

Clayton Vendor Access Portal Instructions – Existing Vendors

Registration Guidelines:

Clayton County has recently updated our Clayton Vendor Access Portal (C-VAP) for Business Vendors. C-VAP provides web-based access to information stored in the Purchasing and Accounts Payable database. C-VAP allows vendors to search for and view 1099 data, purchase orders, invoices, and checks.

Existing registered Vendors will need to update their existing user ID and password. The new user ID will be a current email address. The Vendor ID and FID or SSN is needed in order to complete the process. Access to profiles, updating existing information and viewing transactions will not be permitted until a new login is created. Please see the instructions below.

All current vendors who have not previously registered in the system will need to complete a new registration.

IMPORTANT: Enter all information in CAPS. Failure to do so will result in a delay in the registration process. ALL CAPS WILL ENSURE CONSISTENCY IN OUR DATABASE.

If you experience any difficulties with C-VAP or need confirmation on your Vendor ID Number, FID or SSN, please contact Central Services via email @ vendors@claytoncountyga.gov .



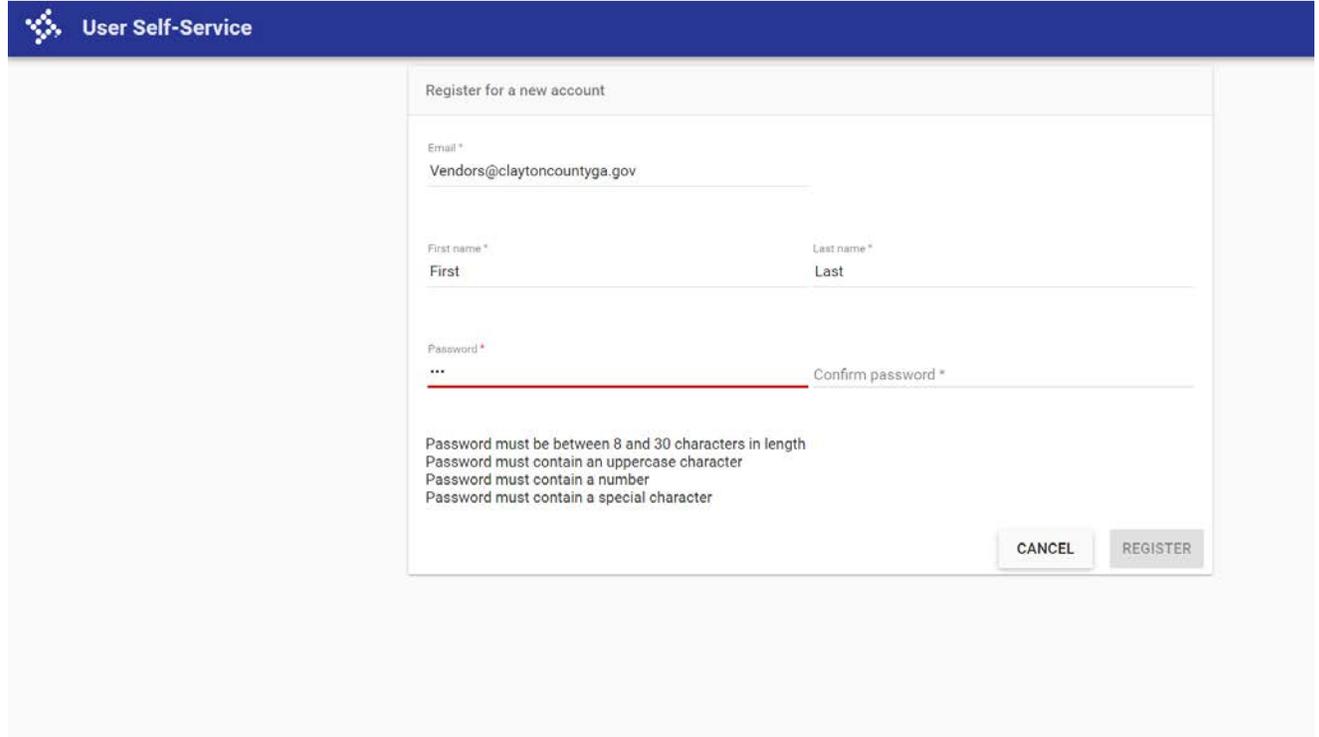
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1. Go to <https://munisselfservice.claytoncountyga.gov/vss/>.
2. Click on the Vendor Self Service link on the right side of the screen. Then click **Log In/ Register**.

