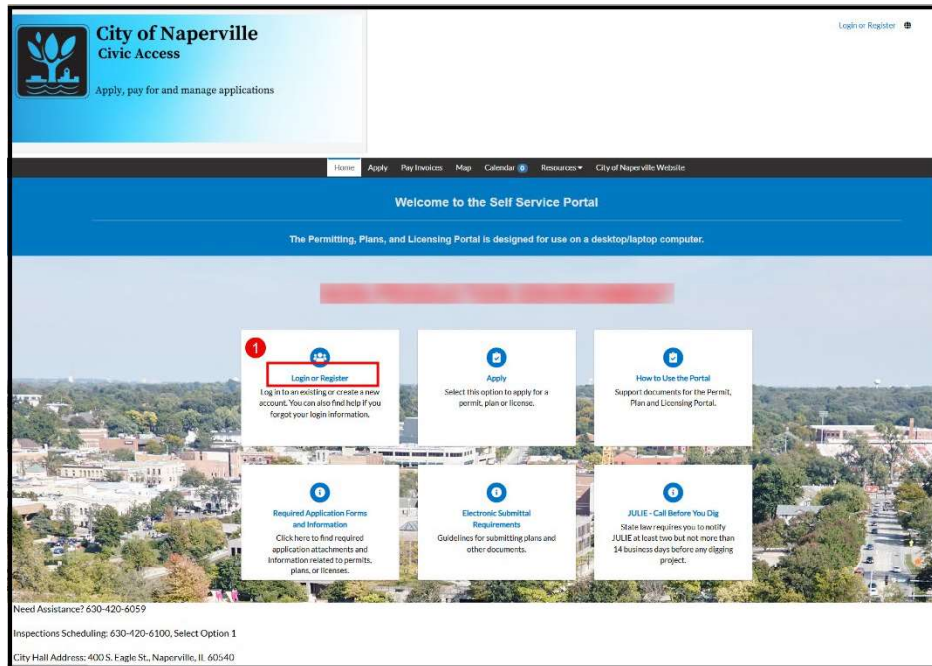


AP VENDOR FORMS

October 1st, 2025

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](#)

