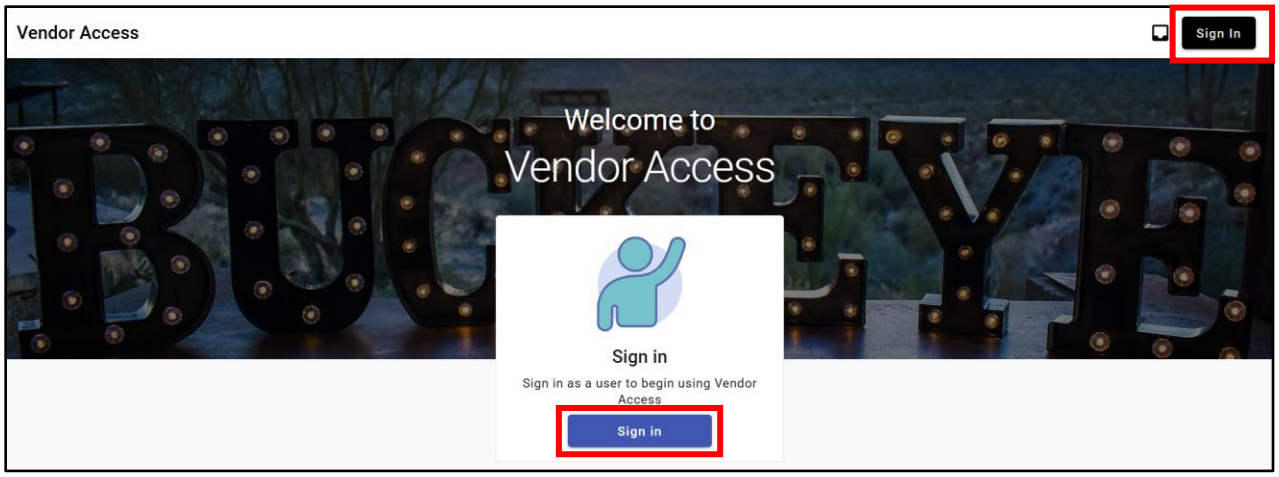
Vendor Access – New Registration

Purpose:

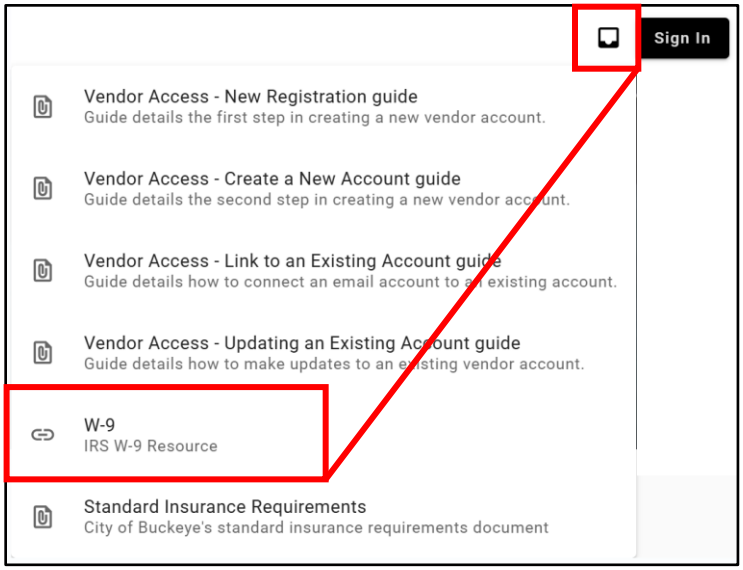
To conduct business with the City of Buckeye vendors must first register in Vendor Access (VA), the city's portal for vendor management. Registration in VA consists of two steps: vendors must first register their email address with the city and then vendors must create their vendor account. These instructions detail how to complete the initial registration of a vendor email address. After completing this guide, vendors are to complete the steps listed in the Vendor Access – Create a New Account guide to submit the vendor account to the City of Buckeye for approval.

The VA portal homepage contains the following features:

- Select one of the two "**Sign in**" options to log in to the VA portal.

