

# 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.

The screenshot displays the Vendor Self-Service (VSS) portal interface. At the top left, the Tyler Technologies logo is visible. The main header reads "MUNIS Self Services". On the right side of the header, a "LOG IN" button is highlighted with a red box, and a red arrow points from it to the login form. The login form is centered and contains the following elements: a globe icon with the text "Sign in to community access services."; four social media sign-in buttons: "Sign in with Google", "Sign in with Apple", "Sign in with Microsoft", and "Sign in with Facebook"; a separator "OR"; an "Email address" input field; a "Password" input field with a visibility toggle; a "Remember me" checkbox; a blue "Sign in" button; and three links: "Forgot password?", "Unlock account?", and "Help". At the bottom of the form, there is a link: "Don't have an account? Sign up".

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>.

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The screenshot shows two main sections. On the left is the 'Sign in' section with fields for 'Email address' and 'Password', a 'Remember me' checkbox, a blue 'Sign in' button, and links for 'Forgot password?', 'Unlock account?', and 'Help'. Below this is the text 'Don't have an account?' followed by a 'Sign up' link highlighted in a red box. An arrow points from this link to the 'Create an account' form on the right. The 'Create an account' form has a globe icon, the title 'Create an account', and fields for 'Email \*', 'Password \*', 'First name \*', and 'Last name \*'. Below these fields is a note '\* indicates required field' and a blue 'Sign up' button. At the bottom is a 'Back to sign in' link.

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.

The screenshot shows the 'Create an account' form with the following details: a globe icon, the title 'Create an account', an email field containing 'VSS0124@mailinator.com', a password field with masked characters, and a list of password requirements: 'At least 8 character(s)', 'At least 1 number(s)', 'At least 1 lowercase letter(s)', 'At least 1 uppercase letter(s)', and 'Does not contain part of username'. Below these are fields for 'First name' (containing 'Sally') and 'Last name' (containing 'Smith'). A note '\* indicates required field' is present. A blue 'Sign up' button is highlighted with a red box, and an arrow points from it to a confirmation screen on the right. The confirmation screen features a globe icon with a green checkmark, the text 'Verification email sent', the instruction 'To finish signing in, check your email.', and a 'Back to sign in' link.

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.

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## 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>.