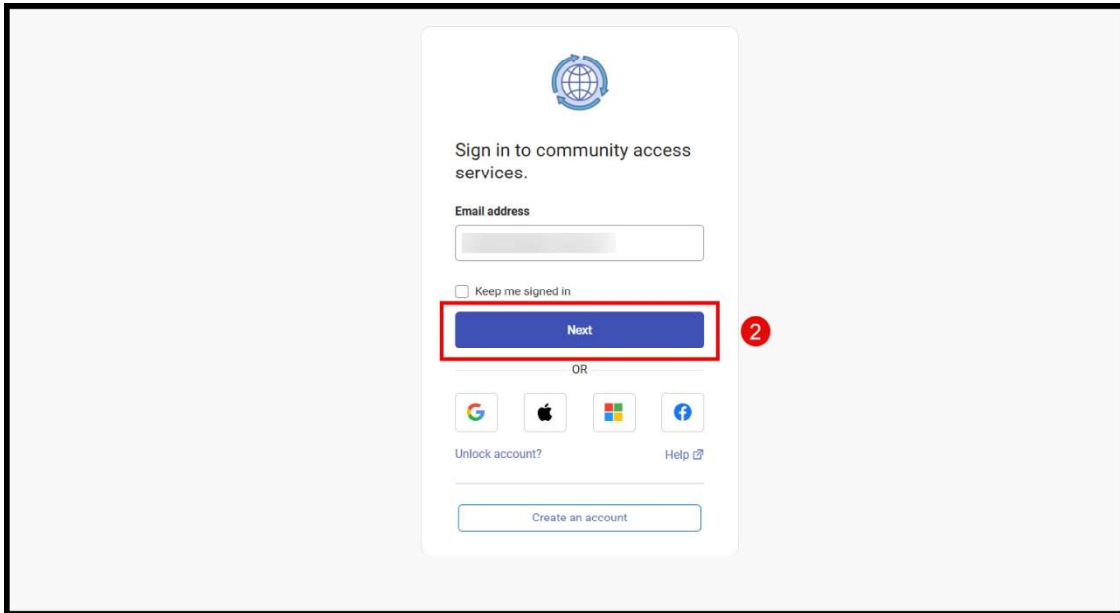


1 Login to Civic Access portal using **Login or Register** tile.

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

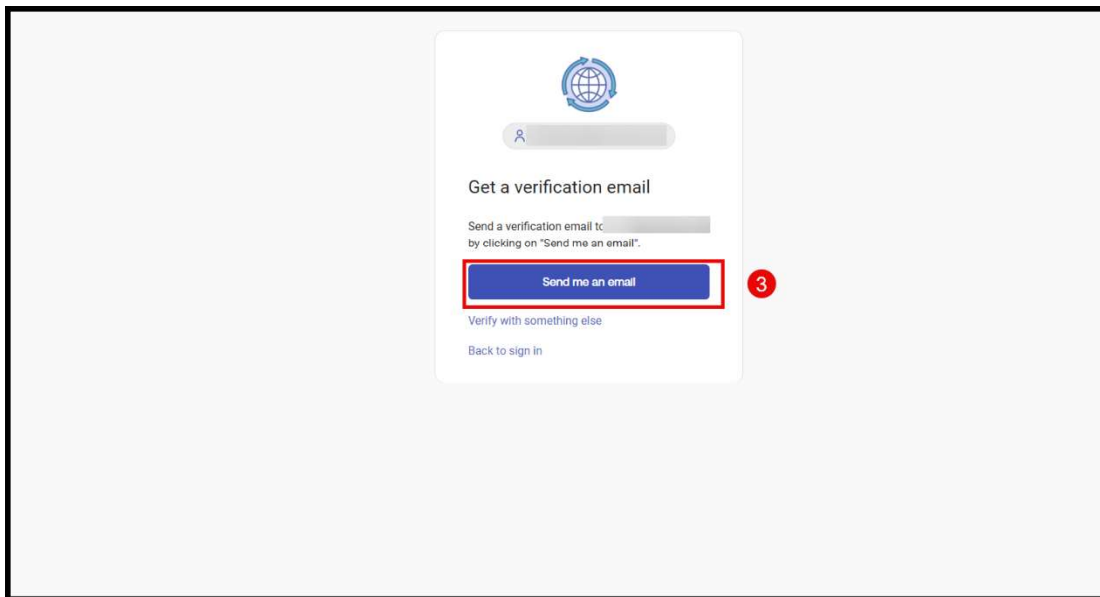
AP VENDOR FORMS

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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.

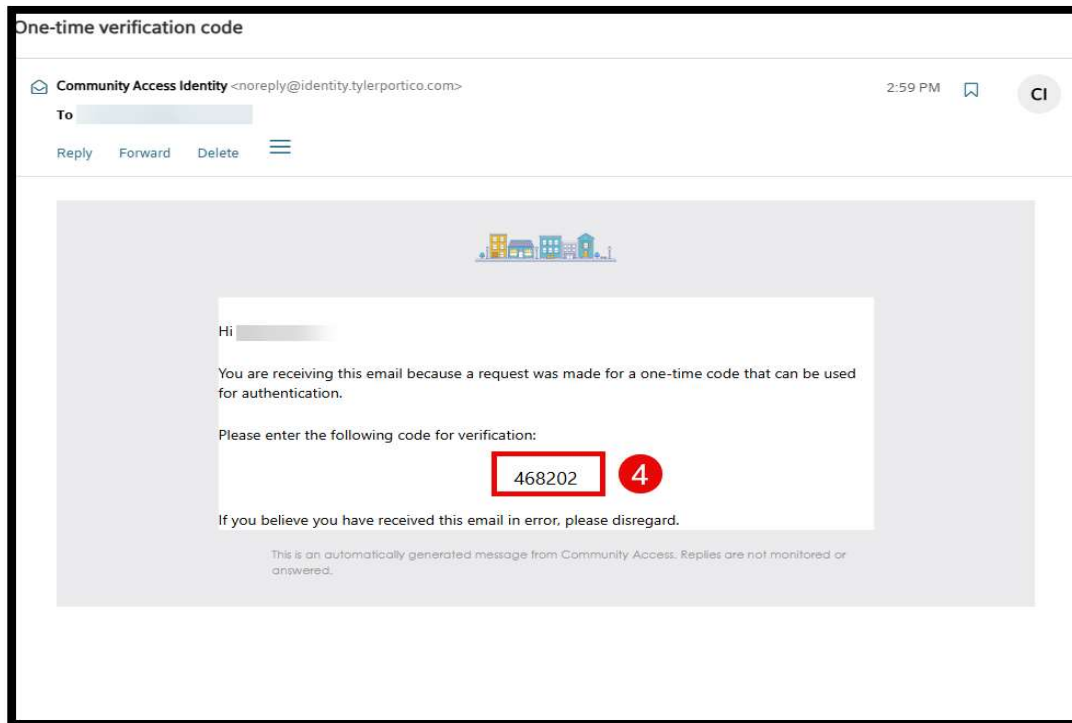
! Using one of the social sign-in buttons below the Next button will skip step 3 – 5.



