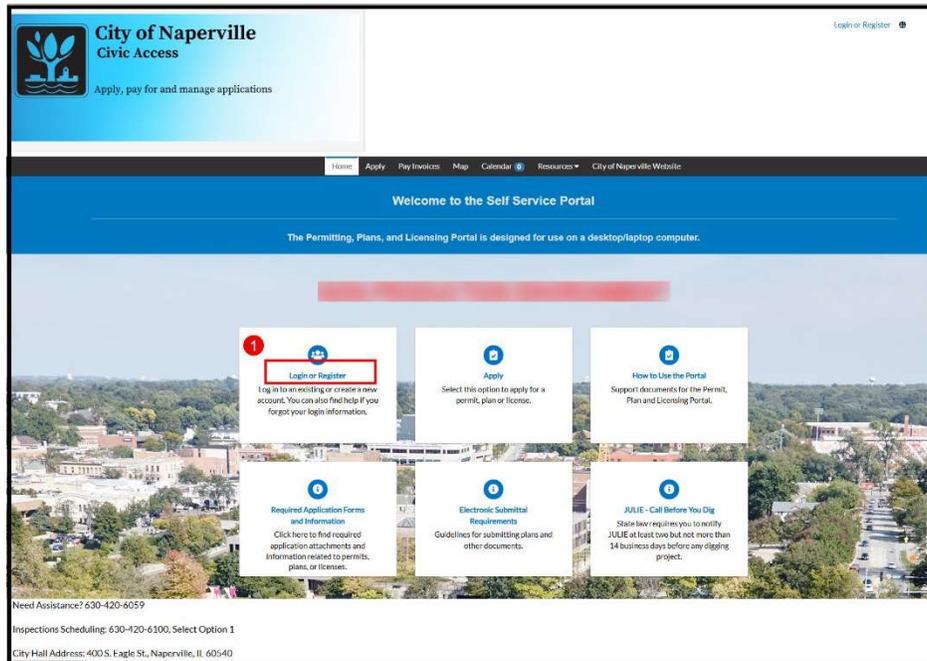


AP VENDOR FORMS

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This document will guide a user through submitting new vendor forms, W-9 forms, and contact information to the City of Naperville. Vendor information must be updated with City every two years.

Link to the City of Naperville Civic Access Portal: [Civic Access Portal](#)

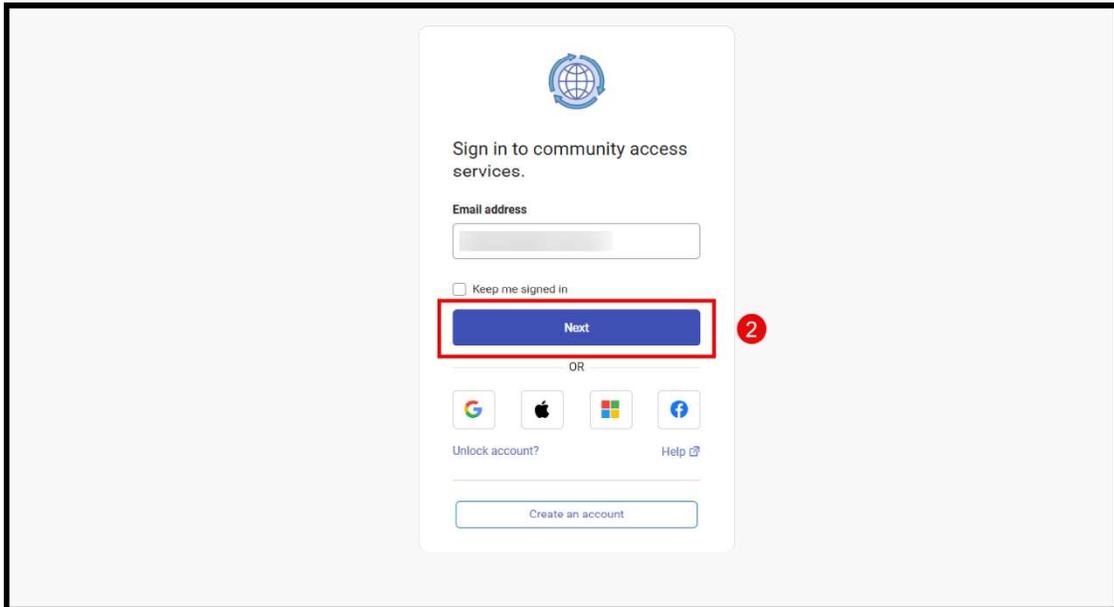


1 Login to Civic Access portal using **Login or Register** tile.

! If you do not have a Civic Access, create an account using the [Create a Civic Access Account](#) documentation.

