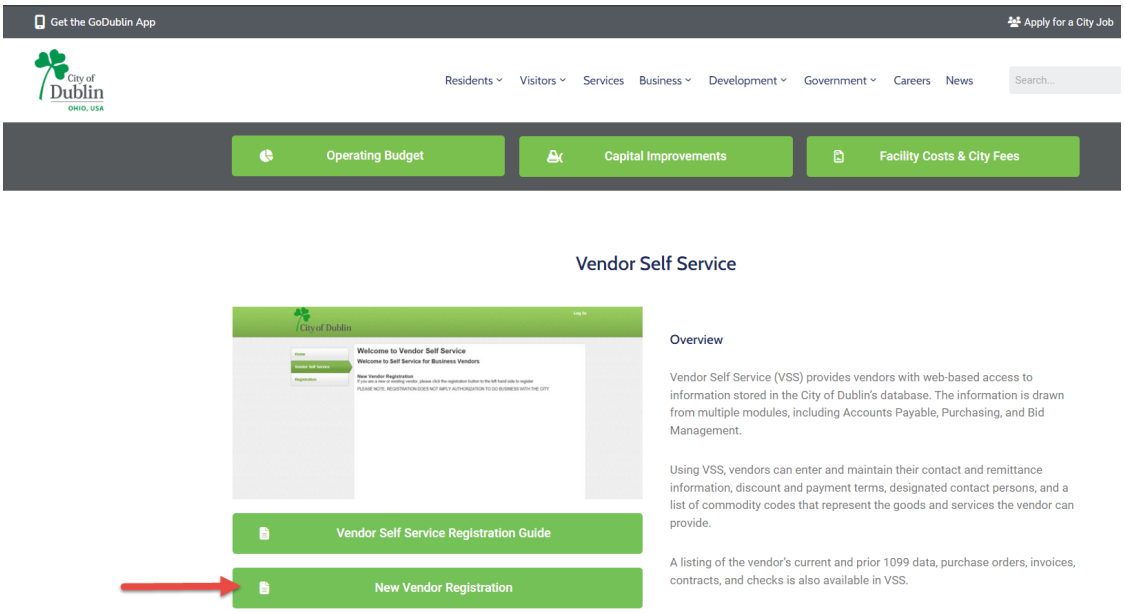
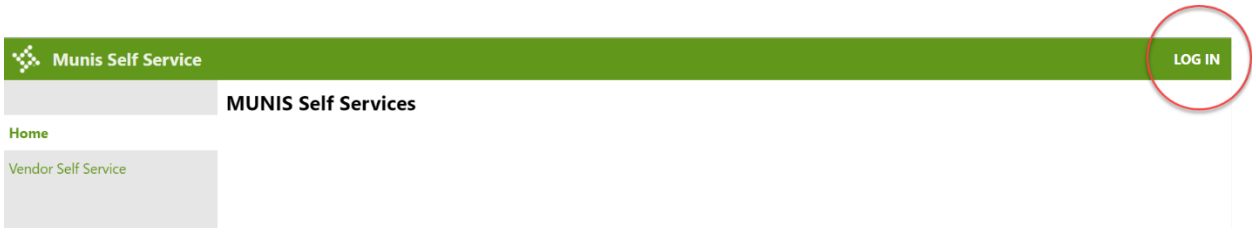
VENDOR SELF-SERVICE GUIDE

Sign-in as an Existing Vendor

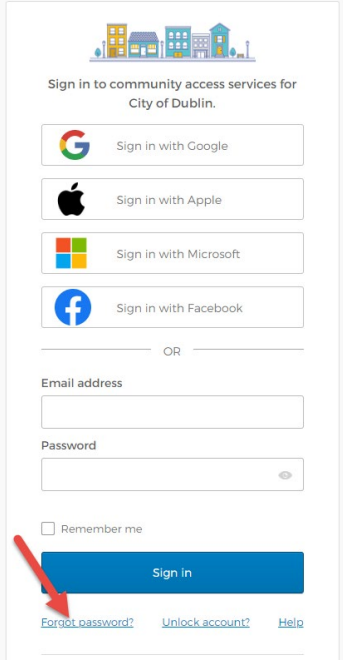
1. Click link to enter Vendor Self Service (https://selfservice.dublin.oh.us/vss/)



