This document provides information, descriptions of individual pages and functionality within each of the sub-tabs (Summary, Business Info, Addresses & Contacts, Users, Commodities, and Business Types) for the “Account Information” Tab.

For additional information you can use the “View Frequently Asked Questions” link (sample screen shots provided), the “Help” link at the top of each page or contact the Help Desk.

**Note:** Most edits that you make to your account will not be finalized until after they have been verified and approved by the Division of Finance in the Department of Administration.

**Account Summary** – This page displays a summary of your account information.

**FAQ page**

**Help Center**
**My Business Information** – This is your business information. The buttons described below are conditionally displayed based on your organization's system settings. Contact your Primary Account Administrator if you have questions regarding these buttons. Select the “Update” button to modify your general information. Select the “Change TIN” button to change your Taxpayer ID. Refer to the FAQs to modify your organization information. Select the “Pending 1099 Additions” button to display requested TIN changes that are not approved yet. Select the “View Pending Changes” button to display other business information changes that are awaiting approval.

**FAQ page**

1. **Update**: Modify your general information.
2. **Change TIN**: Change your Taxpayer ID.
3. **Pending 1099 Additions**: Display requested TIN changes that are not approved yet.
4. **View Pending Changes**: Display other business information changes that are awaiting approval.

**1099 Information**

- **Taxpayer ID Number**: Displays your Taxpayer ID.
- **Legal Address Information**: Shows your legal address.
- **EFT Information**: Provides information about electronic funds transfer.
- **Discount Information**: Details about discount information.

**Related Topics**

- Update My Business Information
- Change Taxpayer Identification Number
- Add Business Location
- View Pending Changes
Update – You can make changes to your information by typing your updates into the fields and select the “Save Changes” button to submit your request for approval by the Division of Finance. A red star denotes a required field. This page reflects your latest submitted changes, select the “View Pending Changes” button on the main page to see a detailed list of your requests and whether they are awaiting submission, are being reviewed or have been approved or rejected.
**View Pending Changes** – Displays updated address records that have not yet been reviewed and approved by the Division of Finance. A status of “New Change” indicates that the record has yet to be submitted to our financial system for approval. A “Pending Approval” status indicates that the record has been submitted to our financial system and is awaiting approval.

**Pending 1099 Additions** – Displays all new 1099 records entered for your account that have not yet been reviewed and approved by the Division of Finance. A state of “New Change” indicates that the record has yet to be submitted to our financial system for approval. A “Pending Approval” status indicates that the record has been submitted to our financial system and is awaiting approval.
VSS – Account Information

Change Taxpayer Identification Number – You can make changes to your TIN information here. Select the “Save” button once all updates have been made. Select the “Cancel” button to undo all the updates you entered.

Addresses & Contacts – You can add new addresses and contacts by selecting the “Assign/Create Addresses & Contacts” button. You can view your requests that are pending approval by selecting the “View Pending Additions” button. To make changes to address information select the “View/Update” link next to the record you want to update. To view your pending changes to address information select the “View Pending Changes” link.

FAQ page
### VSS – Account Information

#### Addresses & Contacts

Here are your addresses and contacts that are used for your financial transactions. You can add new addresses and contacts by clicking the Assign/Create Addresses & Contacts button. You can view your accounts file by selecting the View Existing Addresses & Contacts option.

To modify the type of address, select the Modify/Update button and click the radio button next to the record you wish to update. To modify actual addresses and contacts, use the "View & Update" link next to the appropriate record under the Update Addresses and Update Contacts sections.

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#### Assign/Create Addresses & Contacts - Step 1 of 3

Here you can add or modify the address types. It is important to note that all address types are required to meet postal standards. Address entered will auto correct to meet postal standards.

**There are four types of addresses:** Administrative, Ordering, Payment and Billing. You must always have at least one active payment and ordering address.

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#### Assign/Create Addresses & Contacts - Step 2 of 3

Select an existing or enter a new contact for the address you added on the previous page. If you have different contacts for one or more of the address types you may edit the contact(s) below. You can be compliant with additional pages to enter the associated contact information.

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#### Assign/Create Addresses & Contacts - Step 3 of 3

Here you can add or modify the address types. It is important to note that all address types are required to meet postal standards. Address entered will auto correct to meet postal standards.
**VSS – Account Information**

### View Pending Additions - Addresses & Contacts

<table>
<thead>
<tr>
<th>Address Type</th>
<th>Action From</th>
<th>Action To</th>
<th>Address B</th>
<th>Principal Contact</th>
<th>Status</th>
</tr>
</thead>
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</table>

**General Information**

- **Address Type**: [Select Address Type]
- **Device/Department**: [Enter Department Name]
- **Address**: [Enter Address]
- **Country**: [Select Country]
- **State**: [Enter State]
- **City**: [Enter City]
- **ZIP Code**: [Enter ZIP Code]

**Principal Contact**

- **Name**: [Enter Name]
- **Phone**: [Enter Phone Number]
- **E-mail**: [Enter Email]

### Addresses & Contacts

View your addresses and contacts that are useful for your financial transactions. You can add new addresses and contacts by clicking the "Assign/Create Addresses & Contacts" button. You can view your requests that are pending approval by selecting the "View Pending Additions" button.

To modify the type of address select the "Assign/Create Addresses & Contacts" section next to the record you wish to update. To modify actual addresses and contacts use the "Assign/Create Addresses & Contacts" section next to the "Update Addresses & Contacts" section.

### View/Update Assigned Address & Contact

Here you can see how the assigned address will be added or previous address information. Click the "Save" button once all updates have been made. Click the "Cancel" button to end all updates entered.

### View Pending Changes

View your requested changes awaiting approval.

<table>
<thead>
<tr>
<th>Address Changed</th>
<th>Change Entered By</th>
<th>Change Entered On</th>
<th>Last Updated By</th>
<th>Last Updated On</th>
<th>Old Value</th>
<th>New Value</th>
<th>Modified Area</th>
<th>Status</th>
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</table>
Users – You may add account users by selecting the “Add” button. You may view or modify existing users by selecting the “View/Modify” link next to the record you want to update. You may delete users by selecting the “Delete” link next to the record you want to update.

FAQ page
Commodities – List of your commodity/services codes that best describe the commodities/services that you provide. You can add new codes by selecting the “Add Items” button. Selecting codes will enable email alerts in VSS. An email will be sent to you when the State issues a solicitation with codes related to your list. You can search for commodity/service codes in VSS or in a spreadsheet that is available on the vendor landing page: http://doa.alaska.gov/dof/iris/vendor.html
Business Types – List of business types for Alaska procurement preferences and the following types of vendors: Adoption/Guardian & Foster Parents, Division of General Services Lease Vendors, Office of Public Advocacy Contract Attorney, and Fish and Game License Vendors. You can add new business types by selecting the “Add Items” button. Search for business types in VSS or use a word document with definitions of each available on the vendor landing page: http://doa.alaska.gov/dof/iris/vendor.html