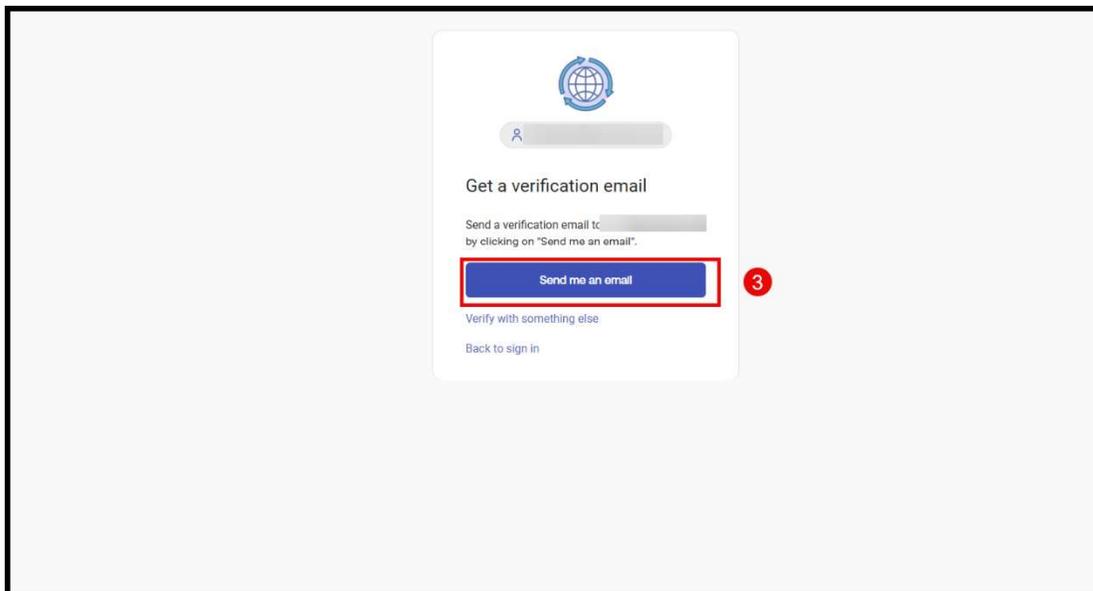
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2 This will take you to the Community Access Services sign-in page. Login with the email associated with your account and select **Next** button.

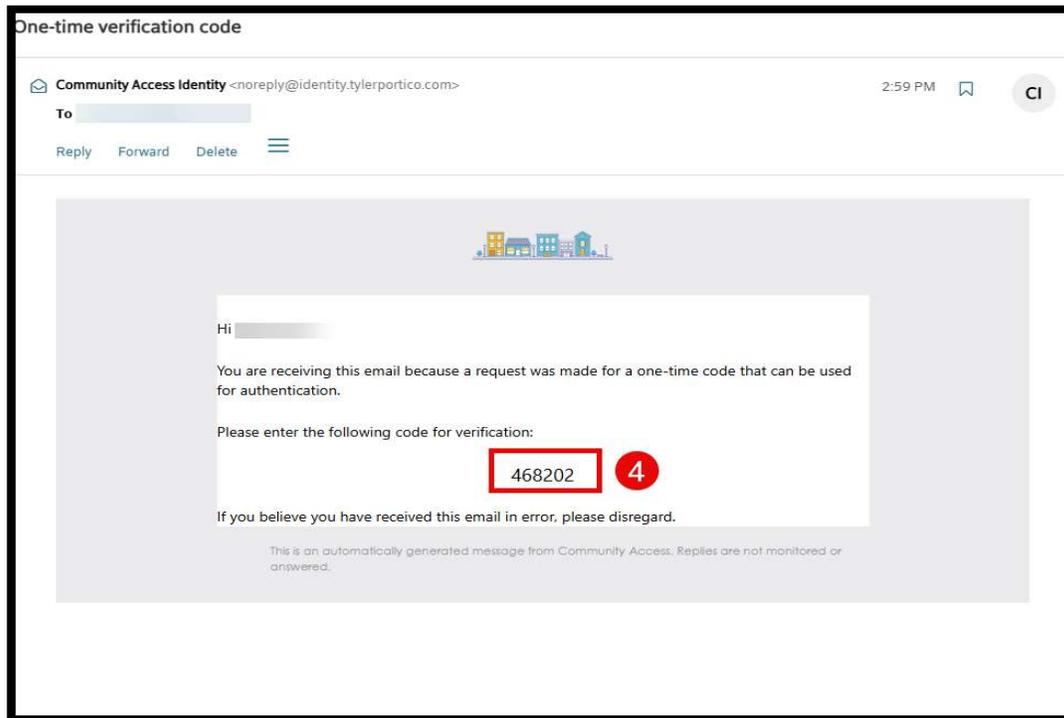
! Using one of the social sign-in buttons below the Next button will skip step 3 – 5.