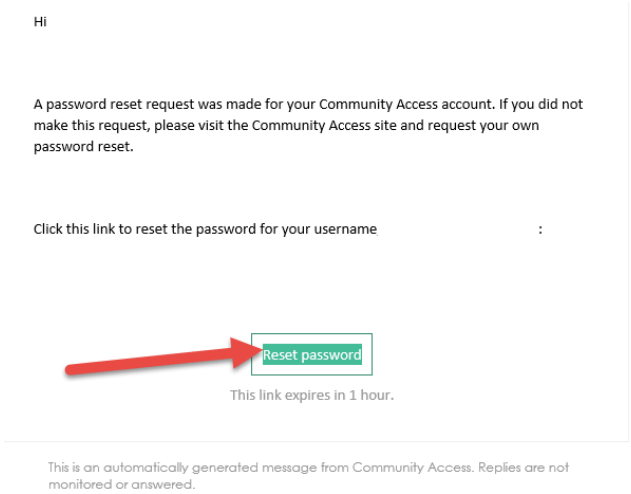
2. Click Login



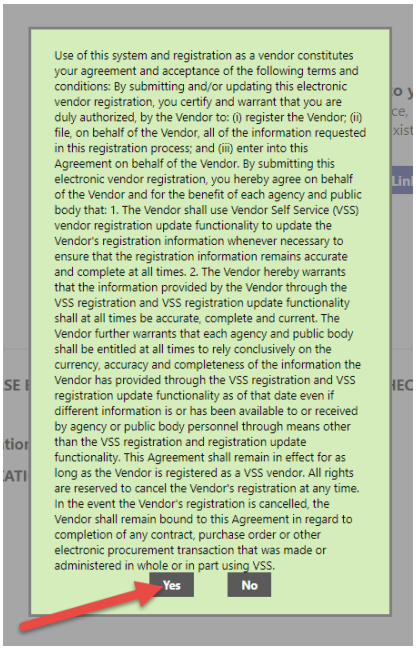
1. If you are currently a vendor with the City enter your email address and click "Forgot Password?"



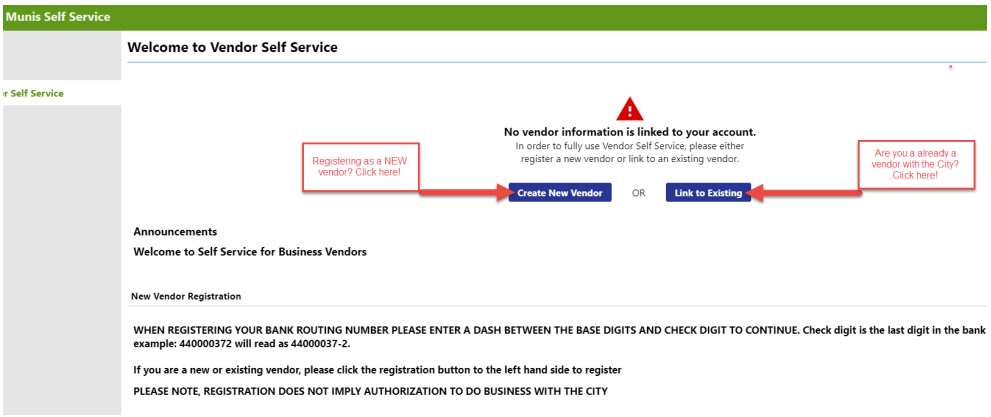
2. Check email for password reset instructions.



