This document provides the instructions for how to create a new account. The individual you chose to initiate this process will become a Primary Account Administrator giving them full access to your account information. They will be able to add, delete or modify any of your information including adding additional users to your account.

For additional assistance select the “View Frequently Asked Questions” or “Help” link, or contact the Help Desk.

**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 5.

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

2. Accept the terms.

**FAQ page**

**Memorandum of Agreement**

- What happens after selecting the Accept Terms button?
- Can I cancel my registration after I begin the registration process?

**Registration and Authorization**
3. Write down any information on this page that applies to you as you may need it to complete the registration process.

Registration Tips

- You have already registered and need to log in? Click here.
- Suggested information to gather before proceeding with registration process. You may select commodity codes and business types now or after you have completed the registration process.

4. Enter your search criteria, using the company or individual search. For company search, use your Taxpayer Identification Number or legal business name. For individual search, use your legal last name and last four digits of your SSN. Wildcard search characters auto fill when you select search.
5. Enter the required information – **STOP** – write down your user id and password before moving to the next step. This user is a Primary Account Administrator.

6. You must select “Next” to receive the email.

7. You will receive an email verifying the email address you provided in Step 5. The email also includes a link to continue with the registration process.

8. You are now able to log into the site to complete the registration process.
9. Select the tax identification and the classification type that applies to your business or individual vendor account. If you select the first “TIN Type” option, be sure to also select whether you have a SSN or ITIN.

10. You will see information auto fill from previous pages but there is additional information that is required. In the example below, the “Verify My Locations by” field was completed with a “Create My Own” option. You can also use your TIN or DUNS number for account verification.

Note: If you receive an error stating that your Taxpayer ID Number already exists for another account, select the “Cancel Registration” button and contact the Help Desk for assistance.
11. You have the option to create separate addresses for each of the following types: Administrative, Ordering, Payment, and Billing or you can use the legal address for each of the address types. If you answer “No” to any of the selections, additional pages will open to collect information for each address type. You can choose to create the address types at this time or you can finish the registration process as is and wait to create addresses once you have access to your account.

**Note:** You must always have at least an active payment and ordering address.

12. You will see information auto fill from previous pages but there is additional information that is required. We are encouraging everyone to provide email addresses as a means of communication.

**Note:** The Billing address information is optional.
13. You can choose to enter the following information at this time or complete the registration process and enter the information once you have access to your account. If you do not select commodity/service codes, you will still be able to respond to a solicitation but you will not receive an email notification that a solicitation matching your codes has been published in VSS. If you want to use a spreadsheet for the key word search the codes are available in a spreadsheet on the Vendor Landing Page: http://doa.alaska.gov/dof/iris/vendor.html. Select the business types for the Alaska procurement preferences that you qualify for and the following types of vendors if applicable: Adoption/Guardian & Foster Parents, Division of General Services Lease Vendors, Office of Public Advocacy Contract Attorney, and Fish and Game License Vendors.
14. “Registration Summary” – is your opportunity to review the information you have entered. Once submitted, your information will be reviewed by the Division of Finance. After review and verification of your information you will receive an email confirmation that your account is fully functional. Until then, you will be able to use the system except to receive an award document or process a payment. In the last screen shot you will see your new vendor code, please write this down.