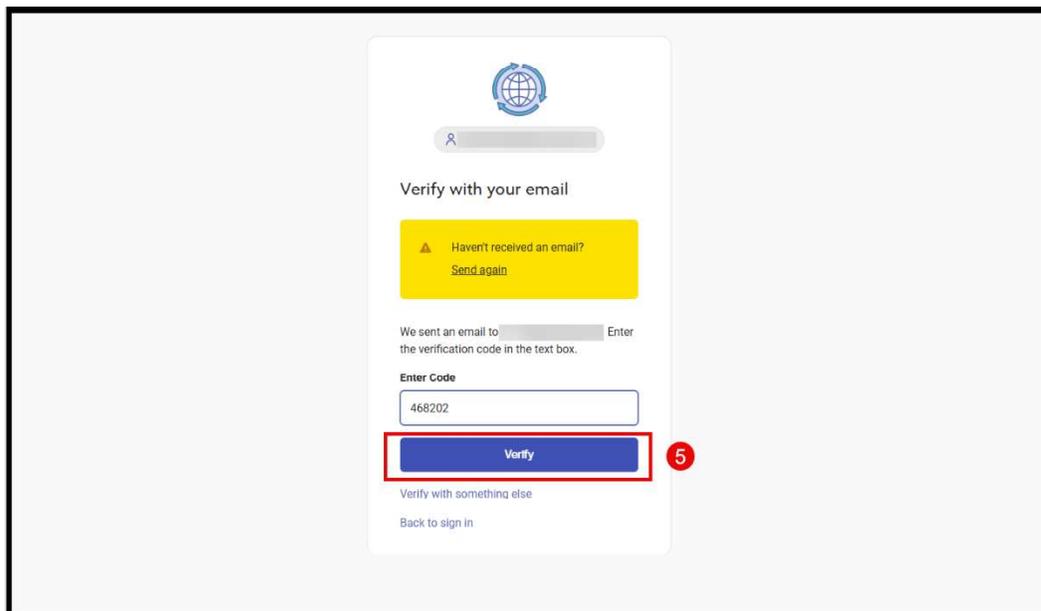
3 You need to request a verification email at this point. Confirm your email is correct and click blue **Send me an email** button.

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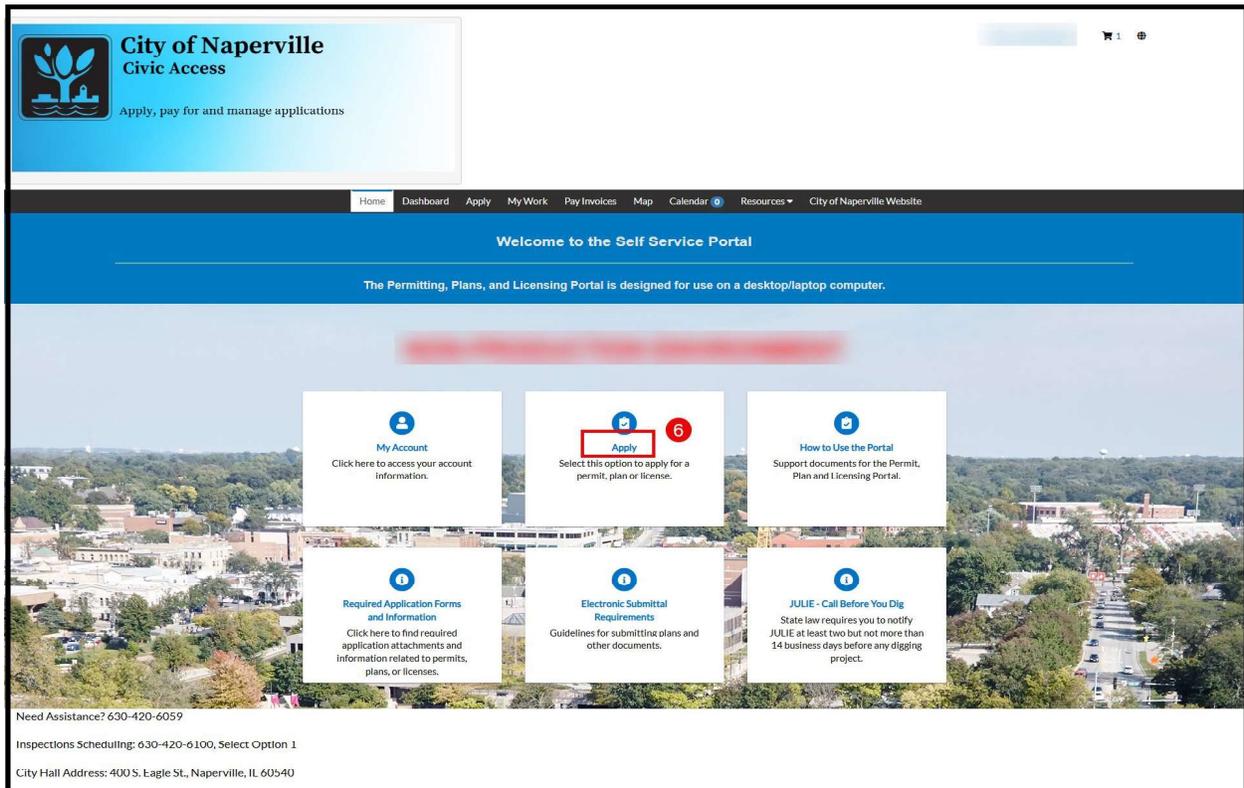
4 You will receive a one-time verification code from Community Access. Copy this code for entry into Civic Access.



