New Vendor Registration

Access Website [https://siouxfalls.org/vss](https://siouxfalls.org/vss)

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**Vendor Self Service**

Welcome to Vendor Self Service

Welcome to the City of Sioux Falls Vendor Self Service Portal.

Bids

**Registration**

Click to Register

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**tyler identity**


Sign in to your account

Username

Password

Remember me

Register for a new account

SIGN IN

Forgot password?

Click Here to Register as a new vendor

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**Register for a new account**

Email *

First name *

Last name *

Password *

Confirm password *

All information in this step must be completed to be able to register. Once complete click "Register"
You will receive a notice that your registration is complete.

You will receive the following email from TylerIdentity@Tylertech.com. Once this email is received, click on the link to confirm your email address.

You created an account with Tyler Portal.

Username: [redacted]@gmail.com

Please click here to confirm your email address:

https://munisselfservice.siouxfalls.org/prod/tyleridcore/userprovisioning/#/email/emailconfirm/20qUQJ5ZGicqrPfkRQ

Thanks!

Tyler Administrator

Click on the link to confirm your email address

You will be redirected back to the User Self Service to enter your password. Then click “Confirm Email”
Once your email has been confirmed you will receive an email stating that your account has been verified.

From: tyleridentity <tyleridentity@tylertech.com>
Date: Monday, August 26, 2019
Subject: [Tyler Portal] Email Account Verified
To: dawnmomx4 <**********@aol.com>

Username: **********@aol.com

Your email address has been verified with Tyler Portal.

Thanks!

Tyler Administrator

Once you get this email you will need to login to VSS https://siouxfalls.org/vss to complete the registration process.

Click on the button on the right hand side of the page to login.

Your will need to enter your Username and Password and then click “Sign In”
Step 1: Enter the Validation code in the box and click “Continue”

New Vendor Registration

Create user ID and password

Enter these validation numbers into the box below them

8763

EXISTING VENDORS ONLY
You must complete the following for initial registration.

Vendor ID

FID/SSN (enter without dashes)

Continue

Step 2: Enter your contact information. All * items must be filled into continue

User Contact Information

Contact Person

* Contact Type

GENERAL • General Contacts

* Name

MARK ANT

Description

* Phone

605-482-6583

Text

Opt In

Fax

* E-mail

D@gmail.com

Continue
Step 3: Enter your Vendor Registration Information.
Click “Continue”
Step 4: You will then be brought to Address information. Here you are able to add any additional addresses (i.e: lock box or remittances). Click “Continue”

Enter your SSN or Federal Tax ID as it shows on your W-9

Step 5: Next you are able to enter additional contacts if needed. Click “Continue”
Step 6: You may add any Commodities codes you would like associated with your Vendor account. If you have none or would prefer not to enter, just click “Continue”

<table>
<thead>
<tr>
<th>Commodity Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Agricultural, forestry, fishing, and hunting</td>
</tr>
<tr>
<td>002</td>
<td>Agriculture equipment and implements</td>
</tr>
<tr>
<td>003</td>
<td>Aircraft, aerospace and defense equipment</td>
</tr>
<tr>
<td>004</td>
<td>Aerospace, space - aviation equipment</td>
</tr>
<tr>
<td>005</td>
<td>Air transportation, mailing, and express equipment</td>
</tr>
<tr>
<td>006</td>
<td>Ammunition, gun, and fireworks</td>
</tr>
<tr>
<td>007</td>
<td>Ammunition, gun, and fireworks</td>
</tr>
</tbody>
</table>

Select Commodities

- Search for your commodities/services, then select and “Add”. Repeat as necessary. Click “Finished” when done.

Step 7: Review all information that you entered. If you find an area that needs to be changed, click on the **change** next to the section needing changed. When all is reviewed and you have read the “Terms & Conditions” Click “Register”
You will need to supply the City with a copy of your W-9 in order to become an active vendor. Click on the line in this section to upload the W-9 or you can email it to VendorRequest@siouxfalls.org.

Once you have completed the registration process you will receive an email from VendorRequest@siouxfalls.org confirming the completion.

Dear UNDOORN INC,

We are pleased to advise that you have been added as a Registered User to the Vendor Self Service website. Please read the following information carefully and be sure to save this message in a safe location for future reference.

Website Address: https://massservice.siouxfalls.org/TSS/VendorProfile-VendorSelfService.aspx

Username: USER1@GMAIL.COM

Registration Email confirmation Message

If you have any questions or are having issues, please email VendorRequest@siouxfalls.org or call 605-367-8860.