

Vendor Registration Steps

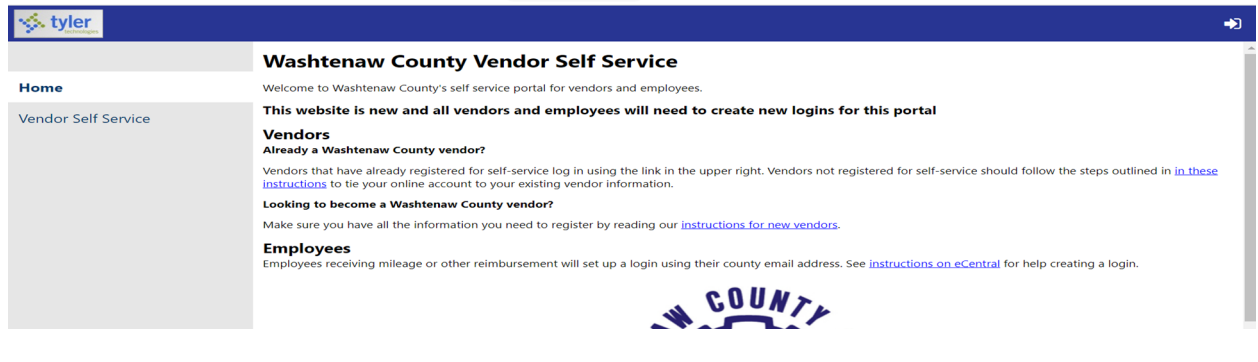
INSTRUCTIONS –FOLK SCHOOL INSTRUCTORS

*****Before you begin, please complete an IRS W9 form (link provided on last page of these instructions) and have your bank routing number and account number ready for entry. The registration form tends to time out if you take too long to complete it.*****

Step #1 – Vendor Registration Website

Proceed to: <https://vss.ewashtenaw.org>. This can be done via any browser or by clicking the link provided.

Click on the arrow in the upper righthand corner:



tyler

Washtenaw County Vendor Self Service

Welcome to Washtenaw County's self service portal for vendors and employees.

This website is new and all vendors and employees will need to create new logins for this portal

Vendors
Already a Washtenaw County vendor?
Vendors that have already registered for self-service log in using the link in the upper right. Vendors not registered for self-service should follow the steps outlined in [in these instructions](#) to tie your online account to your existing vendor information.

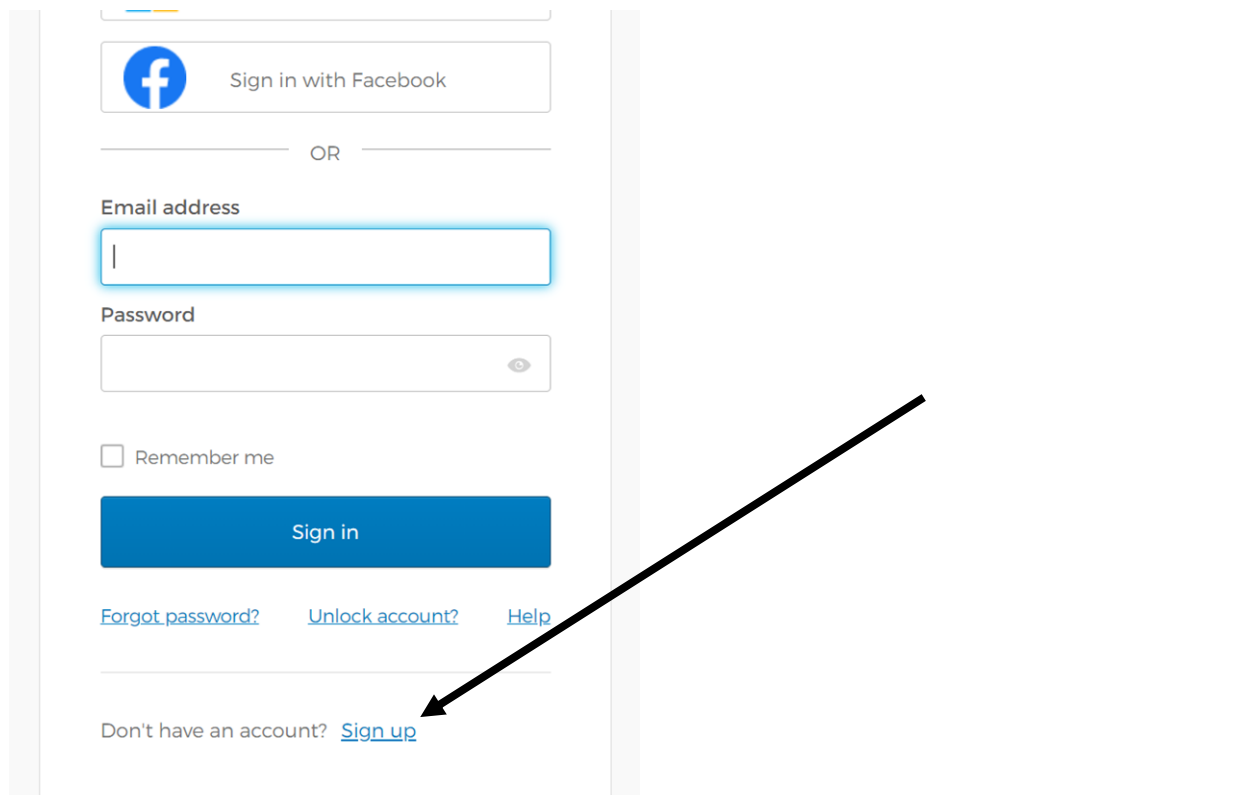
Looking to become a Washtenaw County vendor?
Make sure you have all the information you need to register by reading our [instructions for new vendors](#).