5 Paste this verification code into box titled **Enter Code**. Click **Verify**.

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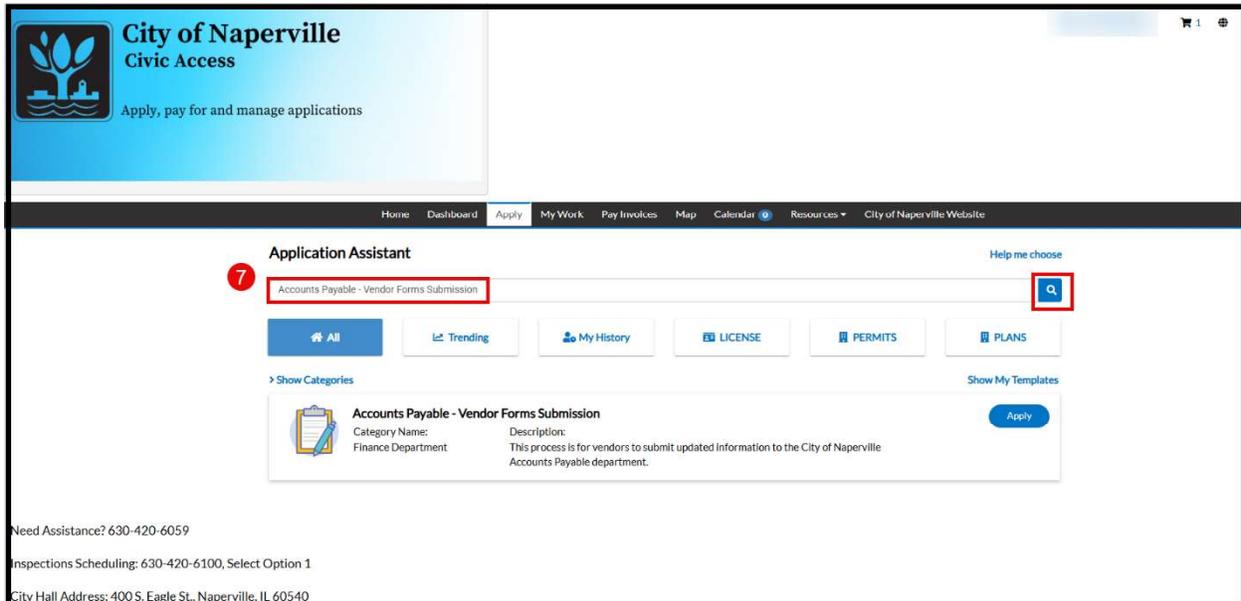
October 1st, 2025



