VR CLAIMS PAYMENT SYSTEM

BUSINESS VENDOR PROFILE: Please use steps below to register.

1. Review Vendor Service Manual:
- ☐ **Click here and go to Important Links → VR Vendor Service Manual**

2. Collect Items Prior:
- ☐ 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. Request an account:
- ☐ https://vrcps.fssa.in.gov/Public/Portal.aspx
- ☐ Go to **Vendor Registration** and click link for Vendor Account Request
- ☐ Complete required information--Username, First Name, Last Name, email (*password will be sent to this email account*) & Business Name (*as reported on W9*)
- ☐ Submit the request for an account.
- ☐ You must go to your email and find an email from VRNOReply@fssa.in.gov with the link, your username, and your password. Please check your SPAM if you do not see this email. If you still do not see an email, please contact VRVendor@fssa.in.gov with your name and business name for assistance.

4. Log into VR-CPS:
- ☐ Use new account information emailed to you from VRNoreply@fssa.in.gov, to log into: **https://vrcps.fssa.in.gov/Public/Portal.aspx**
- ☐ Enter required information in **all** seven TABS.
- ☐ To finish click 'Submit Registration'.
- ☐ Review Vendor Agreement and click 'Agree' to submit for review by VR Vendor staff.

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.