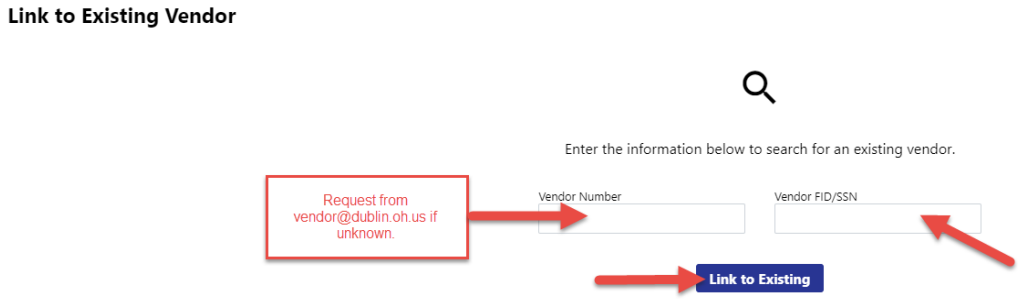
3. Follow link to reset password and login.
4. Accept the Terms and Conditions.



5. Click Link to Existing.



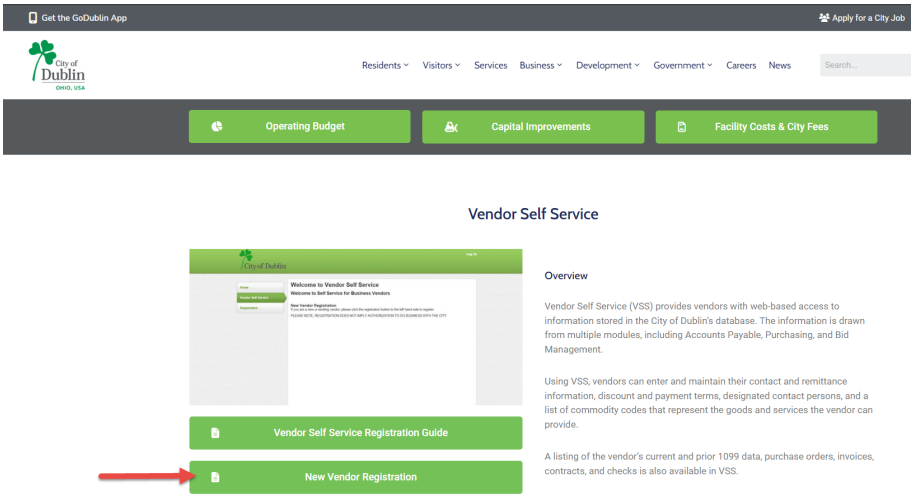
6. Fill out Vendor Number (if unknown contact vendor@dublin.oh.us) and Vendor Tax ID.



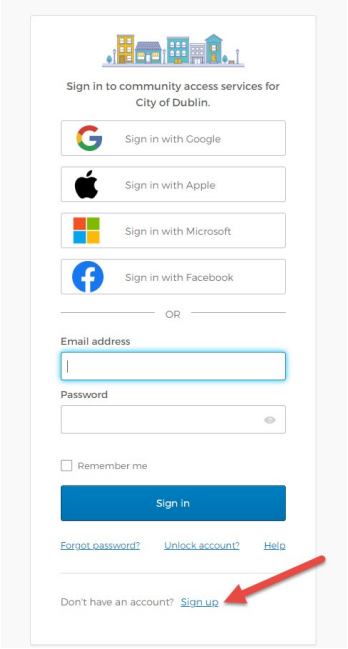
7. Enter contact information as appropriate.
8. **Access to Vendor Self Service is now complete.**

