VENDOR SELF SERVICE (VSS) PORTAL

INSTRUCTIONS TO GET STARTED

Vendor Self Service

New Users

To link an email account to the City of Baytown's ERP system, open the Vendor Self-Service (VSS) application and select Log In to access the Community Access Services login page.

From this screen, users can either sign in using their existing email and password credentials from a social account (such as Google®, Apple®, Microsoft®, or Facebook®) or click Sign Up to create a new City of Baytown Vendor Identity account.

To create unique City of Baytown Vendor Identity credentials:

1. Click Sign Up.
2. The Create an Account screen will appear.
3. Follow the prompts to enter your information and set up your new login credentials.

For more information on using Tyler Identity, visit https://tylerportico.com/community-access-help.html.

VENDOR SELF SERVICE (VSS) PORTAL

Enter a valid email address, create a password, and provide your first and last name. Then, click Sign Up. A verification email will be sent to the address you provided.

Click the link in the verification email to complete the account verification process and return to VSS. Users cannot log in to VSS until they verify the account.

For more information on using Tyler Identity, visit https://tylerportico.com/community-access-help.html.

VENDOR SELF SERVICE (VSS) PORTAL

Linking to an Existing Enterprise ERP Vendor Record

Select Link to Existing. On the Link to Existing Vendor screen, enter your Vendor ID (provided by the City of Baytown)

The system will verify the information you entered with the City's vendor records.
If all information matches, you will automatically be directed to the Vendor Information page, you will not need to complete the remaining registration steps.

To complete this process successfully, you must know your City of Baytown Vendor ID and enter the FID/SSN exactly as it appears in our records. Any difference in the information entered will prevent the system from linking your account.

For more information on using Tyler Identity, visit https://tylerportico.com/community-access-help.html.