Vendor Access – Link to an Existing Account

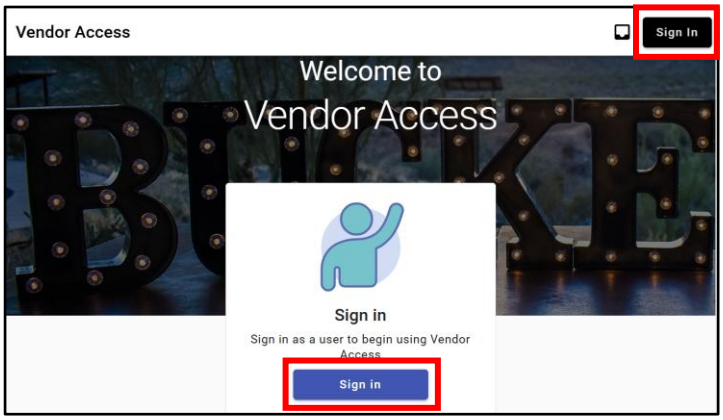
Purpose:

Provide vendors with instructions on how to link a new email account to an existing vendor account in Vendor Access (VA), the City of Buckeye's portal for vendor management. The new email account holder will need to complete their own new vendor account registration before they can be linked to an existing vendor account. **Note that linking a new email account to an existing vendor account will provide the new email account holder with access to update and view vendor information, to include payment and banking information. Vendors should ensure that only individuals who need to have access to this information are allowed to link to their vendor account.** After the new email account link request has been completed, the update will be routed to the appropriate City of Buckeye personnel for approval.

Sign in to VA account

1. Complete the steps from the Vendor Access – New Registration guide to complete the new email account holder's initial registration in VA.

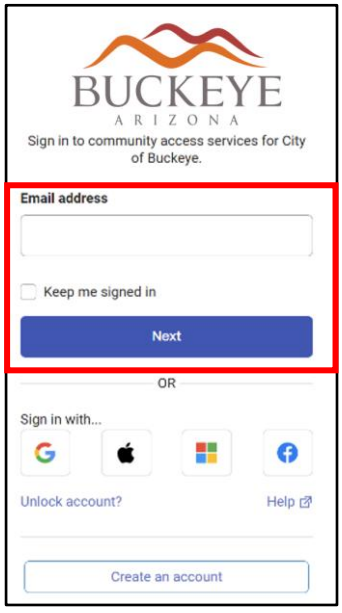
Note: If possible, when creating a new initial registration, use a company provided email address.



2. When complete, sign in to the VA portal using URL:

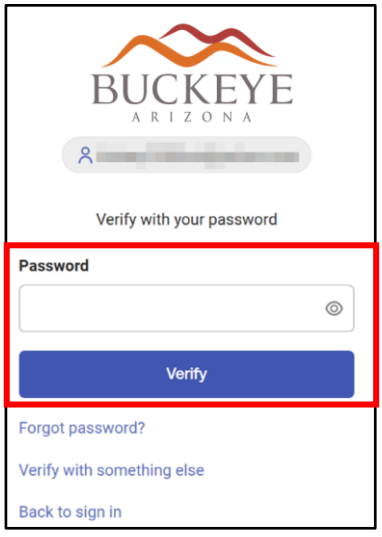
   https://cityofbuckeyeaz.tylerportico.com/va/vendor-access/registration.

3. Select "**Sign in**" using one of the two options.



4. In the **Email address** field, enter the new email account and then select "**Next**".

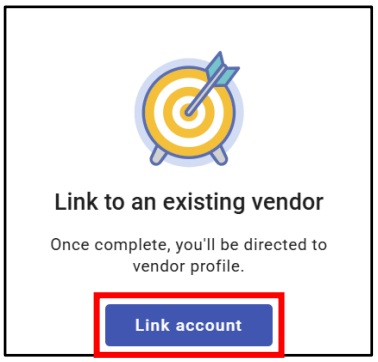
5. In the **Password** field, enter the password associated with the new email account and select "**Verify**". If the password is not known, select the "**Forgot password?**" link to have a verification code sent to the new email account.



