

Vocational Rehabilitation Claim Payment System

Vendor Information Blast

Vendor Registration Profile-Updates and Changes



All vendors are required to ensure that the information on their registration is up to date and accurate. **According to the Vendor Agreement, vendor registrations must be updated at least annually.** A vendor super user should take some time this month to review your registration, make any necessary changes, and ensure the registration is in 'Approved' status. Below you will find examples of things to review and answers to questions you may have.

HAVE YOU HAD A RECENT CHANGE IN BUSINESS NAME, FEDERAL ID NUMBER, OWNERSHIP, OR BANKING INFORMATION?

The following scenarios may require updates to your vendor registration.

- If the FEIN has changed, ownership has changed and bank information has changed, please contact VR's helpdesk (VRVendor@fssa.in.gov) for next steps to create a new account.
- If only the banking information has changed, please review, update, and save the new bank account information in VR-CPS in the Banking Tab.

ARE THE REQUIRED CREDENTIALS CURRENT?

Please ensure that all listed credentials are as current as possible. Any existing credentials should be edited instead of adding a new line. Credentials that are no longer relevant should be deleted from the registration. Please add any new relevant credentials. Please note that you will see a red banner at the top of your registration if any of your listed credentials are expired or will expire within 30 days. At the very least, those credentials must be updated.

HAVE YOU LOCKED THE ACCOUNT ACCESS FOR STAFF THAT HAVE LEFT?

Your vendor super user(s) has the responsibility to maintain the user access to your registration. If the vendor super user has left the company and a vendor has lost access to the account, please contact VR's helpdesk (VRVendor@fssa.in.gov) for assistance in updating the vendor super user information and/or adding additional users.

WHAT ELSE SHOULD BE REVIEWED?

- Primary and Secondary Contact Information
- Addresses
- Phone Numbers
- Goods/Services Offered
- Locations Served

Any questions regarding the content of this BLAST should be directed to VRVendor@fssa.in.gov.

As you review and update your registration, please remember that any of the five changes listed below will take the registration out of 'Approved' status and require that the registration be resubmitted for review and approval. **New authorizations can only be issued to 'Approved' registrations, so it is important that the registration is resubmitted.**

1. Modification to FEIN/SSN
2. Modification to Pay to Address on General Information tab
3. Modification to Current Service Locations
4. Modification to Credential Information
5. Modification to Services/Goods

Training Resources	
VR Policy and specific case questions	Contact VRVendor@fssa.in.gov
System or payment questions	Contact the PCG Help Desk at 1-883-475-3061 or Invrclaimpay@pcgus.com
Authorization Request	Contact the local VR office.
Check out training resources on the VR-CPS website	https://vrcps.fssa.in.gov/Public/Portal.aspx
Any questions about the content of this BLAST can be directed to:	VRVendor@fssa.in.gov

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