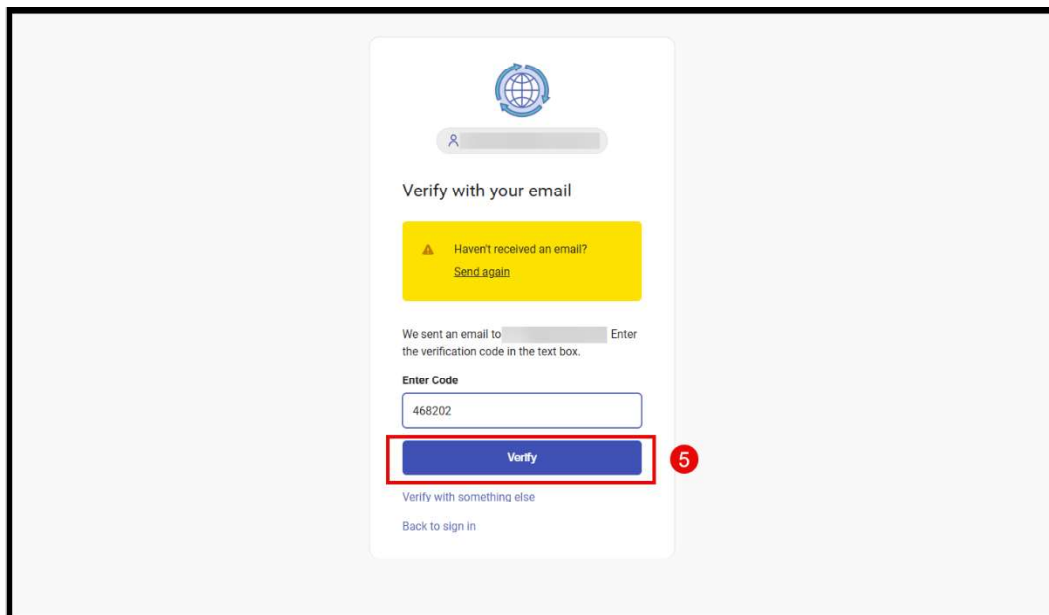
3 You need to request a verification email at this point. Confirm your email is correct and click blue **Send me an email** button.