Employees
Employees receiving mileage or other reimbursement will set up a login using their county email address. See [instructions on eCentral](#) for help creating a login.

W COUNTY

Step #2 – Sign Up Button

Scroll to bottom and click "Sign Up"



Sign in with Facebook

OR

Email address

Password

Remember me

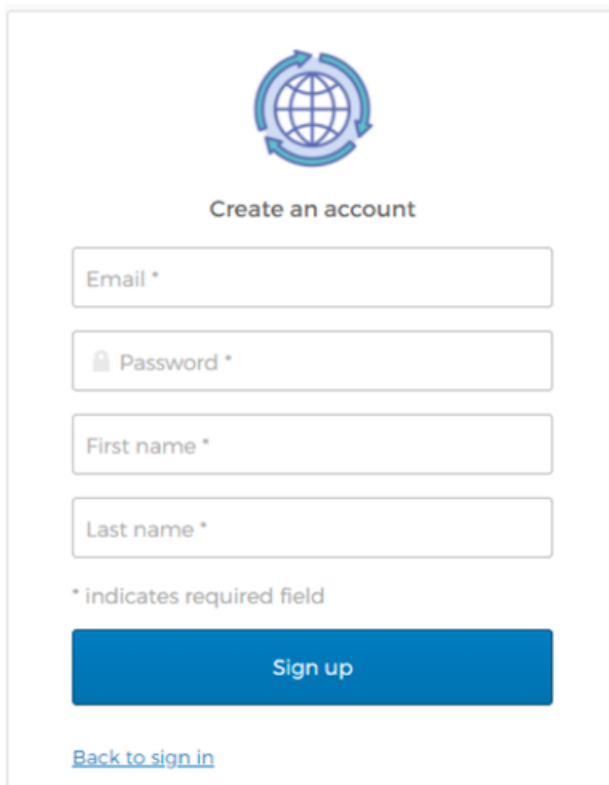
Sign in

[Forgot password?](#) [Unlock account?](#) [Help](#)

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

Step #3 – Account Creation

Next, you will be taken to the create account screen. Enter your information and choose a password that meets the criteria below. Once complete, you will receive an email



Enter an email address, password, first name, and last name for this account and click **Sign up**.

Password requirements:

- ❗ At least 8 character(s)
- ❗ At least 1 number(s)
- ✓ At least 1 lowercase letter(s)
- ❗ At least 1 uppercase letter(s)
- ❗ Does not contain part of username

(your username is your email address)

Step #4 – Immediately confirm your email

Go to your email and look for a message asking to verify your email address. You do so by clicking the link in the message. Don't forget to check your junk/spam folder if you do not see it.

Step #5 – Log in to your new account and complete base registration

Proceed to: <https://vss.ewashtenaw.org>. Enter your email address and the password you created. Then click "Create New Vendor."

Fill out registration form below and keep in mind that you can use your full name as the business name. Only fields with asterisks (*) are required. Make sure to fill in your bank information if you want to be paid electronically (and faster!).

Please limit your company name to 40 characters or less.

The General address is the address that the county will use for mailing tax forms. You will need to enter purchase order and accounts payable addresses in addition to the general address, even if the addresses are all the same. Washtenaw County provides EFT advices and purchase orders via email only.

Close

New Vendor Registration

✔ Your User ID and password have been successfully set. Please continue with the registration process.

Enter Vendor Registration Information

Step 1

[Help](#)

Company Information

Company Name*

Line 2 (OPTIONAL)

Line 3 (OPTIONAL)

Line 4 (OPTIONAL)

Doing business as (if different from above)

Vendor Type

Foreign Entity

Send Accounts Payable checks to the above address

Send Purchase Orders to the above address

E-mail *

Website

Vendor Address

Address*

Line 2 (OPTIONAL)

Line 3 (OPTIONAL)

Line 4 (OPTIONAL)

City *

Zip Code *

Country

Fax Number

State *

N/A

County

Geographic

Select Type...

Must match the exact name on W9 line 1

Step #6 – Add Accounts Payable and Purchase Order Addresses

You must click the “add” buttons under the Accounts Payable and Purchase Order addresses. Note that in the case of Folk School Instructors, the base vendor address you provided previously, the Accounts Payable Address and the Purchase Order address will likely all be the same.

Purchase Order Addresses

[add](#)

Step #7 – Bypass Commodity Codes and press “Continue”

Step #8 – Attach W-9 Form

A W-9 form is required to become a County vendor. If you do not already have one filled out, you can obtain the form here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.

To attach the form to your registration, scroll down to “Attachments,” and in the “Vendor W-9” row, press the attach button to add your PDF.

To complete your registration, press the “Register” button.