Sign-in as a New Vendor

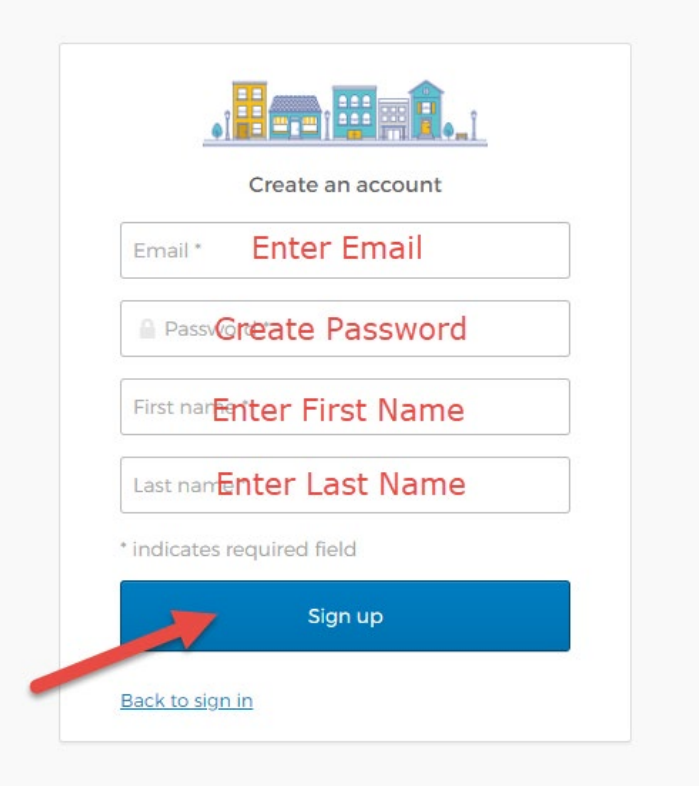
1. Click link to enter Vendor Self Service (https://selfservice.dublin.oh.us/vss/)



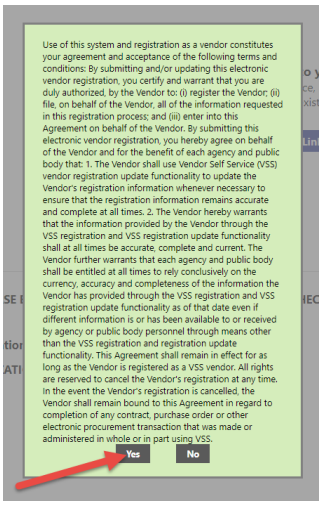
2. Click Sign up.



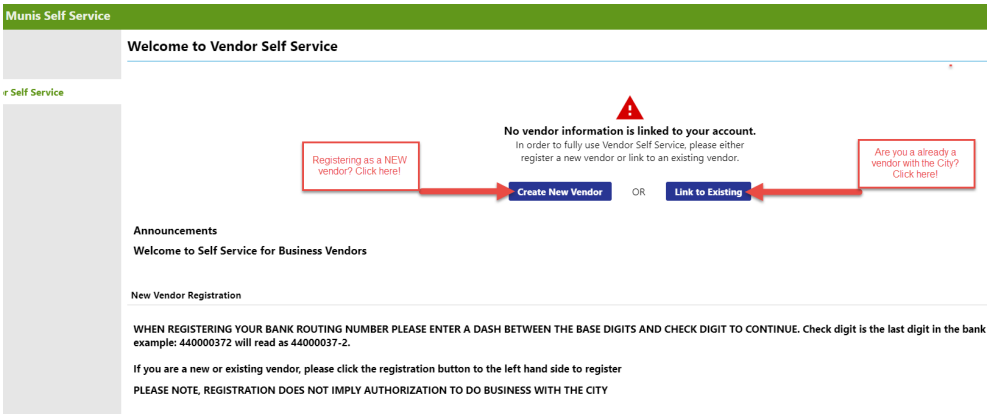
3. Create a Vendor Self Service account.