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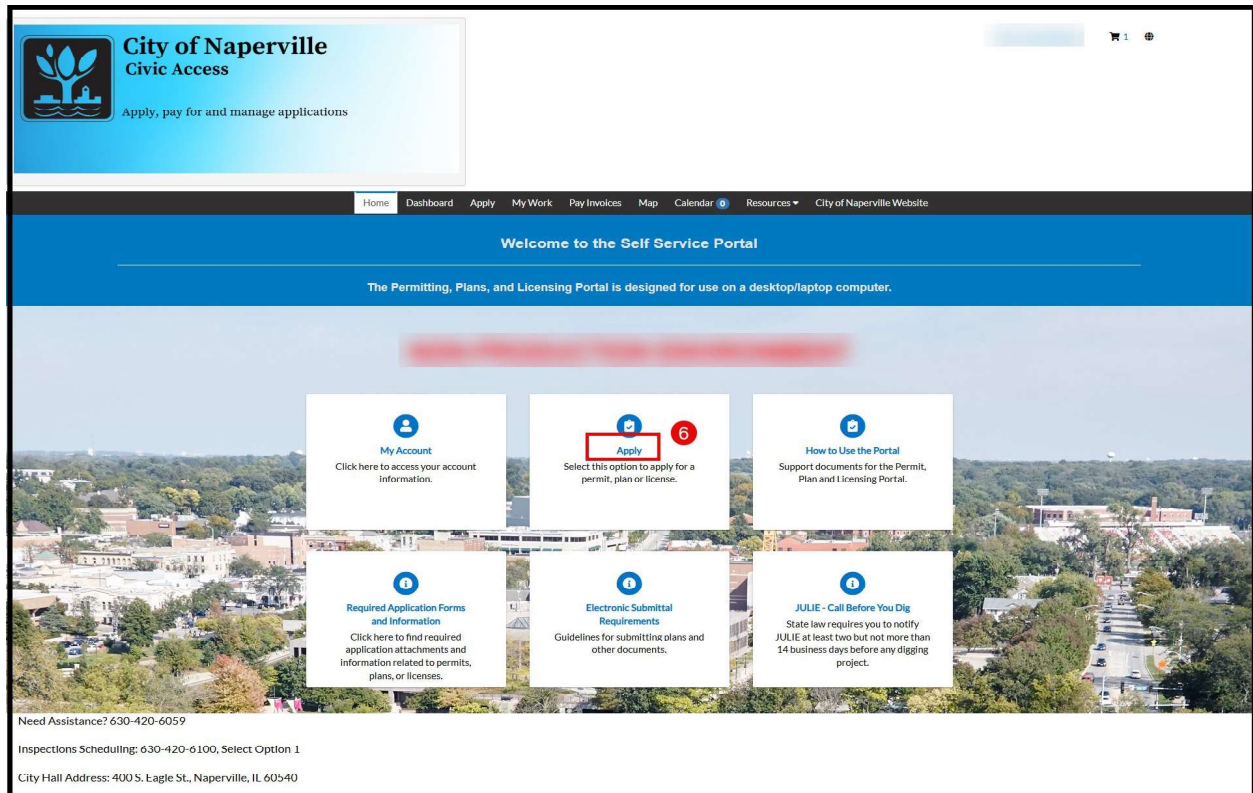
4 You will receive a one-time verification code from Community Access. Copy this code for entry into Civic Access.



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

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

AP VENDOR FORMS

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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

Application Assistant Help me choose

7 Accounts Payable - Vendor Forms Submission

All Trending My History LICENSE PERMITS PLANS

Show Categories Show My Templates

Accounts Payable - Vendor Forms Submission
Category Name: Finance Department
Description: This process is for vendors to submit updated information to the City of Naperville Accounts Payable department.
Apply

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

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.

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

Application Assistant Help me choose

Accounts Payable - Vendor Forms Submission

All Trending My History LICENSE PERMITS PLANS

Show Categories Show My Templates

Accounts Payable - Vendor Forms Submission
Category Name: Finance Department
Description: This process is for vendors to submit updated information to the City of Naperville Accounts Payable department.
8 Apply

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

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

AP VENDOR FORMS

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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 Sub

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

October 1st, 2025

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

CONTACTS
Click the **Next** button to advance the wizard.

10 12

Vendor Contact
Add Contact

Back Create Template Save Draft Next 11

Need Assistance? 630-420-6059
Inspections Scheduling: 630-420-6100, Select Option 1

- 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.

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

Mary Anne Buckley

Back to Application

Add Contact

Add Contact As Vendor Contact 13

Search My Favorites

Search 14

Sort: Relevance

Favorite	First Name	Last Name	Company	Action
☆			TEST ACCOUNT	Add 15

Results per page 10 1-1 of 1

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

AP VENDOR FORMS

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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.

Apply for Permit - Accounts Payable - Vendor Forms Submission

*REQUIRED

1 2 3 4 5

Type Contacts More info Attachments Review and Submit

CONTACTS

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

Vendor Contact

Vendor Contact

Vendor Contact

TEST ACCOUNT

Remove

Add Contact

Back Create Template Save Draft Next 16

Need Assistance? 630-420-6059

Inspections Scheduling: 630-420-6100, Select Option 1

City Hall Address: 400 S. Eagle St., Naperville, IL 60540

- 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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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**

Type Contacts **3** More Info Attachments Review and Submit

MORE INFO
Please complete the required vendor information. This information will be used to add a new vendor or confirm an existing vendor's information.

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

17 *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 ABC Company

DBA Name

*Address Line 1 123 Main St.

Address Line 2 Unit 11

*City Naperville

*State IL

*ZIP Code 60540

*Country United States

*Payment Remittance Contact Name John Smith

*Payment Phone Number 123-456-7809

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.

AP VENDOR FORMS

October 1st, 2025

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.

