

## Existing Vendor Registration

This documentation covers the **Vendor Registration** process for **Existing** St. Louis County vendors at <https://stlouiscountymovendors.munisselfservice.com>. If you are not an Existing Vendor with St. Louis County, please follow the instructions for New Vendors registration instead.

### Before you begin the registration process

As an existing vendor you have a vendor number with St. Louis County. This vendor number will appear on an existing PO or on an AP check stub. To obtain existing Vendor ID numbers, or to determine if you have an existing vendor ID number, please contact [vendors@stlouiscountymo.gov](mailto:vendors@stlouiscountymo.gov). When you register you will create a login to the Community Access Services site then link that login to your existing vendor number.

You will need:

- Your St. Louis County Vendor number.
- Your Federal Tax ID number or Social Security Number.

**Important Note: Leaving a web page idle for too long before completing registration will force your session to time out. To avoid your session timing out, do not allow more than 10 minutes of idle time between each web page.**

1. Click LOG IN in the upper right to create your login. Your login is created through a separate service called Community Access Services. If you do business with more than one client that uses Munis, the idea is that you can create one login to use for all the different vendor self service sites. Each location has a different URL for their VSS, but the login would be the same for all of them.

The screenshot shows the 'Vendor Self Service' login page. At the top left is the Tyler logo. At the top right is a 'LOG IN' button. Below the header is a navigation bar with 'Vendor Self Service' and 'Home'. The main content area is titled 'Welcome to Vendor Self Service!' and contains the following text:

**Forgot your password?**

**If you are you already a registered vendor with St. Louis County:**

- You must create a Community Access Services account using your existing email address.
- After you create your account you will need to link it to your existing St. Louis County vendor account.
- You will need your vendor number and your Federal Tax ID (FID) or Social Security Number (SSN) in order to link your account. (Your vendor number appears on an existing Purchase Order or on an AP check.)
- Follow the [instructions](#) on how to register with Community Access Services and link your existing account.
- If you are unable to link your account In Vendor Self Service AFTER FOLLOWING THE INSTRUCTIONS, email [vendors@stlouiscountymo.gov](mailto:vendors@stlouiscountymo.gov) or call 314-615-7067. Please provide your vendor number, a description of the issue, and a contact name and phone number.

**If you are you a new vendor:**

- You must create a Community Access Services account.
- You will need your Federal Tax ID (FID) or Social Security Number (SSN) to complete the registration process.
- Follow the [instructions](#) on how to register with Community Access Services and create your new St. Louis County vendor account so that you may submit a bid and view purchase orders, payments, and tax documents.
- If you are unable to register as a vendor AFTER FOLLOWING THE INSTRUCTIONS, email [vendors@stlouiscountymo.gov](mailto:vendors@stlouiscountymo.gov) or call 314-615-7067. Please provide your vendor number, a description of the issue, and a contact name and phone number.

**If you have already completed the processes above select "Log In" in the top right corner.**

**If you forget your password please follow these [instructions](#).**

2. After clicking on LOG IN in the upper right you'll be on the Community Access Services login page. If you are creating a new login for Community Access Services, click **Sign up** at the bottom of the screen.



Sign in to community access services.



Sign in with Google



Sign in with Apple



Sign in with Microsoft



Sign in with Facebook

OR

Email address

Password

Remember me

Sign in

[Forgot password?](#)