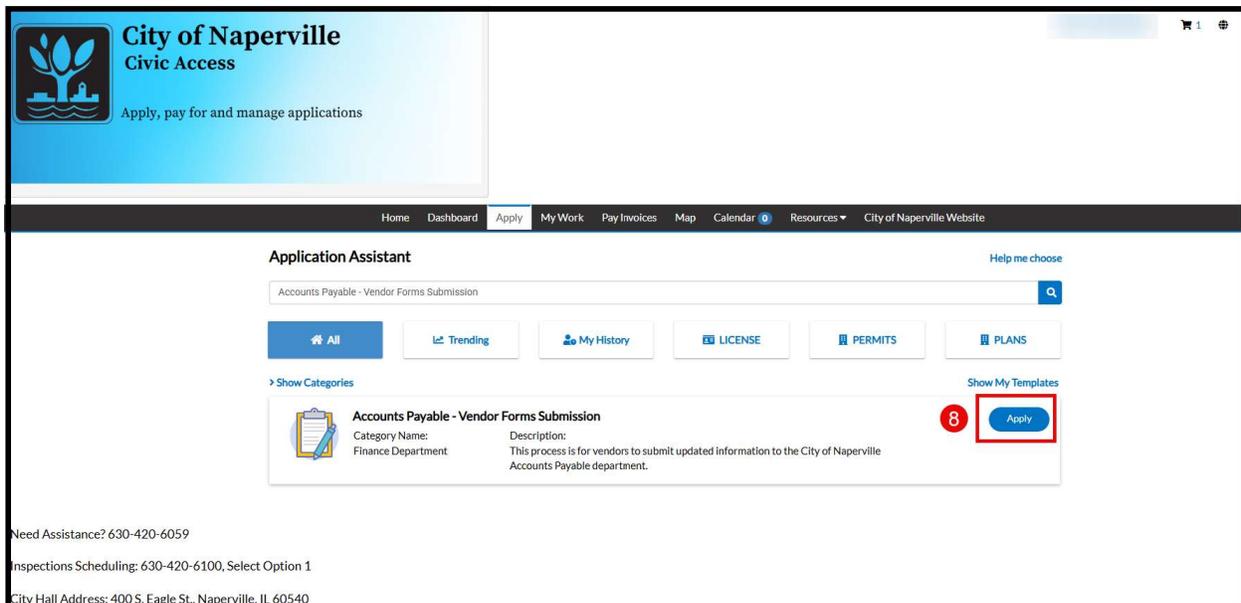
6 Once you are logged in to system, click the **Apply** tile.

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7 You should be at the Application Assistant screen. Search for the **Accounts payable - Vendor Form Submissions** by typing **Accounts Payable – Vendor Forms Submission** in search field at top. Click on the magnifying glass to complete search.



8 Click on blue **Apply** button for the Accounts Payable – Vendor Form Submission option.

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City of Naperville
Civic Access
Apply, pay for and manage applications

Home Dashboard Apply My Work Pay Invoices Map Calendar Resources City of Naperville Website

Apply for Permit - Accounts Payable - Vendor Forms Submission REQUIRED

1 2 3 4 5
Type Contacts More Info Attachments Review and Submit

PERMIT DETAILS
Click the **Next** button to advance the wizard.

* Permit Type Accounts Payable - Vendor Forms Submission

Description

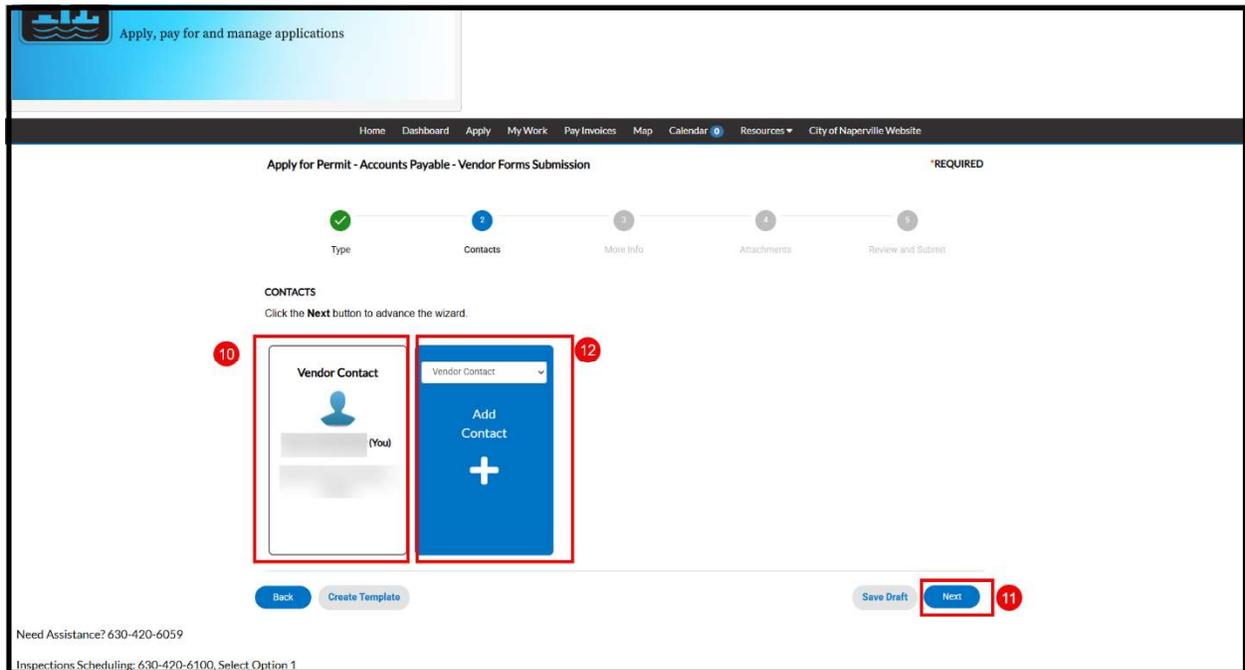
Create Template Save Draft Next

Need Assistance? 630-420-6059
Inspections Scheduling: 630-420-6100, Select Option 1
City Hall Address: 400 S. Eagle St., Naperville, IL 60540

9 “Apply for Permit-Accounts Payable-Vendor Forms Submission” will be at the top of your screen. Permit type should be auto-populated to indicate “Accounts Payable – Vendor Forms Submission”. The Description field can be used to include a note to the City of Naperville’s Accounts Payable Team. Click **Next**.

