

VR CLAIMS PAYMENT SYSTEM (VR-CPS)

BUSINESS Profile:

1. Review Vendor Service Manual:

- Click [here](#) and go to Important Links → VR Vendor Service Manual

2. Request an account:

- Email VRVendor@fssa.in.gov with the following information:
 - Business Name
 - Business contact (name, email and phone number)
 - Current signed and dated W9
 - Services you have to offer for VR participants
 - How did you hear about Vocational Rehabilitation

3. If your request is approved, you will receive an email from VRNOReply@fssa.in.gov

4. Collect Items:

- FEIN (Federal ID is required on a Business Vendor Profile)
- Bidder#: see Vendor Service Manual (page 2)
- DUNS#: see Vendor Service Manual (page 2)
- Agency primary contact name, email, and title
- Agency secondary contact name, email, and title
- Bank Account Information: Account # and Routing #
- Credential Information: see Vendor Service Manual - Section D
- Business Entity Form: *Vendor Type 1 and 2 ONLY* (page 5 of Vendor Service Manual)

5. Log into VR-CPS:

- Use new account information emailed to you from VRNoreply@fssa.in.gov, to log into VR-CPS
- Go to **Vendor Registration** and choose **BUSINESS Profile**
- Enter required information in all seven (7) tabs
- Once all information is complete, click 'Submit Registration'
- Review Vendor Agreement and click 'Agree' to submit for state review.