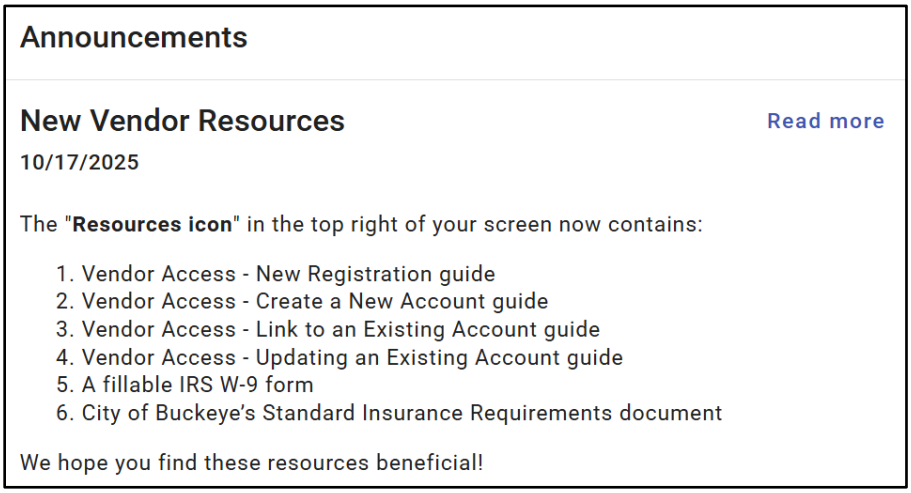


- Select the "**Resources** **icon**" in the top right of the screen to open and print a W-9 form.



Note: A completed W-9 is required for vendor registration. Vendors should download and complete a W-9 before initiating the registration process.

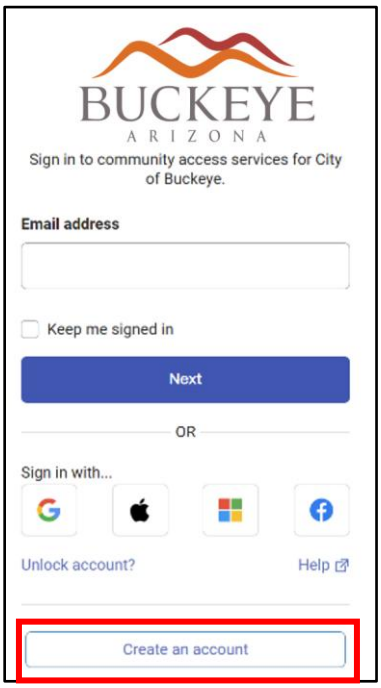
- The **Announcements** section provides any city-related information being conveyed to vendors.



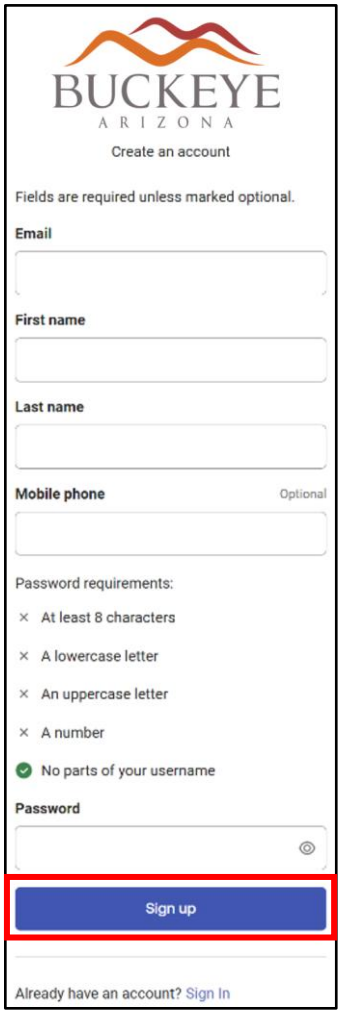
Registration Process

The initial email registration process serves to register the vendor's email account with the City of Buckeye. Once completed, the vendor will then be able to create their 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. Sign in to the VA portal using URL: https://cityofbuckeyeaz.tylerportico.com/va/vendor-access/registration.
2. Select "**Sign in**".
3. Select "**Create an account**" to create a vendor account with the City of Buckeye.



4. Complete the Email, First name, Last name and Password fields. Note the Mobile phone field is optional. Passwords must adhere to the following requirements:
    - At least 8 characters in length.
    - At least one lowercase letter.
    - At least one uppercase letter.
    - At least one number.
    - Does not contain any part of the email or username provided.