AP VENDOR FORMS

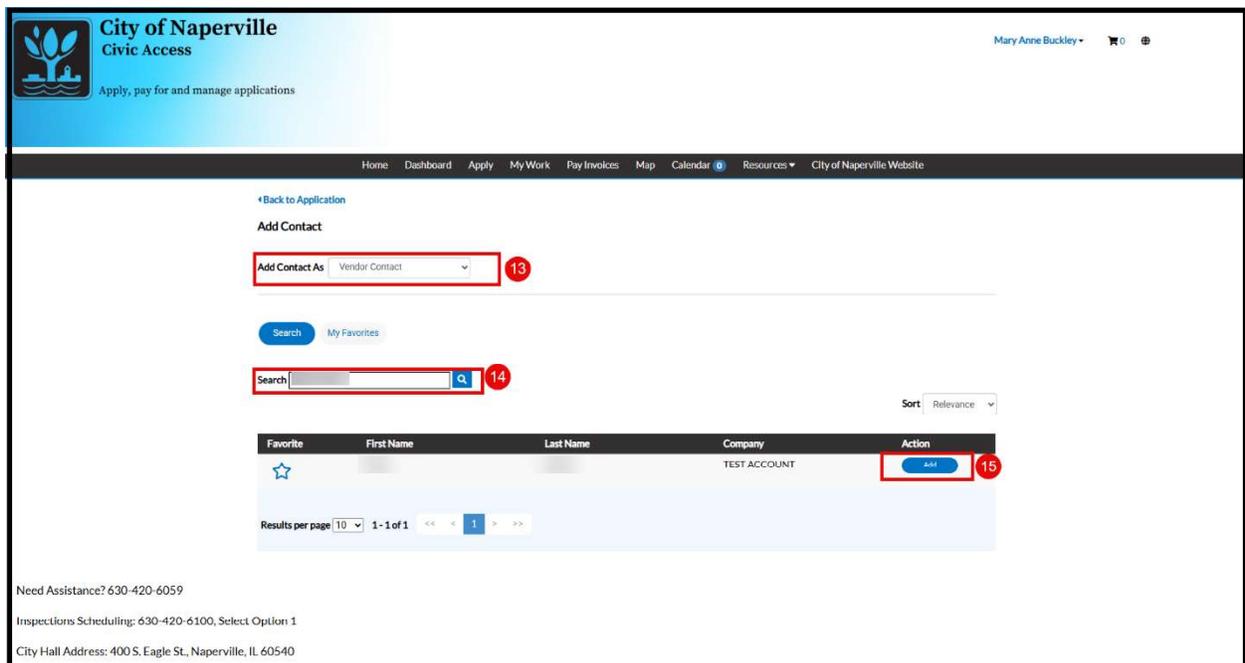
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10 Review your contact information.

11 If information is correct, you can click the Next button on the bottom right and skip to step 13.

12 If necessary, you have an opportunity at this point to add additional contacts by clicking on the blue tile (+). By clicking on the blue tile to add contact, you will be directed to step 13.



