Register for Vendor Self Service (VSS)

VSS Login Webpage: <u>https://napervilleilvendors.munisselfservice.com/</u>

tyler,		
	City of Naperville, IL Self Service - TRAIN	
Home	Welcome to the City of Naperville Self Service Portal for Vendors!	
Vendor Self Service		

1 Click the **Arrow** button in the upper right corner of the screen.

	tyler identity a total tyler solution
	Identify. Authenticate. Empower.
	Sign in to your account
	Email
	Email is required
	Password
	Password is required
	Remember me
2	Register for a new account
	Forgot password?

2 Click the **Register for a new account** link.

Vser Self-Service		
	Register for a new account	
3	Email *	-
	First name *	Last name *
	Password *	Confirm password *
		CANCEL REGISTER 4

3 Complete the account registration information.

Click the **Register** button.

🐝 User Self-Service	
5	Registration complete
_	Congratulations! You're registered.
	One last step. Click the confirmation link sent to

5 Once registered, a registration complete screen will appear. Please check your email for the confirmation.

Original Message	
From: noreply@tylertech.com <noreply@tylertech.com></noreply@tylertech.com>	
ient:	(6)
To:	
subject: [Tyler identity] Account Created	
rou created an account with Tyler identity.	
Username	
Pease click here to confirm your email address:	
	23
	1.1
Tranks	
Tyler Identity Administrator	

6 When you receive the email, click the link to confirm your email address.

Vser Self-Service	
Password Reset Success	
Your password has been changed. Select an option below to continue: • <u>Sign in to Citizen Self Service</u> • <u>Sign in to Vendor Self Service</u> 7	

7 The email confirmation page will appear. Click the **Sign in to Vendor Self Service** link.

*** tyler identity a total tyler solution
Identify. Authenticate. Empower.
Sign in to your account
Email
Password
Remember me Register for a new account
 Forgot password?

8 The login screen will appear again. Sign into the VSS portal:

- Email: Enter the email address associated with the VSS portal.
- Password: Enter the password you created for your VSS account. Note: If you forgot your password, click the **Forgot Password** link on the screen to reset your password.

9 Click the sign in button.

🤣 tyler	
10	City of Naperville, IL Self Service - TRAIN
Home	Welcome to the City of Naperville Self Service Portal for Vendors!
Vendor Self Service	

10 Once signed in, you will be brought to the VSS home screen.