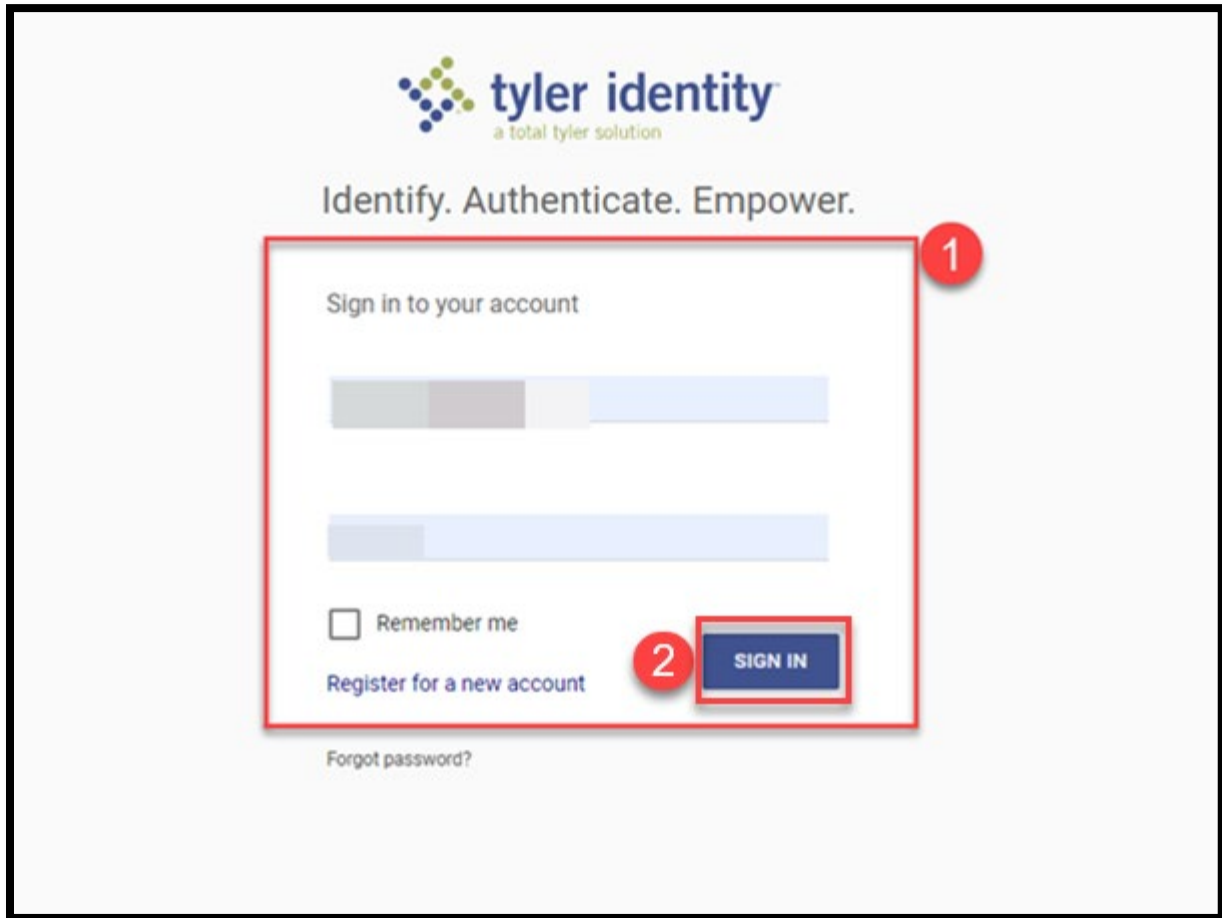


How to Link to an Account



The screenshot shows the Tyler Identity sign-in page. At the top is the logo for 'tyler identity' with the tagline 'a total tyler solution'. Below the logo is the slogan 'Identify. Authenticate. Empower.'. The main content area is titled 'Sign in to your account' and contains two input fields for email and password. Below the fields are a 'Remember me' checkbox, a 'Register for a new account' link, and a 'Forgot password?' link. A blue 'SIGN IN' button is located at the bottom right of the form. A red box highlights the entire sign-in area, with a red circle containing the number '1' next to it. Another red box highlights the 'SIGN IN' button, with a red circle containing the number '2' next to it.

1 Enter the email address and password associated with your VSS account.



If you have forgotten your password, click the **Forgot Password** link.

2 Click the **Sign In** button.

Welcome to Vendor Self Service

Home

Vendor Self Service

No vendor information is linked to your account.
In order to fully use Vendor Self Service, please either register a new vendor or link to an existing vendor.


Create New Vendor OR **Link to Existing**

Announcements

Welcome to the City of Naperville's Vendor Self Service (VSS) portal.

Select the **Link to Existing** button to access your vendor information. **DO NOT** select **Create New Vendor**.

Please allow the Accounts Payable Team 1-2 business days to activate your account.

 **If you have previously worked with the City of Naperville, please DO NOT create a new vendor. Please follow the instructions to link your vendor account. If you have not worked with the City prior to January 2022, contact accountspayable@naperville.il.us.**

3 Click the **Link to Existing** button.

Link to Existing Vendor

Enter the information below to search for an existing vendor.

4 Vendor Number Vendor FID/SSN

5 **Link to Existing**

4 Please enter your **Vendor Number** and your **Vendor FID/SSN**. If you need assistance locating your vendor number, please refer to the appendix at the end of the document.

- 5 Click the **Link to Existing** button.

Home
Vendor Self Service

User Contact Information

Contact Person

* Contact Type
Select Type...

