

Vendor Self Service Registration Tutorial Alexandria City Public Schools





VSS Registration

Welcome to ACPS Vendor Self Service Registration Instructions

- First-Time VSS Users- Click [here](#) to be re-directed to the registration screen or copy the link below.

<https://acps.munisselfservice.com/default.aspx>

1. Click on blue letters – **CLICK HERE.**

ACPS Self Service

LOG IN

ACPS Employee Self Service

Welcome to ACPS EMPLOYEE SELF SERVICE (ESS) & VENDOR SELF SERVICE (VSS).

Home

LOGIN INSTRUCTIONS

ACPS EMPLOYEE SELF SERVICE

Click on the link "Log In" on the upper right corner of this screen. Then, type in your User name (employee id#) and Password.

*For FIRST-TIME ESS USERS, your login is your ACPS employee id#, and your password is the last 4 digits of your Social Security number. You will then be prompted to change your password.

ESS Log Out Instructions:

To log out of ACPS ESS, click on your name and then click the link "Log Out" on the upper right corner of this screen.

ACPS VENDOR SELF SERVICE:

*Vendor Self Service has moved, to be directed to our Vendor Self Service site please [CLICK HERE](#).

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VSS Registration

2. Click on **Vendor Self Service**

ACPS Self Service LOG IN

ACPS VENDOR SELF SERVICE

Home **2**
Vendor Self Service

ACPS VENDOR SELF SERVICE:

*FIRST-TIME VSS USERS need to register before they can use ACPS Vendor Self Service portal. To register, click on the link "Vendor Self Service" and then "Registration". Choose your own login and password and provide the needed information.

*EXISTING VSS USERS: Click the link "LOG IN" on the upper right corner of this screen.

VSS "Log Out" Instructions:

To log out of ACPS Vendor Self Service, click on your company name and then click the link "Log Out" on the upper right corner of this screen.

Please note, we do not keep your login and password information. For password resets, click on the link "LOG IN" on the upper right corner of this page and then click on "Forgot your password?". Enter your username and click "Retrieve Hint". An email containing your password hint will be sent to you. You may also request to reset your password by clicking on the link provided in your email.

Thank you!

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VSS Registration


3. Click on **Log in/Register**





VSS Registration


4. Click on **Sign Up**

Sign in to community access services for Alexandria City Public Schools.

 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](#)



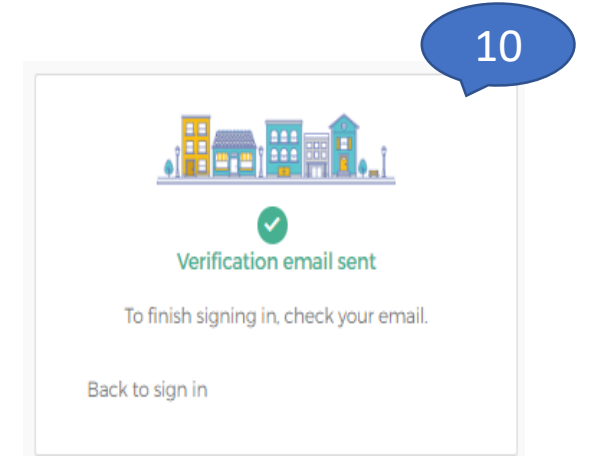
VSS Registration

5. Type in your **Email address**
6. Create your own **password**
7. Type your **First Name**
8. Type your **Last Name**
9. Click **Sign up**
10. You will receive a **Verification email sent** message

The screenshot shows a 'Create an account' form with the following fields and callouts:

- Callout 5 points to the 'Email *' input field.
- Callout 6 points to the 'Password *' input field.
- Callout 7 points to the 'First name *' input field.
- Callout 8 points to the 'Last name *' input field.
- Callout 9 points to the 'Sign up' button.

Below the input fields, there is a note: '* indicates required field'. At the bottom of the form, there is a link: [Back to sign in](#).





VSS Registration

11. You will receive a **Welcome Email** to the address provided to activate your account

12. Click on **Activate account** (this will re-direct you again to the sign in screen)

Hi Lorena,

11

Welcome to your Community Access account!

Your organization uses Community Access and Tyler Technologies to manage access to applications which serve citizens.

Community Access provides access to all of your citizen applications and connects you to other public applications within Tyler Technology's ecosystem.

[Learn more about Community Access.](#)

To verify your email address and activate your account, please click the following link:

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Activate account

This link expires in 7 days.