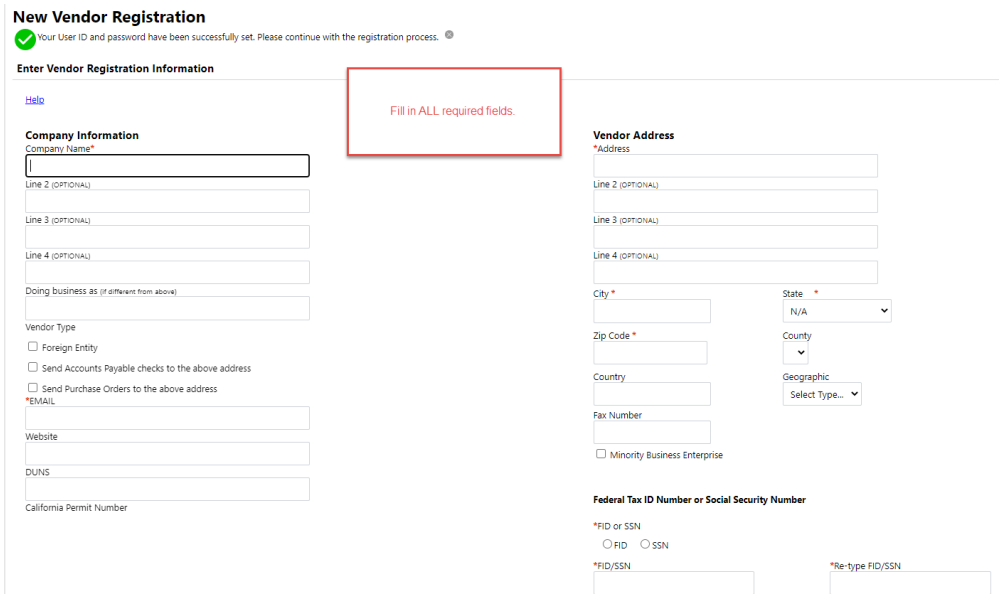
4. Accept the Terms and Conditions.



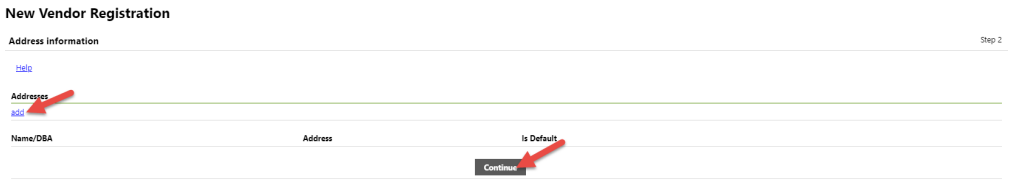
5. Register as a new vendor by clicking Create New Vendor **or** connect to an existing City vendor account by clicking Link to Existing.



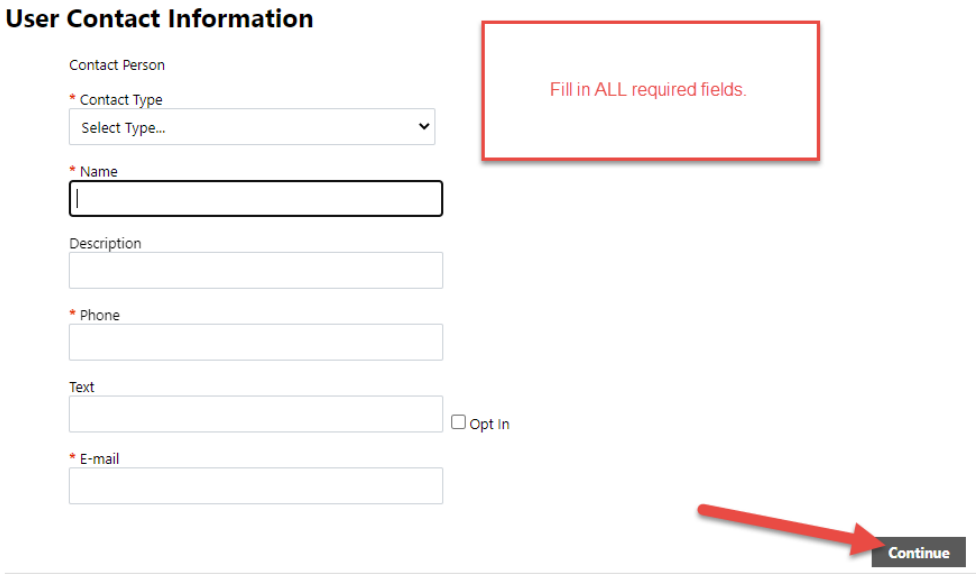
6. Click Create New Vendor.
7. Fill in all required fields and click Continue.