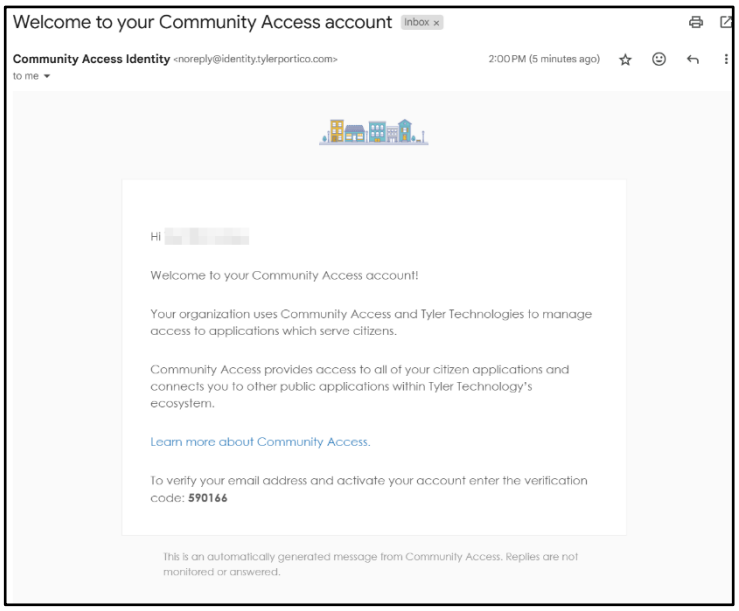
Note: The values added in these fields should be for the business owner or the main company point of contact. The email address entered will receive all notifications for the vendor. Notifications include, but are not limited to:

- **Emailed Purchased Orders and invoice Remittance Statements.**
- **Pending changes submitted to the vendor account to include vendor bank account information.**
- **Any PIN multifactor authentication requests. See the Vendor Access – Link to an Existing Account guide for more information.**

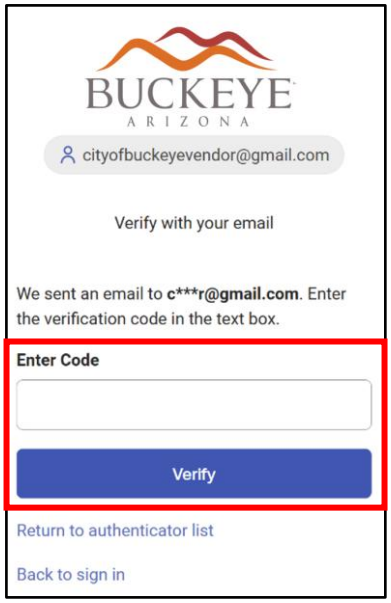
Vendors will need to contact the City of Buckeye to have this email address changed, so ensure it is the correct email address and one that is not expected to change.

5. Select "**Sign up**".

6. A verification code will be sent to the email address entered in step 4 above. The email will be sent from Community Access Identity and will appear as "noreply@identity.tylerportico.com".



Note: If an email is not received, vendors should check their email spam and junk folders.

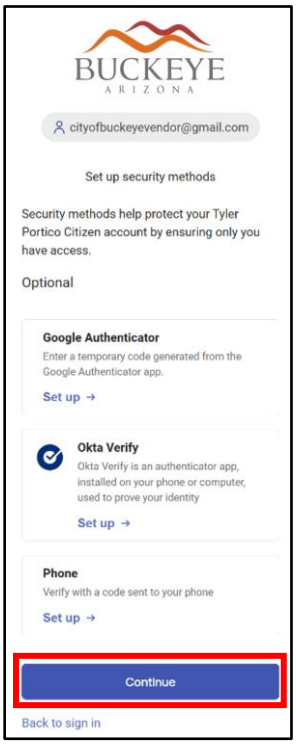


7. Type the code in the **Enter Code** field and select "**Verify**".

8. The security methods page provides vendors with optional authentication options to ensure that only they have access to their account.

a. Select "**Set up**" under Google Authenticator, Okta Verify or Phone to enable this added authentication.

b. Select "**Continue**" to bypass additional authentication.



The initial email account has now been registered with the city and vendors can now log in to VA to create their vendor accounts or to link to an existing vendor account.

- New vendors should select "**Register**" if they have not done business with the city before. See the Vendor Access – Create a New Account guide for more information.
- Existing vendors should select "**Link account**" to associate their newly created email address to their existing vendor account. They will be prompted to enter their Vendor Number, which is the number by which they are known by the City of Buckeye. The vendor will then be prompted to enter either their Federal Identification Number (FID) or Social Security Number (SSN). See the Vendor Access – Link to an Existing Account guide for more information.