VSS Registration

13. Type **Email address** entered at time of initial registration

14. Type **Password** entered at time of initial registration

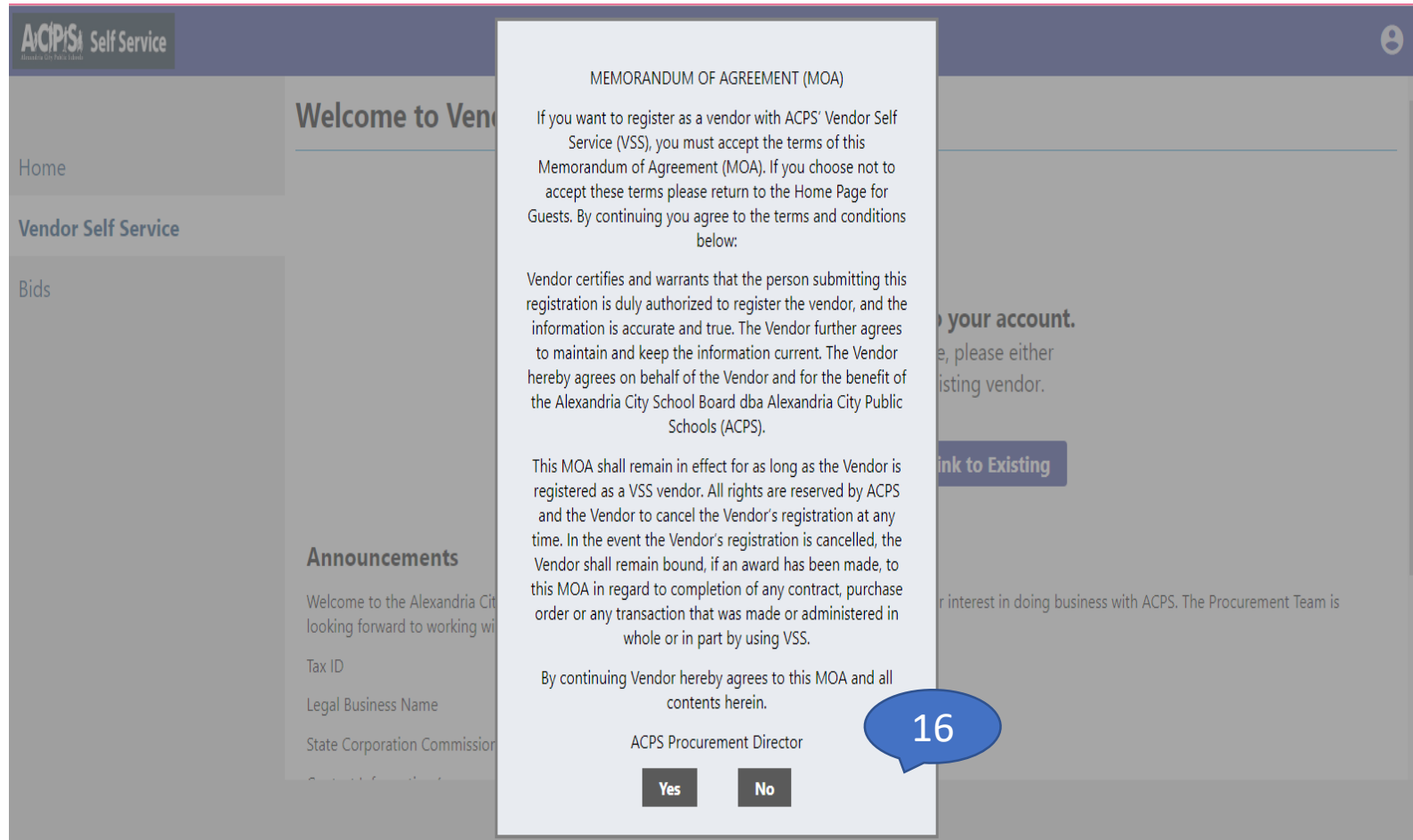
15. Click **Sign in**

The screenshot shows a sign-in interface for 'community access services'. At the top is a globe icon with a circular arrow. Below it are four social login buttons: 'Sign in with Google', 'Sign in with Apple', 'Sign in with Microsoft', and 'Sign in with Facebook'. A horizontal line with 'OR' in the center separates these from the standard login fields. The 'Email address' field is highlighted with a blue border and a callout bubble labeled '13'. Below it is the 'Password' field, also with a callout bubble labeled '14'. Under the password field is a 'Remember me' checkbox. A large blue 'Sign in' button is below the checkbox, with a callout bubble labeled '15'. At the bottom are three links: 'Forgot password?', 'Unlock account?', and 'Help'. At the very bottom is a link for 'Don't have an account? Sign up'.



