**Existing Vendor Registration**

This documentation covers the **Vendor Registration** process for **Existing** St. Louis County vendors at <https://stlouiscountymovendors.munisselfservice.com>. If you are not an Existing Vendor with St. Louis County, please follow the instructions for New Vendors registration instead.

Before you begin the registration process

As an existing vendor you have a vendor number with St. Louis County. This vendor number will

appear on an existing PO or on an AP check stub. To obtain existing Vendor ID numbers, or to determine if you have an existing vendor ID number, please contact vendors@stlouiscountymo.gov . 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 St. Louis 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.

1. Click LOG IN 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.



1. After clicking on LOG IN 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.



1. Enter your own private email address, DO NOT USE AN EMAIL ADDRESS THAT IS SHATRED AMONG

 USERS MULTIPLE. Enter a password, first name, and last name for this account and click Sign up. Your username

 is your email address.



1. You will then receive a Community Access email to verify your email address and activate your account. The token in the link expires very quickly, but your account will still be created even if you click on the email after it expires. If the VSS site is ever logged into using a different device or browser, you will get an email from Community Access Identity telling you that this has happened so you can report suspicious activity if you were not actually the person logging in.
2. After you receive acknowledgement that your account has been created on the Community Access

Services site, close that site and go back to <https://stlouiscountymovendors.munisselfservice.com>

Click on LOG IN in the upper right corner again, and log in using your newly created username and password. This time you will move to the VSS welcome page after logging in. Click on **Link to Existing** to start entering your information



1. Enter your vendor number and your FID# or SSN. These two items must match existing information in the St. Louis County system to link your account. If the vendor number and FID/SSN don’t match you will get the error message “The FID/SSN value does not match an Existing Vendor”



* **User Contact Information**
1. 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.



1. Once your profile information is entered you will be in Vendor Self Service and will see your vendor Profile information.



1. Clicking on the Vendor Information tab on the left-hand side or the pencil icon allows you to review/revise existing information and include any required missing information.
2. If changes are made to the company address, attach a new W-9 form via the **Attachment Tab** that will appear on the left. W-9 forms may be obtained from the **Resources**option in the upper right corner of the screen or the IRS website - <http://www.irs.gov/pub/irs-pdf/fw9.pdf> .



1. Complete any additional required missing profile information and select **Update.**
2. Once registration is completed and approved, vendors will have access to historical bids, checks, invoices, purchase orders and contracts with St. Louis County.

# For Questions – email vendors@stlouiscountymo.gov