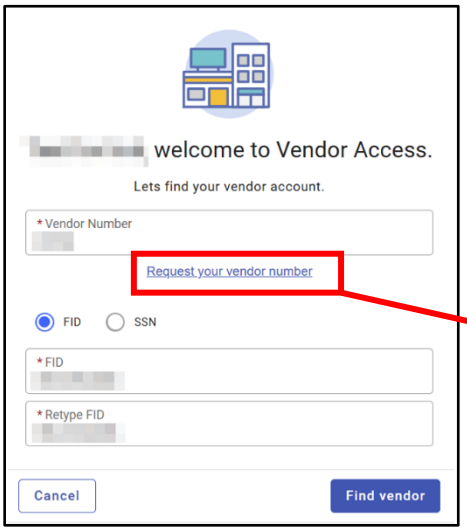
Link a New Email Account to an Existing Vendor Account

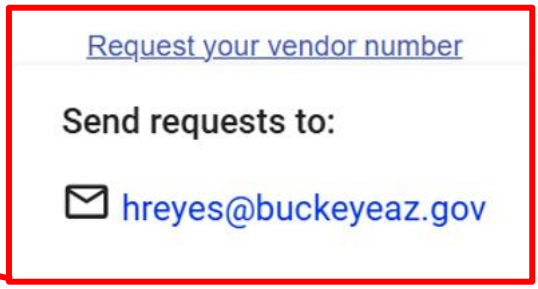
Notice that all fields with a red "*" are required fields. Additionally, if you select "**Cancel**" at any time during the registration process you will close the registration screen, and all entered information will be lost.

1. On the **Link to an existing vendor** card, select "**Link account**".

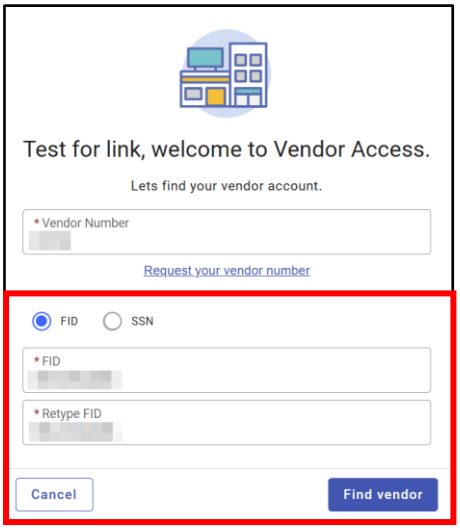


2. In the **Vendor Number** field, enter the existing vendor's City of Buckeye identification number. If you do not know this number, select the "**Request your vendor number**" hyperlink and then email the listed City of Buckeye personnel member.



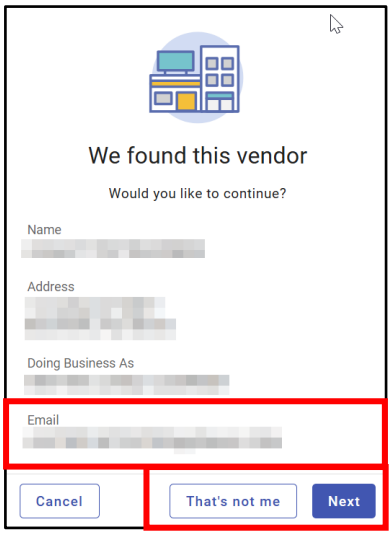


3. Enter and retype your company's federal identification number (FID) or social security number (SSN) and select "**Find Vendor**".

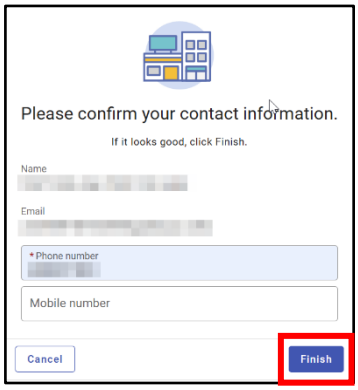


Note: FID numbers are used in lieu of a taxpayer identification number (TIN) or employer identification number (EIN). If a vendor has a TIN or an EIN, they should enter this value in the FID field when prompted.