3. Click **Register** for a new account. (Click this button even if you are an existing vendor)

Clayton Vendor Access Portal Instructions – Existing Vendors

4. Enter your e-mail address, First Name, Last Name, and password. Click **Register**.

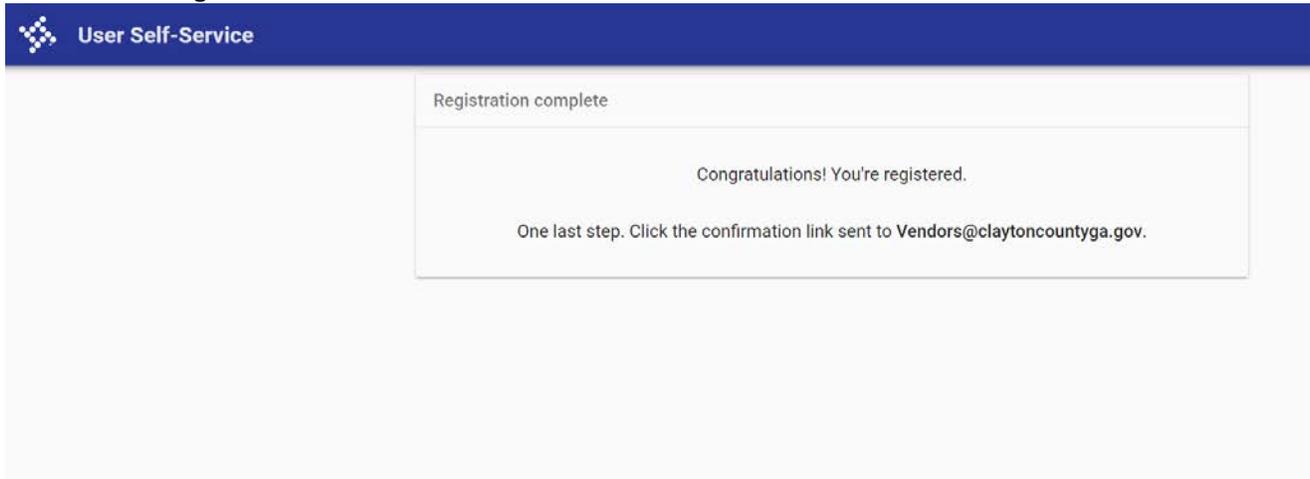


The screenshot shows the 'User Self-Service' registration page. The header is a dark blue bar with a white logo and the text 'User Self-Service'. Below the header is a white registration form titled 'Register for a new account'. The form contains the following fields and text:

- Email ***: A text input field containing 'Vendors@claytoncountyga.gov'.
- First name ***: A text input field containing 'First'.
- Last name ***: A text input field containing 'Last'.
- Password ***: A text input field containing '***'.
- Confirm password ***: A text input field.

Below the password fields, there are four lines of text: 'Password must be between 8 and 30 characters in length', 'Password must contain an uppercase character', 'Password must contain a number', and 'Password must contain a special character'. At the bottom right of the form are two buttons: 'CANCEL' and 'REGISTER'.

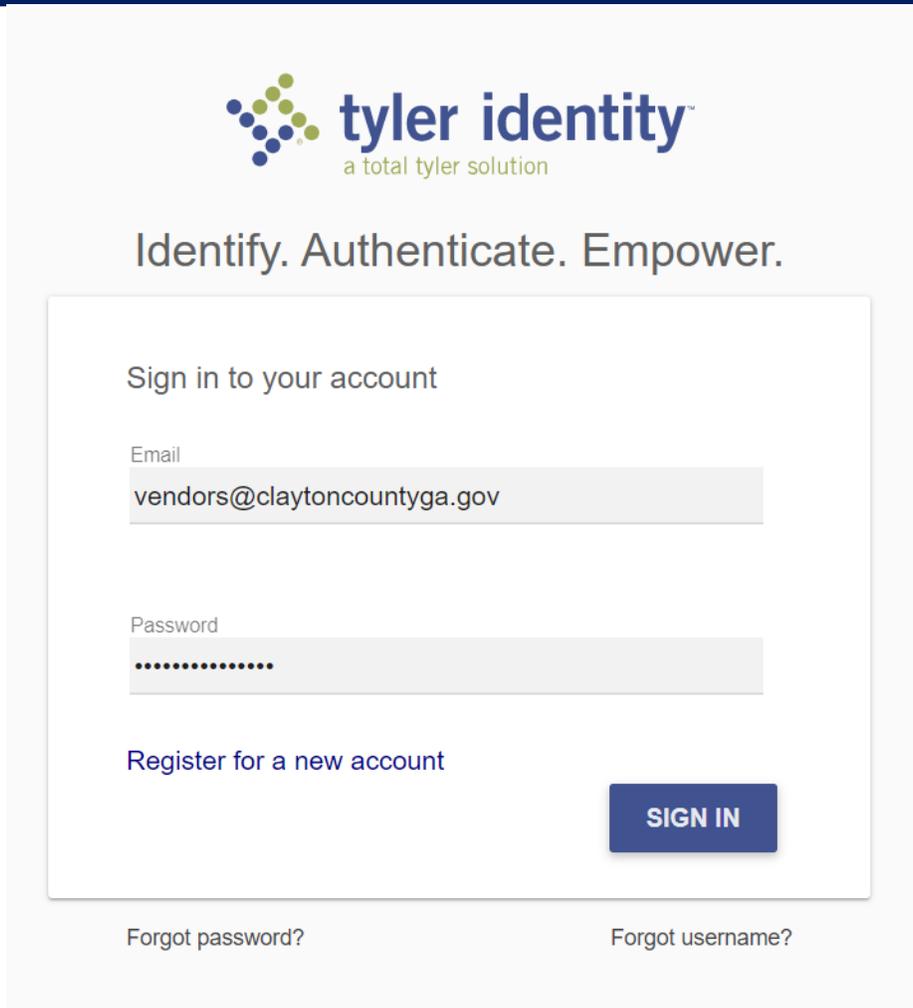
5. An e-mail will be sent to you to complete your registration. After clicking the link in your e-mail, you can sign in.