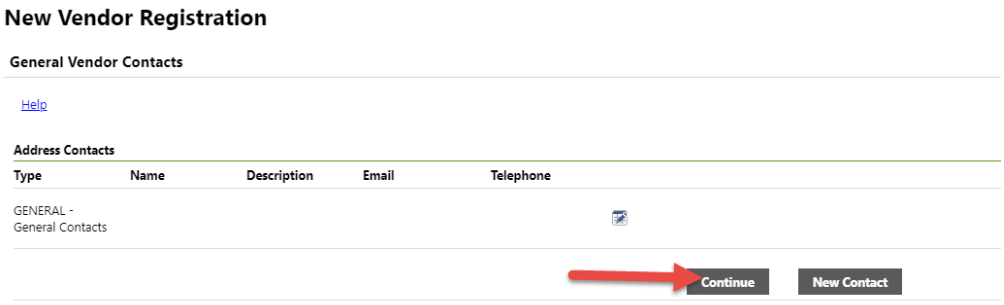
8. If you have additional addresses enter them here, if not skip. Click Continue.



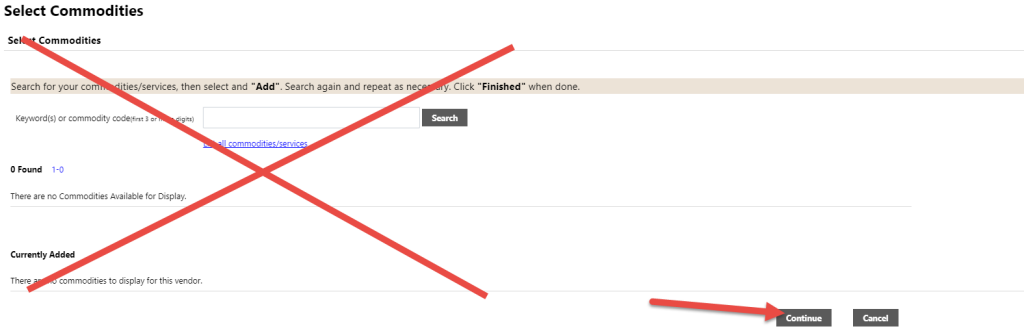
9. Fill in all required fields with contact information and click Continue.



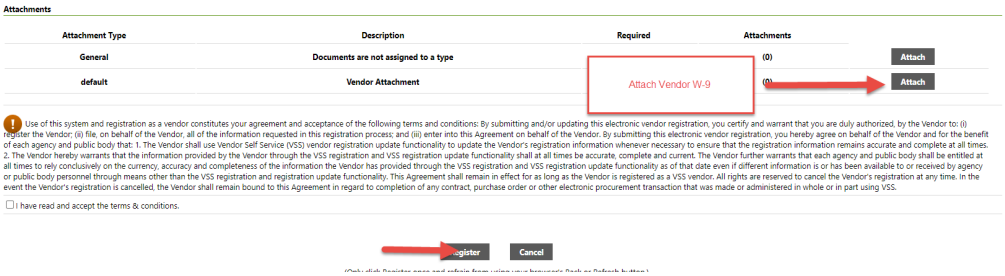
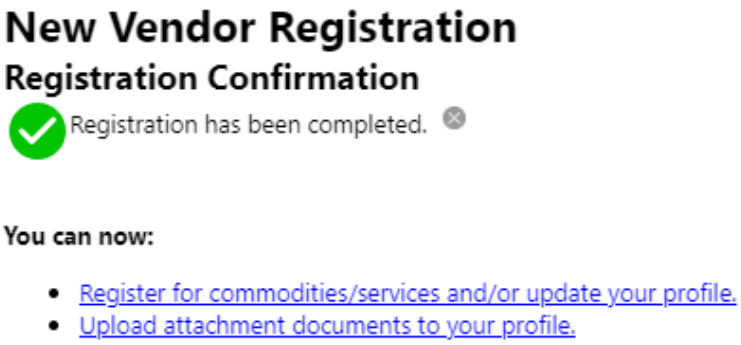
10. After contact(s) have been added click Continue.



11. The City does not currently use commodity codes. Click continue.



12. Review information for accuracy and attach vendor W-9. Click Register.



13. Vendor Registration is finished. **<u>Access to Vendor Self Service is now complete.</u>**