4. Verify that the listed vendor information is correct.
    a. If correct, select "**Next**".
    b. If not correct, select "**That's not me**" and verify that the Vendor Number and FID or SSN entered previously are correct.



Note: The email listed is the primary email account on file. When the link to an existing vendor process is finished, a Multifactor Authentication (MFA) Personal Identification Number (PIN) is sent to this email account.



5. On the **Please confirm your contact information** screen, enter your phone number and select "**Finish**".

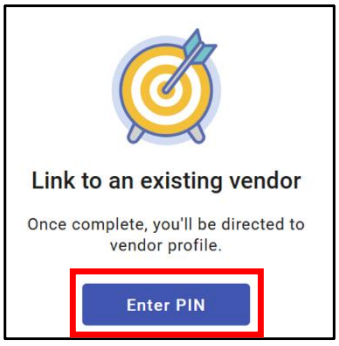
6. A PIN is then sent to the primary email on the vendor account. The new email account holder will need to obtain the PIN from the primary email account holder to complete the account linking process.

Note: The new email account holder cannot see any linked vendor information until they successfully enter a valid PIN.

7. The primary email account holder validates the authenticity of the new email account holder and provides them with the PIN number if they are legitimate.

Note: Vendors must be sure to properly authenticate the user to whom they are providing the PIN. Once the user is linked to the vendor account, the user has access to update and view vendor information, to include payment and banking information.

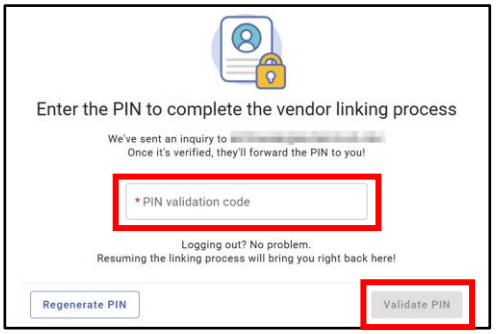
8. The new email account holder logs into VA and is directed to a **Link to an existing vendor** screen.



9. Select "**Enter PIN**".

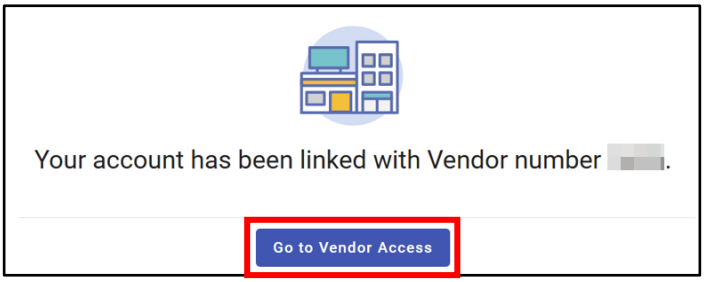
10. In the **PIN validation code** field, enter the PIN provided by the primary vendor email account holder.

11. Select **Validate PIN**.



Note: The PIN number is valid for 36 hours. If the PIN has expired the new email account holder should select the "Regenerate PIN" button and a new PIN number will be sent to the primary vendor email account holder for the vendor record.

12. The new email account holder will receive an alert that they have been linked to the vendor record. Select "**Go to Vendor Access**" to view the vendor record.



13. The new email account holder and new email address have been added under the Contacts section of the Vendor profile, and the change is awaiting approval from City of Buckeye personnel. Notice the alert "**You have pending updates! View the details below**" banner and the "**pending change**  **icon**" reveal that this record has not yet been finalized.

    a. Once the change has been approved, the new email account holder will have full access to the vendor's VA account. To learn how to submit updates to a vendor account, refer to the Vendor Access – Updating an Existing Account guide.