

VSS Instructions

Go to: <https://essexcountynyvendors.munisselfservice.com/>

Click Vendor Self Service

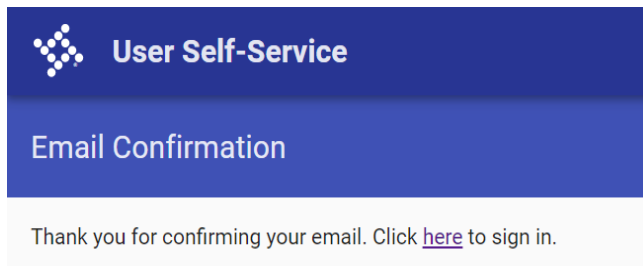


If you **HAVE NOT DONE BUSINESS WITH ESSEX COUNTY**, please submit a completed W9 Form to the Essex County Purchasing Office via email to: Purchasing@essexcountyny.gov or Fax to 518-873-3339. A vendor number will be provided to you within a day or two. Please call 518-873-3330 if you do not receive a vendor number timely.

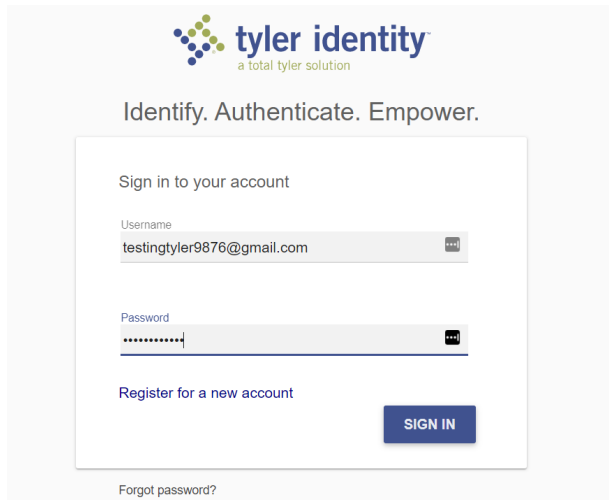
Once you have your Vendor Number, follow the steps below:

Click [Log in/Register](#)

The first time you login, you must register with VSS. In order to do this, click “Register for a new account”, which is in blue toward the bottom of Tyler Identity login screen. Fill in the email address that you will use to login to VSS, including your first and last name and password. This will create your account in VSS. You will be sent a confirmation email and must confirm your email address within that email by clicking the link in the body. The email will be from noreply@tylertech.com. Please check your spam box if not found. Once you click on the link, it will ask you to put in your password again, for purposes of confirmation. When you do, get the following message:



You do not need to click on the “click here to sign in”. This will not bring you to the page needed to get into VSS. Instead, go back to https://essexcountynyvendors.munisselfservice.com and login using your email and password by clicking, again, on “login/register”. This time enter your login information that you just registered.



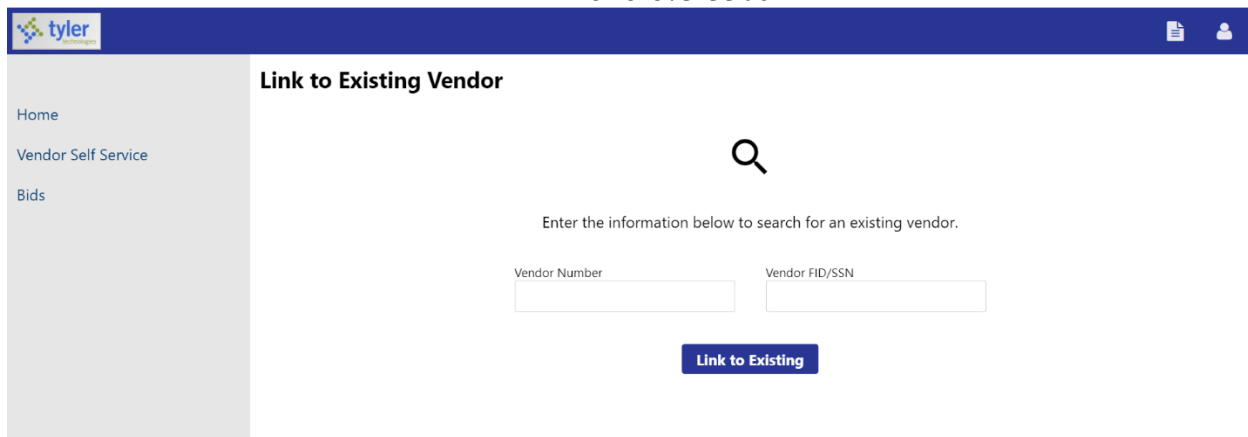
The image shows the Tyler Identity login interface. At the top is the Tyler Identity logo with the tagline "a total tyler solution". Below the logo is the slogan "Identify. Authenticate. Empower." The main content area is titled "Sign in to your account" and contains two input fields: "Username" with the value "testingtyler9876@gmail.com" and "Password" with masked characters. A "SIGN IN" button is positioned to the right of the password field. Below the sign-in area, there is a link for "Register for a new account" and a "Forgot password?" link at the bottom left.

Once you have logged in you will need click “LINK TO EXISTING”.

PLEASE DO NOT click “CREATE NEW VENDOR”

Link to Existing

- a. You should have obtained your vendor number from Essex County. If you do not know this number, please reach out to the Essex County Auditor’s Office at Auditors@essexcountyny.gov to get this information before proceeding.
- b. Enter your Vendor Number, from Essex County, followed by your FID/SSN that we have on record. Your FID/SSN MUST match our records on file. If they do not, then you will not be able to register your account. In this case, please reach out to the Auditor’s for more information at 518-873-3306.



The image shows the "Link to Existing Vendor" page in the Tyler Identity system. The page has a dark blue header with the Tyler Identity logo on the left and document and user icons on the right. A left sidebar contains navigation links for "Home", "Vendor Self Service", and "Bids". The main content area is titled "Link to Existing Vendor" and features a search icon. Below the icon is the instruction "Enter the information below to search for an existing vendor." There are two input fields: "Vendor Number" and "Vendor FID/SSN". A blue "Link to Existing" button is located below the input fields.

You can search for “Checks, Invoices, Purchase Orders and/or Contracts.