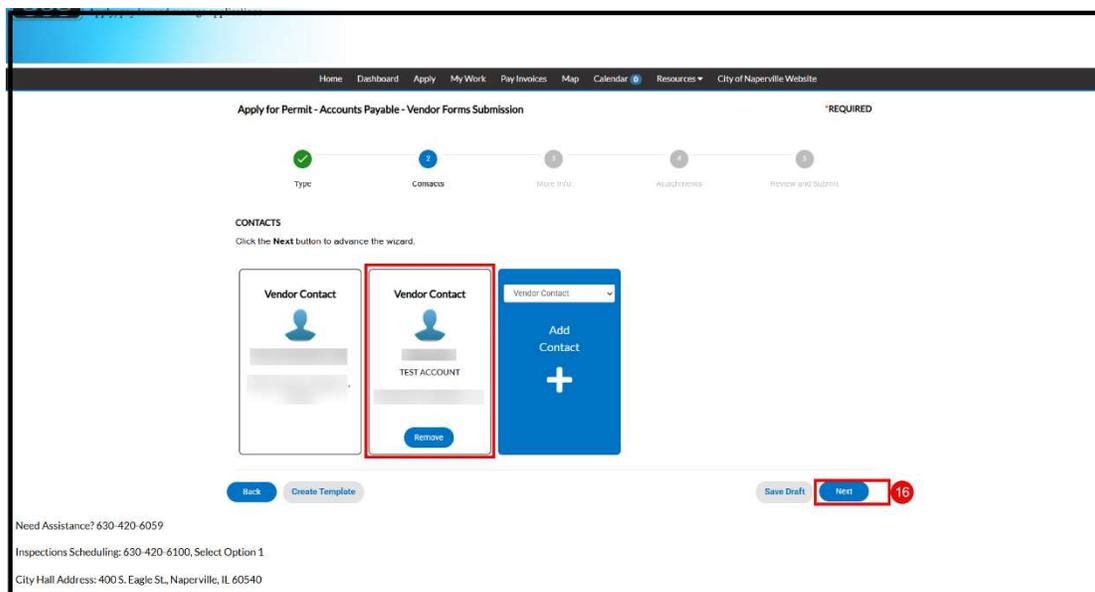
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13 If you are adding a new contact, once you click on the blue (+) tile you will be brought to the **Add Contact** screen. You will need to select **Vendor Contact** from the **Add Contact As** drop-down menu.

14 Search for additional vendor contacts you would like to add by name, email, or company. (They will need to be an existing contact in the system.) We have included a link in this document for establishing new contacts.

15 Click the blue **Add** button from results if you would like to add them to vendor document submission.



16 When you click **Add** you will be directed back to your contacts screen and additional contact will appear with your original contact. Click **Next** to advance to next screen.

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17 The **More Info** screen will request Payment Remittance information. Select whether you are submitting forms for a new vendor, or updating existing vendor forms, from drop down menu. **Fields indicated by a red asterisk (*) are required.** This first section should include payment remittance contact information. Only provide the “remit to payment” address, not the corporate mailing address please.

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Purchase Order / Bidding Information [Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

18 Please provide your organization's purchase order contact information and bidding contact information. Please provide the contact information for the person(s) who should receive purchase orders and bidding requests.

*Company Name	ABC Company
DBA Name	
*Address 1	123 Main St
Address 2	
*City	Naperville
*State	IL
*ZIP Code	60540
*Country	United States
*PO Contact Name	Sue Smith
*PO Phone Number	123-456-1111
*PO Email	suesmith@abc.com
*Bidding Contact Name	Mike Smith
*Bidding Phone Number	123-456-2222
*Bidding Email	mikesmith@abc.com

18 You will need to scroll down. In the next section, please provide your organization's purchase order contact information and bidding contact information. Please provide contact information for the person(s) who should receive purchase orders and bidding requests.

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The screenshot shows a web form titled "Status of Ownership". At the top right, there are links for "Previous Section | Top | Main Menu". A red circle with the number "19" is next to a paragraph of text explaining that Illinois Public Act 102-0265 requires the City of Naperville to collect "Status of Ownership" information. Below this text are several rows of form fields:

- "Minority Owned (MBE)" with a checkbox and a red box around it.
- "How are you certifying?" with a dropdown menu and a red box around it.
- "Woman Owned (MWE)" with a checkbox.
- "How are you certifying?" with a dropdown menu.
- "Veteran Owned (MVE)" with a checkbox.
- "How are you certifying?" with a dropdown menu.
- "Prefer not to disclose" with a checkbox and a red box around it.
- "Not Applicable (N/A)" with a checkbox and a red box around it.

Below these fields is a paragraph defining a small business in Illinois. A red circle with the number "20" is next to a dropdown menu labeled "Do you qualify as a Small Business?". At the bottom of the form, there are four buttons: "Back", "Create Template", "Save Draft", and "Next". The "Next" button is highlighted with a red box and a red circle with the number "21".

19 You will need to scroll down again to complete **The Status of Ownership** section. It collects information for reporting purposes only. Please check any of the category options that apply to the ownership of your business and select from the related drop-down how you will certify for those categories checked.

20 Choose from the drop-down menu as to whether you qualify as a Small Business.

21 Click **Next**.

AP VENDOR FORMS

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22 You will need to add your attachments on this page. Click on the **white (+) sign in the blue tile that is titled W-9 form**. You will need to add one of the supported document types here. This attachment is required.