VSS Registration

16. You will receive a **Memorandum of Agreement (MOA)** message





VSS Registration

17. Welcome to Vendor Self Service

screen will pop-up

18. Click on **Create New Vendor** (if there is no existing account with ACPS) **or** Click on **Link to Existing** (if there is already an active account and a new user needs to be added Note: Vendor number is required)



VSS Registration

19. **New Vendor Registration** will open-up
20. Type in **Company Name** (Line 1 on W-9)
21. Select **Vendor Type: NON-PREFERRED**
22. Type in your **E-mail Address**
23. Select **FID** or **SSN** based on (W-9)
24. Type your **FID** or **SSN** as it appears on your W-9
25. Re-type your **FID** or **SSN**
26. Type address as it appears on Box 5 of W-9
27. Select **Minority Business Enterprise** only if your business classifies as a Minority Owned Business.
28. Click **CONTINUE**

The screenshot shows the 'New Vendor Registration' page in the ACIPSA Self Service portal. The page is titled 'New Vendor Registration' and includes a success message: 'Your User ID and password have been successfully set. Please continue with the registration process.' The form is divided into several sections:

- Enter Vendor Registration Information:** This section contains the 'Company Information' and 'Vendor Address' fields.
 - Company Information:** Includes fields for 'Company Name' (Line 1 on W-9), 'Line 2 (OPTIONAL)', 'Line 3 (OPTIONAL)', 'Line 4 (OPTIONAL)', 'Doing business as (if different from above)', 'Vendor Type' (Select Type...), 'Foreign Entity' (checkbox), 'Send Accounts Payable checks to the above address' (checkbox), 'Send Purchase Orders to the above address' (checkbox), 'EMAIL', 'Website', 'DUNS', and 'California Permit Number'.
 - Vendor Address:** Includes fields for 'Address' (Line 1 on W-9), 'Line 2 (OPTIONAL)', 'Line 3 (OPTIONAL)', 'Line 4 (OPTIONAL)', 'City', 'State' (N/A), 'Zip Code', 'County', 'Country', 'Geographic' (Select Type...), 'Fax Number', and 'Minority Business Enterprise' (checkbox).
- Minority Business Enterprise:** This section includes a checkbox for 'Minority Business Enterprise' and a dropdown for 'Minority Business Enterprise Classifications' (select all that apply).
- Payment Terms:** This section includes a dropdown for 'Your preferred payables delivery method(s)' and a dropdown for 'Your preferred purchasing delivery method(s)'.

Numbered callouts (19-28) are placed over the form fields to indicate the registration steps. Callout 19 points to the 'New Vendor Registration' title. Callout 20 points to the 'Company Name' field. Callout 21 points to the 'Vendor Type' dropdown. Callout 22 points to the 'EMAIL' field. Callout 23 points to the 'FID or SSN' radio buttons. Callout 24 points to the 'FID/SSN' field. Callout 25 points to the 'Re-type FID/SSN' field. Callout 26 points to the 'Address' field. Callout 27 points to the 'Minority Business Enterprise' checkbox. Callout 28 points to the 'CONTINUE' button.



VSS Registration

29. Click **Add** and add the business name as it appears on line 2 of your W-9 if different than name listed on line 1.

ACPS Self Service

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Home

Vendor Self Service

Bids

New Vendor Registration

Address information

Step 2

Addresses

add

29

Name/DBA	Address	Is Default
<div>Continue</div>		



VSS Registration

30. Type **name** as it appears on line 2 of your W-9.

31. Type **address** if different than original address on W-9

32. Click **SAVE**

ACIPSA Self Service

Home
Vendor Self Service
Bids

New Vendor Registration

General Vendor Contacts

*Address Type
General

*Company Name
LORENA REYES

(line 2)
(line 3)
(line 4)

Doing business as (if different from above)

*Address
1340 BRADDOCK PL

(line 2)
SUITE 620
(line 3)
(line 4)

*City
ALEXANDRIA

*State
VA

*Zip
22314

County
Country

E-Mail
ACPSLORENA.REYESD@GMAIL.COM

Your preferred payables delivery method(s).
☐ Mail ☒ E-Mail

30 **31** **31** **31** **32**

SAVE **CANCEL**



VSS Registration

33. Click **Continue** once you are done adding the dba (if any).

ACIPIS Self Service

Home

Vendor Self Service

Bids

New Vendor Registration

Address information

Step 2

Addresses

[add](#)

Name/DBA	Address	Is Default
LORENA REYES Test page	1340 BRADDOCK PL SUITE 620 ALEXANDRIA, VA 22314	<div>33</div> Y

[change](#)

Continue

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VSS Registration

34. Add **User Contact Information** for any **Point of contact** for your company i.e **Accounts Payable, Accounts receivables etc.**

35. Click **Continue**

AVCIPSA Self Service

User Contact Information

Home
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Bids

Contact Person **34**

* Contact Type
Select Type...