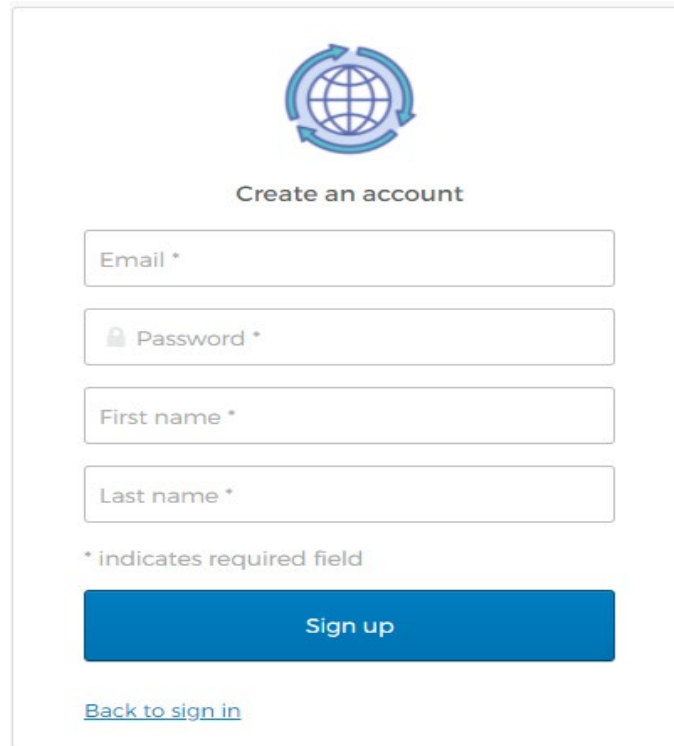
[Unlock account?](#)

[Help](#)

Don't have an account? [Sign up](#)



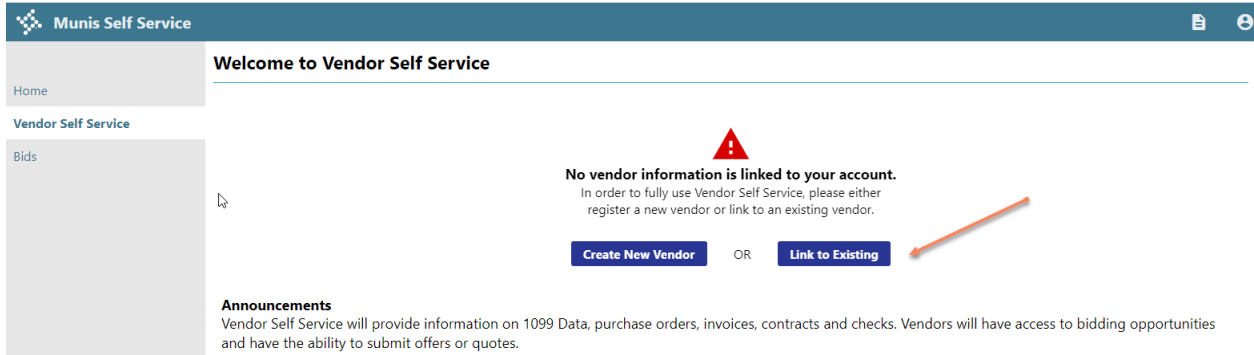
3. Enter your own private email address, **DO NOT USE AN EMAIL ADDRESS THAT IS SHARED AMONG MULTIPLE USERS**. Enter a password, first name, and last name for this account and click Sign up. Your username is your email address.



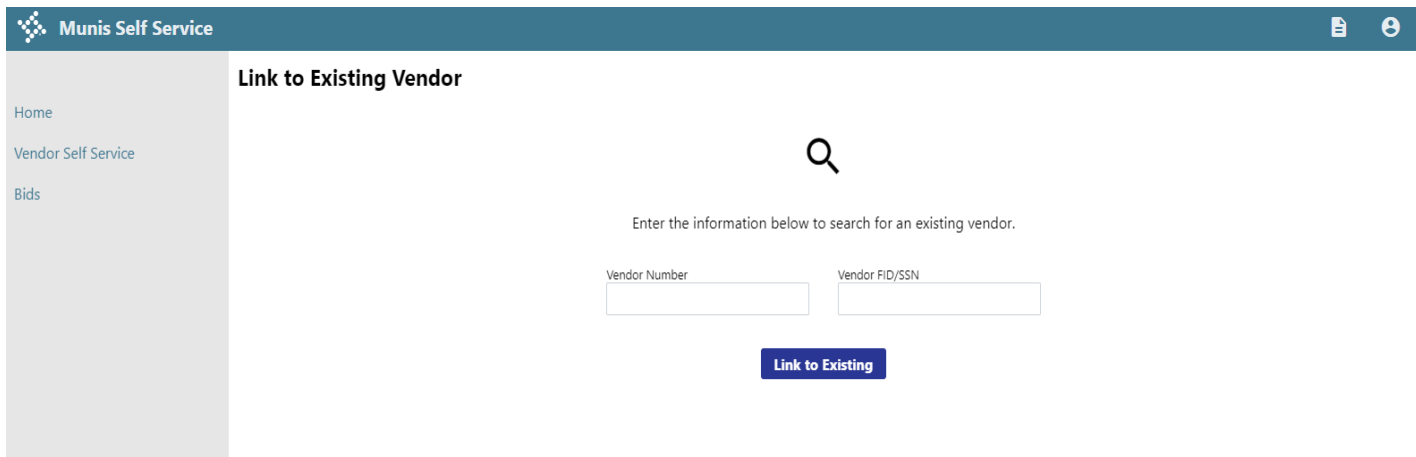
The screenshot shows a 'Create an account' form with the following elements:

- A globe icon with circular arrows at the top.
- The title 'Create an account'.
- Four input fields: 'Email \*', 'Password \*', 'First name \*', and 'Last name \*'.
- A note: '\* indicates required field'.
- A blue 'Sign up' button.
- A link: '[Back to sign in](#)'.

4. You will then receive a Community Access email to verify your email address and activate your account. The token in the link expires very quickly, but your account will still be created even if you click on the email after it expires. If the VSS site is ever logged into using a different device or browser, you will get an email from Community Access Identity telling you that this has happened so you can report suspicious activity if you were not actually the person logging in.
5. After you receive acknowledgement that your account has been created on the Community Access Services site, close that site and go back to <https://stlouiscountymovendors.munisselfservice.com> Click on LOG IN in the upper right corner again, and log in using your newly created username and password. This time you will move to the VSS welcome page after logging in. Click on **Link to Existing** to start entering your information



6. Enter your vendor number and your FID# or SSN. These two items must match existing information in the St. Louis County system to link your account. If the vendor number and FID/SSN don't match you will get the error message **"The FID/SSN value does not match an Existing Vendor"**



## ➤ User Contact Information

1. If your vendor information is found, the system will require you to enter a contact person that will be associated with this login profile. Choose **"GENERAL – General Contacts"** then enter your contact information. Click **Continue** when all required fields are filled in.

## User Contact Information

Contact Person

\* Contact Type

GENERAL - GENERAL CONTACTS

\* Name

Description

\* Phone

Text

Opt In

Fax

\* E-mail

Continue

- Once your profile information is entered you will be in Vendor Self Service and will see your vendor Profile information.

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### Welcome to Vendor Self Service

Home

Vendor Self Service

Vendor Information

**Profile information**

TEST CONTACT  
Phone: 123-456-7890  
[EMAIL@EMAIL.COM](mailto:EMAIL@EMAIL.COM)

**Vendor information**

[Redacted]

- Clicking on the Vendor Information tab on the left-hand side or the pencil icon allows you to review/revise existing information and include any required missing information.
- If changes are made to the company address, attach a new W-9 form via the **Attachment Tab** that will appear on the left. W-9 forms may be obtained from the **Resources** option in the upper right corner of the screen or the IRS website - <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.

- Home
- Vendor Self Service
- Vendor Information**
- Attachments**
- Commodities

## Attachments

Attachments can be added to your account. Use the following **Attach** buttons to select the documents to add. Once the documents have been selected, press the **Upload** button.

Attachment Type	Description	Required	Attachments	
General	Documents are not assigned to a type		(0)	<b>Attach</b>
default	Vendor Attachment		(0)	<b>Attach</b>

5. Complete any additional required missing profile information and select **Update**.
6. Once registration is completed and approved, vendors will have access to historical bids, checks, invoices, purchase orders and contracts with St. Louis County.

For Questions – email [vendors@stlouiscountymo.gov](mailto:vendors@stlouiscountymo.gov)