AP VENDOR FORMS

October 1st, 2025

The screenshot shows a web form titled "Status of Ownership". At the top right, there are links for "Previous Section", "Top", and "Main Menu". A red circle with the number 19 points to a paragraph of text explaining that Illinois Public Act 102-0265 requires the City of Naperville to collect "Status of Ownership" information for reporting purposes. Below this text are several categories with checkboxes and corresponding "How are you certifying?" drop-down menus. The categories are: Minority Owned (MBE), Woman Owned (MWE), Veteran Owned (MVE), Prefer not to disclose, and Not Applicable (N/A). A red circle with the number 20 points to a "Do you qualify as a Small Business?" drop-down menu. At the bottom right, a red circle with the number 21 points to a "Next" button. Other buttons visible are "Back", "Create Template", and "Save Draft".

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

19 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 (MWE) ☐

How are you certifying?

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.

20 Do you qualify as a Small Business?

[Back](#) [Create Template](#) [Save Draft](#) [Next](#) 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

October 1st, 2025

Apply for Permit - Accounts Payable - Vendor Forms Submission

REQUIRED

Progress: 1. Type (✓), 2. Contacts (✓), 3. More Info (✓), 4. Attachments (4), 5. Review and Submit (5)

22 Attachments

W-9 Form (required): - Provide the City of Naperville with updated tax forms.

ACH (optional): Include a copy of a vendor's ACH information to receive payments electronically.

23 W-9 Form

Add Attachment

Supported: pdf, jpg, png, jpeg, doc, docx, xls

REQUIRED

Select Type

Add Attachment

Supported: pdf, jpg, png, jpeg, doc, docx, xls

24

Next

Back Create Template Save Draft

Need Assistance? 630-420-6059

Inspections Scheduling: 630-420-6100, Select Option 1

City Hall Address: 400 S. Eagle St., Naperville, IL 60540

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.

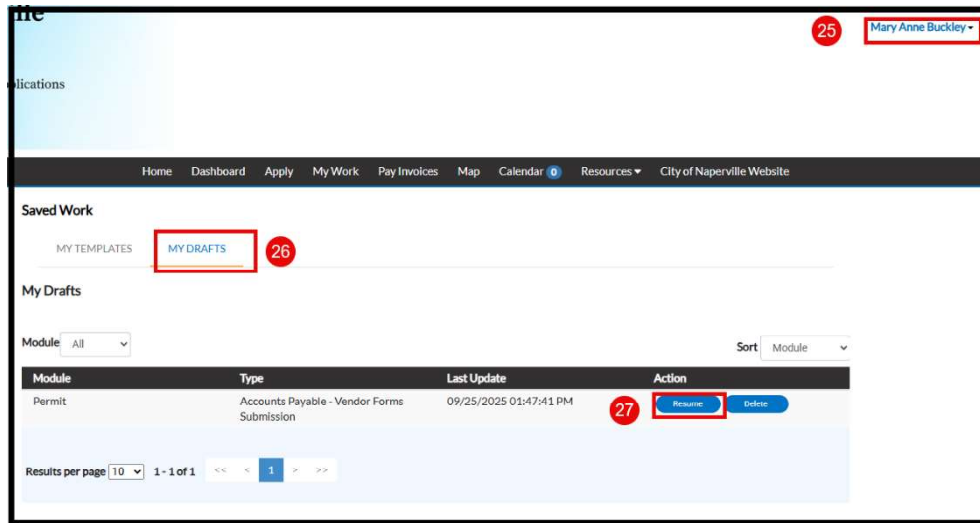
23 You have the option to add any additional attachments by selecting the type of attachment from the drop-down menu and clicking on the white + sign in the second blue tile.

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**.

AP VENDOR FORMS

October 1st, 2025



- 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

October 1st, 2025

Apply for Permit - Accounts Payable - Vendor Forms Submission

REQUIRED

Type

Contacts

More Info

Attachments

5

Review and Submit

Submit

Basic Info

Type

Accounts Payable - Vendor Forms Submission

Description

ASDASDF

Applied Date

08/26/2025

Contacts

Vendor Contact

More Info

Payment Remittance

New Vendor or Update?

Update Existing Vendor

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

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

SADFSADF

Bidding Phone Number

321321

Bidding Email

SADF.SADF

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 (WWE)

☒

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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 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.