

## **VR CLAIMS PAYMENT SYSTEM**

<b>BUSINESS VENDOR PROFILE:</b> Please use steps below to regist	er.
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<ul> <li>this email account) &amp; Business Name (as reported on W9)</li> <li>□ Submit the request for an account.</li> <li>□ You must go to your email and find an email from <a href="https://www.venues.com/vr.venue&lt;/th&gt;&lt;th&gt;_&lt;/th&gt;&lt;th&gt;_&lt;/th&gt;&lt;th&gt;&lt;/th&gt;&lt;/tr&gt;&lt;tr&gt;&lt;th&gt;  FEIN# (Federal ID is required on a Business Vendor Profile)   Bidder#: Don't have a Bidder ID? Apply here   DUNS#: Don't have a DUNS#? Apply here   Agency primary contact name, email, and title   Agency secondary contact name, email, and title   Bank Account Information: Account # and Routing #   Credential Information (Professional License, Accreditation, Certificate and/or Resume)   W-9: current IRS form completed, signed, and dated.   Business Entity Form from Secretary of the State: Required for Vendor Type 1 and 2 ONLY  3. 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☐ To finish click 'Submit Registration'.			
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**NOTE:** The email address used when setting up the account will receive an email once the registration is approved. If the registration is not approved and more information is needed, log into the account to see the notes from the reviewer, make the necessary changes and re-submit the registration.