



Register a New Account in SIGMA Vendor Self Service (VSS)

A. Access SIGMA Vendor Self Service.

1. In an internet browser, enter the URL:
Michigan.gov/SIGMAVSS
2. Select **Register**.

Note: SIGMA VSS is best viewed with Internet Explorer 11 and Firefox 3.5 or 3.6. Please disable your pop-up blocker in order to access all parts of the site.



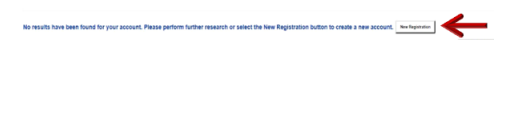
B. Search for your account.

1. On the Memorandum of Agreement page, select **Accept Terms**.
2. On the Registration Tips page, select **Next**.
3. On the Search for an Existing Account/Results Found page, enter Company or Individual search criteria and select **Search**.



C. Register a new account.

1. Confirm no results for your account display.
2. Select **New Registration**.



D. Enter user information.

1. On the My User Information page, enter the required fields and select **Next**.

Note: The password must contain a number, an upper and lower case letter and one of the following symbols: @ \$ # %. The password cannot contain the User ID or the word password.

2. Verify the Email Address displayed and select **Next**.
3. Select **Close Browser**.

Note: Your registration is started but your account is not active yet. VSS sends an email to the email entered in My User Information. Follow the instructions in the email to complete your registration.



the check mark but you have the option to use the Original Address entered or accept the Corrected Address option.

3. Confirm the address and select **Next**.

I. Respond to the Address Information Questionnaire.

1. Select **Yes** or **No** to respond to the three questions.
2. Select **Next**.

J. Add address and contact information.

1. Read the user instructions at the top of the screen.
2. In the Phone field, enter your phone number.
3. In the Contact Information fields, enter the required information.
4. Select **Next**.

K. Add additional business information.

1. In the Attachments section, select **Add** to upload supporting documents.
2. In the Commodities section, select **Add** to add commodities to your account.

Note: Adding commodities gives you the ability to receive email notifications regarding State of Michigan Business and Grant Opportunities.

3. Select **Next**.

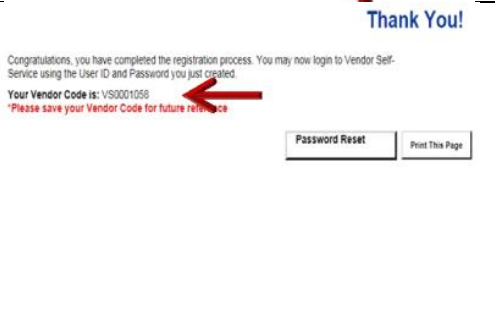
L. Review and submit the registration.

1. On the Registration Summary page, review the information and select an Update Information link to make any changes.
2. If no changes are needed, select **Submit Registration**.

3. Review the IRS W-9 Perjury Statement that displays and select **OK**.
4. Review the EFT Perjury Statement that displays and select **OK**.



- M. Complete the registration.
1. Record your new Vendor Customer ID number.
 2. Download your Substitute W-9 form for your records.
 3. Select Print this Page to print hard copy of your registration form.
 4. Close the Browser.



- N. Access SIGMA VSS.
1. On the VSS Home Page, enter the **User ID** and **Password**.
 2. Select **Login**. Your Account Summary page displays.
 3. Use the scroll bar and tabs to review your Account Information.