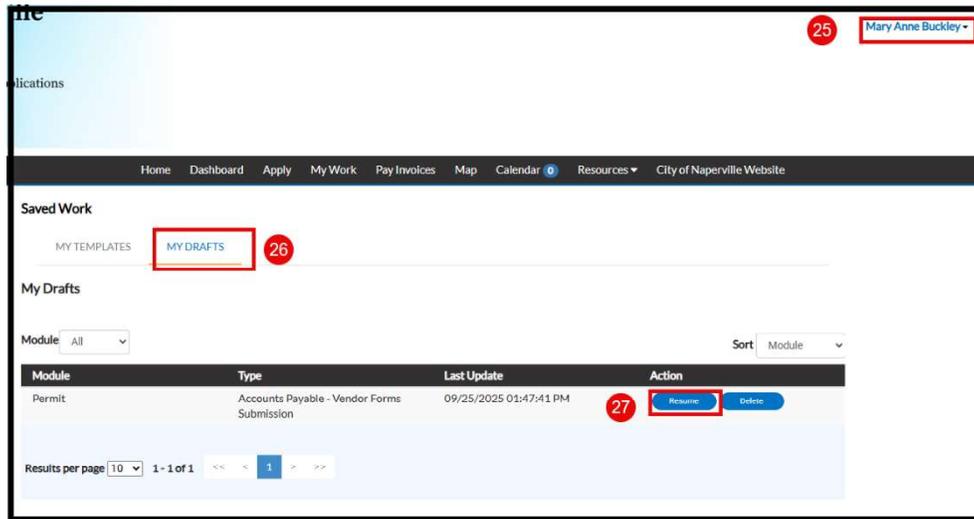
23 You have the option to add any additional attachments by selecting the type of attachment from the drop-down menu and clicking on the white + sign in the second blue tile.

24 Click **Next**. After clicking **Next** you will be directed to Step 28.

! If you cannot add attachments at this stage, the system will NOT allow you to continue. You will need to click on **Save Draft**.

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25 If you have saved your work, you can go back to your work in the future by logging in to your account and clicking on the drop down for your account name in upper right corner. Click on **Saved Work**.

26 Click on **My Drafts** and you will see your draft.

27 You can now click on **Resume** to go back to add attachments.

AP VENDOR FORMS

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Apply for Permit - Accounts Payable - Vendor Forms Submission REQUIRED

Progress: Type (✓) | Contacts (✓) | More Info (✓) | Attachments (✓) | Review and Submit (5)

[Submit](#)

Basic Info

Type	Accounts Payable - Vendor Forms Submission
Description	ASDASDF
Applied Date	08/26/2025

Contacts

Vendor Contact: [REDACTED]

More Info

Payment Remittance [Next Section](#) | [Top](#) | [Main Menu](#)

New Vendor or Update? Update Existing Vendor

Please provide your organization's remittance information and payment remittance contact information. Only provide the "remit to payment" address, not the corporate mailing address, when completing the fields below.

Company Name	ASDF
DBA Name	
Address Line 1	ASDF
Address Line 2	
City	ASDF
State	ASDF
ZIP Code	60540
Country	United States
Payment Remittance Contact Name	ASDF
Payment Phone Number	32132131
Payment Email	ASDF

Purchase Order / Bidding Information [Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

Please provide your organization's purchase order contact information and bidding contact information. Please provide the contact information for the person(s) who should receive purchase orders and bidding requests.

Company Name	ASDF
DBA Name	
Address 1	SADF
Address 2	
City	SADF
State	ASDF
ZIP Code	321321
Country	United States
PO Contact Name	ASDF
PO Phone Number	3232321
PO Email	ASDF
Bidding Contact Name	SADFASDF
Bidding Phone Number	321321
Bidding Email	SADFSADF

Status of Ownership [Previous Section](#) | [Top](#) | [Main Menu](#)

Illinois Public Act 102-0265, approved August 2021, requires the City of Naperville to collect "Status of Ownership" information. This information is collected for reporting purposes only. Please check the following that applies to the ownership of your business and include any certifications for the categories checked. Business ownership categories are as defined in the Business Enterprise for Minorities, Women, and Persons with Disabilities Act, 30 ILCS 575.

Minority Owned (MBE)

How are you certifying?

Woman Owned (MW/E)

How are you certifying? Certificates attached

Veteran Owned (MVE)

How are you certifying?

Prefer not to disclose

Not Applicable (N/A)

In Illinois, a small business is generally defined as a for-profit entity that is independently owned and operated, with a gross revenue less than \$4,000,000 per year or 50 or fewer full-time employees and has its principal office in Illinois. The state of Illinois certifies small businesses through a variety of state programs.

Do you qualify as a Small Business? No

Attachments

W-9 Form [Test document.pdf](#)

[Back](#) [Create Template](#) [Save Draft](#) [Submit](#) 28

Option 1

AP VENDOR FORMS

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28

On this page you will have the opportunity to review all the information you have entered before submitting. Once you have reviewed, you will need to click on **Submit** at the bottom right of the page. You will also have the option to go back to make corrections to your entries or save your draft.