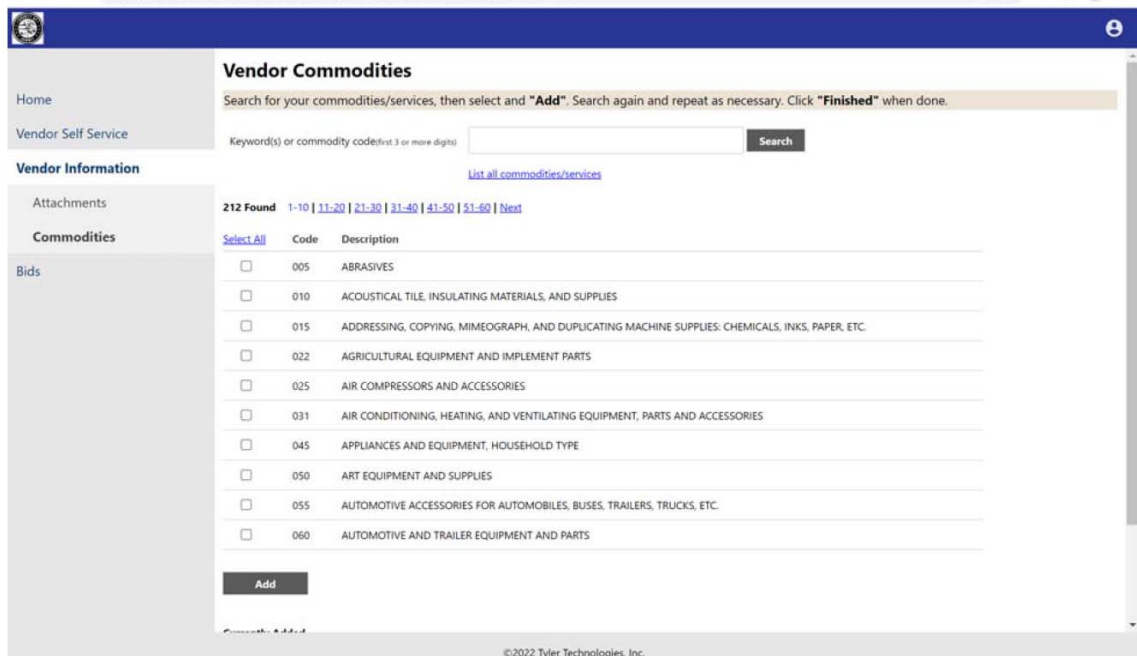
You must be sure to attach the vendor application/W9 where it says attach (and any other applicable forms)

Attachments

Attachments can be added to your account. Use the following **Attach** buttons to select the documents to add. Once the documents have been selected, press the **Upload** button.

Attachment Type	Description	Required	Attachments	Attach
General	Documents are not assigned to a type		(3)	Attach
default	Vendor Attachment		(3)	Attach
OPERS Forms	Required for All Individuals Providing a Service		(2)	Attach
PEDACKN	PEDACKN Attachment		(2)	Attach
Qualification Statement	Required for Consulting Firms		(2)	Attach
Vendor Application	Completed Vendor Application or Employee Reimbursement Onboarding	✓	(0)	Attach
W-9	Vendor W-9		(0)	Attach

9. Click on Commodities from the left menu and add as many that apply and click Add. The commodities will help the system invite you to the correct bidding opportunities.



If you would like direct deposit instead of a mailed check please download the Direct Deposit Authorization form from the Resources menu.



Attach the completed form and a voided check. This information will be verified by the Fiscal Finance.

10. Click on Finish

Finish

Cancel

If you need additional assistance, please download detailed instructions “VSS for New Vendors” or “VSS for existing Vendors” from the Resources Menu or

<https://co.summitoh.net/departments/Purchasing.html#nav-custom1>

COUNTY OF SUMMIT

FINANCE AND BUDGET-DIVISION OF PURCHASING
VENDORSELSERVICE@SUMMITOH.NET

(330) 643-8570

FISCAL OFFICE ACCOUNTING

FISCALFINANCE@SUMMITOH.NET

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