* Name

Description

* Phone

Text ☐ Opt In

* E-mail

35

Continue

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VSS Registration

36. Click **Continue** when done entering all your point of contacts or new if you need to add additional contacts

ACPS Self Service

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Home

Vendor Self Service

Bids

New Vendor Registration

Step 2

General Vendor Contacts

Address Contacts

Type	Name	Description	Email	Telephone
GENERAL - General Contacts	LORENA REYES		LORENA.REYES@ACPS.K12.VA.US	Phone: 703-619-8344 Text: <div>36</div>

Continue

New Contact

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VSS Registration

37. Search the **commodities** that apply to the goods/services you will be providing.

38. Put a **check mark** to the commodities that apply

39. Click **add** when all commodities have been selected

40. Click **Continue**

ACPS Self-Service

Home
Vendor Self Service
Bids

Select Commodities

Select Commodities

Search for your commodities/services, then select and "Add". Search again when done.

Keyword(s) or commodity code(s) (1 or more digits) **37** **Search**

[List all commodities/services](#)

38 284 Results (1-40) | [41-50](#) | [51-60](#) | [Next](#)

	Description
<input type="checkbox"/> 645	PAPER, FOR OFFICE AND PRINT SHOP USE
<input type="checkbox"/> 005	ABRASIVES
<input type="checkbox"/> 010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
<input type="checkbox"/> 015	ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES, CHEMICALS, INKS, PAPER, ETC.
<input type="checkbox"/> 019	AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES
<input type="checkbox"/> 020	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)
<input type="checkbox"/> 021	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)
<input type="checkbox"/> 022	AGRICULTURAL EQUIPMENT AND IMPLEMENT PARTS
<input type="checkbox"/> 025	AIR COMPRESSORS AND ACCESSORIES
<input type="checkbox"/> 39	AIR CONDITIONING, HEATING, AND VENTILATING EQUIPMENT, PARTS AND ACCESSORIES (SEE CLASS 740 ALSO)

Add

Currently Added

There are no commodities to display for this vendor.

40 **Continue** **Cancel**

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VSS Registration

- 41. Click **Attach** to upload a copy of your W-9
- 42. Click **Register**

ACPS Self Service

Home

Vendor Self Service

Bids

Vendor Self Service

Bids

Vendor Self Service

Bids

New Vendor Registration

Review

Step 5

Please check that the information below is correct. Make changes if necessary, then click on "Register."

General Information

change

Name/DBA

Entity

Address

Fax Number

SSN

Geographic

E-Mail

Web Site

Vendor Type

Gender

Ethnicity

Foreign Entity

Lorena reyes

1340 BRADDOCK PL
SUITE 620
ALEXANDRIA, VA 22314

526-56-7808

ACPSLORENA.REYES@GMAIL.COM

N NON-PREFERRED

No

Address Information

change

Name/DBA	Address	Default
LORENA REYES	1340 BRADDOCK PL SUITE 620 ALEXANDRIA, VA 22314	Y
Test page		

Accounts Contacts

change

Type	Name	Description	Email	Phone	Text
GENERAL -	LORENA REYES		LORENA.REYES@ACPS.K12.VA.US	703-619-8344	
General Contacts					

Commodities

change

Attachments

Attachment Type	Description	Required	Attachments
General	Documents are not assigned to a type		(0) 41 Attach
default	Vendor Attachment		(0) Attach

1

MEMORANDUM OF AGREEMENT (MOA)

If you want to register as a vendor with ACPS' Vendor Self Service (VSS), you must accept the terms of this Memorandum of Agreement (MOA). If you choose not to accept these terms please return to the Home Page for Guests. By continuing you agree to the terms and conditions below.

Vendor certifies and warrants that the person submitting this registration is duly authorized to register the vendor, and the information is accurate and true. The Vendor further agrees to maintain and keep the information current. The Vendor hereby agrees on behalf of the Vendor and for the benefit of the Alexandria City School Board dba Alexandria City Public Schools (ACPS).

This MOA shall remain in effect for as long as the Vendor is registered as a VSS vendor. All rights are reserved by ACPS and the Vendor to cancel the Vendor's registration at any time. In the event the Vendor's registration is cancelled, the Vendor shall remain bound. If an award has been made to this MOA in regard to completion of any contract, purchase order or any transaction that was made or administered in whole or in part by using VSS.

By continuing Vendor hereby agrees to this MOA and all contents herein.

ACPS Procurement Director

☐ I have read and accept the terms & conditions.

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Register **Cancel**

(Only click Register once and refrain from using your browser's Back or Refresh button.)

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VSS Registration

43. This screen will pop-up **do not** close this page until your New Vendor Registration page appears on the screen.





VSS Registration

44. **Congratulations!** Your registration has been submitted successfully. A procurement team member will contact you when your account becomes active.