* Name

Description

* Phone

Text Opt in

Fax

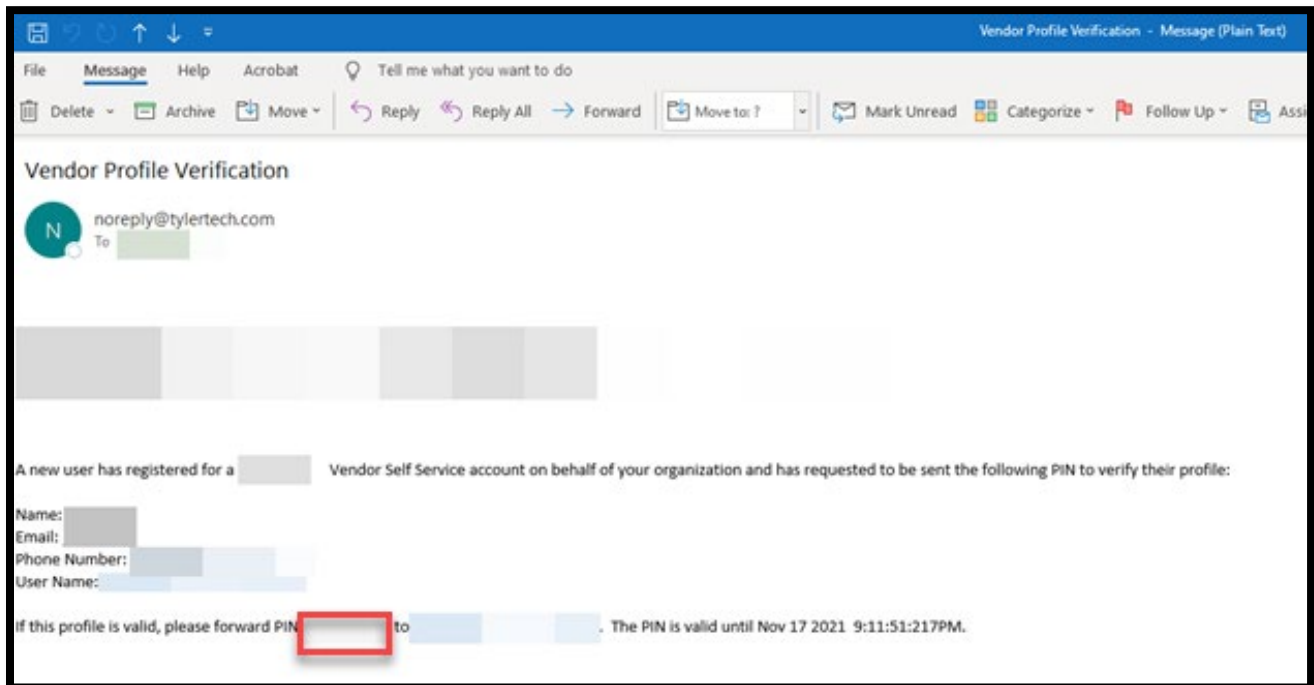
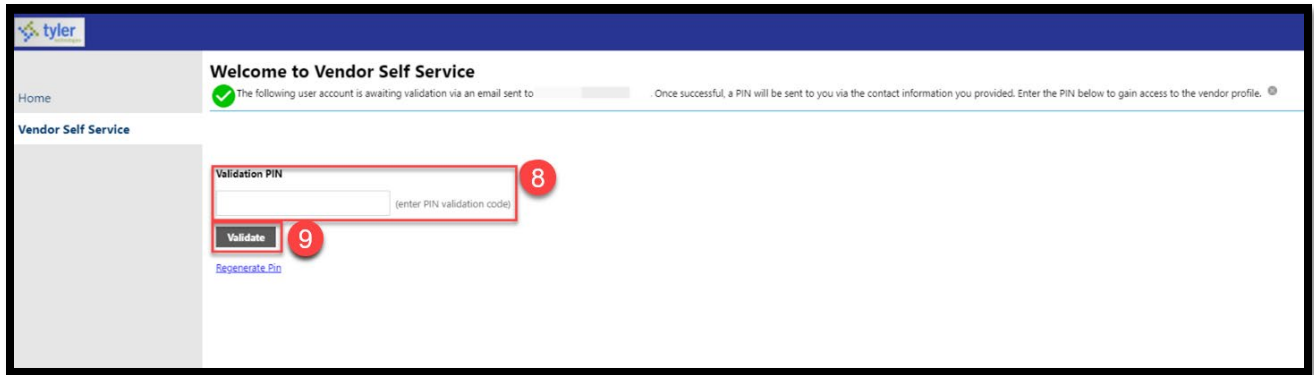
* E-mail

Continue

- 6 Complete the following information:

- **Contact Type:** Please select the contact type associated with your vendor
 - General Vendor: You are a vendor that works with the City of Naperville
 - City Grant: If the vendor has a grant for the City of Naperville (internal)
 - Library Vendor: You work directly with the library department (internal)
 - Payroll Vendor: You work directly with our Payroll Department
 - PCard Vendor: You work directly with our Accounts Payable team as a purchasing card vendor
- **Name:** Provide the name of the user for the account
- **Description:** Provide the role of the user (ex. Manager, Account Manager, etc.)
- **Phone Number:** Best phone number to contact
- **Text/Opt-In:** Leave blank. The City does not text vendors.
- **Fax:** Please provide a fax number if applicable.
- **E-Mail:** Provide your email address.

- 7 Click the **Continue** button.



8 A validation pin will be sent to the email address on file. Once the pin has been obtained from the email address, enter it in the text box.

9 Click the **Validate** button.

Linking to Multiple Accounts



As a security measure, only one vendor can be linked to a VSS account email address. If you attempt to link multiple vendor numbers to one VSS account, you will receive an error.

Please register a new VSS account with a different email address to link to an additional vendor(s).