State of Alaska
Vendor Self Service (VSS)
Activate an Existing Account

This document provides the instructions for how to activate an existing account. The individual you chose to go through this process will become a primary account administrator. Primary account administrators will be able to add, delete or modify any of your account information.

If you are unable to activate your account or need any other assistance, please contact the Help Desk. You can access the help desk contact information by selecting the “Contact Us” link located in the upper right corner of each page.

**Note:** The activation process requires you to create a user id and password that will be used to log into your account. Remember to save your user id and password before you click next in Step 6.

1. To start the process, select the “Register” button.

2. Accept the terms.
3. Write down any information on this page that applies to you because you may need it to update your account information.

4. Enter your search criteria, using company or individual and Taxpayer Identification Number or legal business name. When you click search the wildcard search characters will auto fill. The results will appear as shown below. If your information is not found please contact the help desk.
5. Enter your six-digit authentication code here.

6. Enter your contact information and create your user id and password. **STOP** – write down your user id and password before clicking next.

7. This is the final step.

8. This page verifies that you have completed the process.
9. You will receive a confirmation email.

-----Original Message-----
From: Host@Mass.com
Sent: Tuesday, April 28, 2015 4:06 PM
To: Bohna, David F [DOA]
Subject: ADVMAIL: STATE OF ALASKA VSS NOTIFICATION: WELCOME TO VSS

John Doe:

Congratulations, you are now a registered user of the State of Alaska Vendor Self-Service (VSS) system.

Here are some details about your VSS account:

Your User ID is: [REDACTED]
Your Legal Business Name is: [REDACTED]

If you have questions, please contact the State of Alaska Vendor Service Team at [REDACTED]

10. You can now return to the VSS web site and log into your account with your user id and password.

11. This is your account. There are additional documents posted on the VSS web site that provide instructions related to each of the tabs shown below. To update your account information, open the Account Information Tab document.