The screenshot shows the 'User Self-Service' registration completion page. The header is a dark blue bar with a white logo and the text 'User Self-Service'. Below the header is a white message box titled 'Registration complete'. The message box contains the following text:

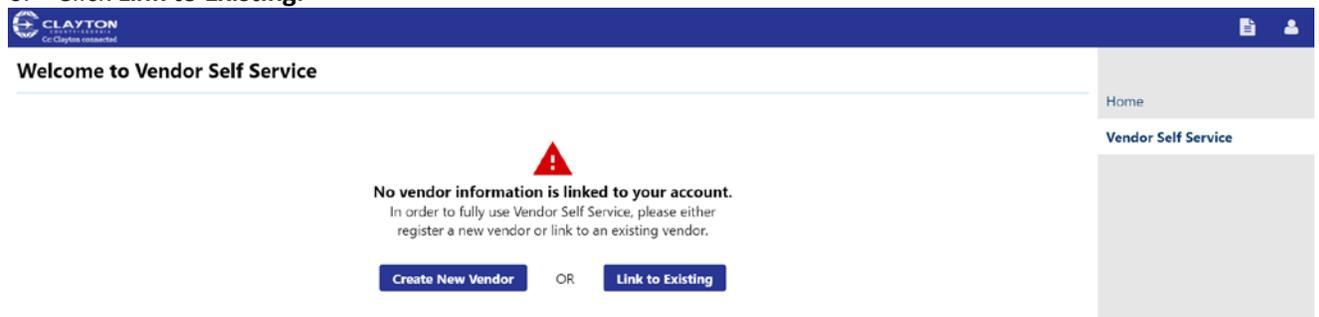
- Registration complete**
- Congratulations! You're registered.**
- One last step. Click the confirmation link sent to Vendors@claytoncountyga.gov.

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The image shows the Tyler Identity login interface. At the top is the Tyler Identity logo with the tagline "a total tyler solution". Below the logo is the slogan "Identify. Authenticate. Empower." The main content area is a white box with a light gray border. Inside, it says "Sign in to your account". There are two input fields: "Email" with the value "vendors@claytoncountyga.gov" and "Password" with a masked password of ten dots. Below the password field is a link "Register for a new account" and a blue "SIGN IN" button. At the bottom of the white box are two links: "Forgot password?" and "Forgot username?".

6. Click **Link to Existing**.



The image shows the Vendor Self Service dashboard. At the top left is the Clayton County logo. The main header says "Welcome to Vendor Self Service". On the right is a navigation menu with "Home" and "Vendor Self Service". The main content area features a red warning triangle icon and the text: "No vendor information is linked to your account. In order to fully use Vendor Self Service, please either register a new vendor or link to an existing vendor." Below this text are two buttons: "Create New Vendor" and "Link to Existing", separated by the word "OR".

7. Enter your Vendor Number and FID or SSN. Click **Link to Existing**. For issues with your Vendor Number, please contact vendors@claytoncountyga.gov.

Clayton Vendor Access Portal Instructions – Existing Vendors



Link to Existing Vendor



Enter the information below to search for an existing vendor.

[Link to Existing](#)

[Home](#)

[Vendor Self Service](#)

8. Enter your contact information. Click **Continue**.



User Contact Information

Contact Person

* Contact Type

GENERAL - General Contacts

* Name

JANE DOE

Description

* Phone

770-477-3587

Text

Opt In

Fax

* E-mail

VENDORS@CLAYTONCOUNTYGA.GOV

[Continue](#)

9. Your registration is now complete.