

# Vendor Registration Process Guide

Vendors will need to register for a vendor portal first. They will do so by using this link:

<https://cityofglenwoodspringscovendors.munisselfservice.com/>

Click on the vendor self service link (located on the left hand side of the screen under home).



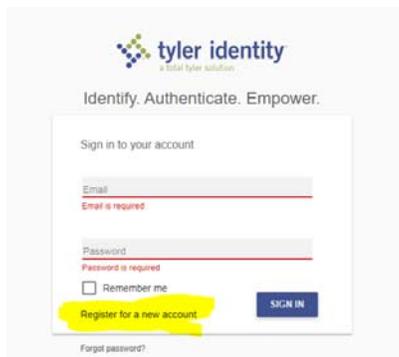
Click Log in/Register

Log in or register as a user to begin using Vendor Self Service.

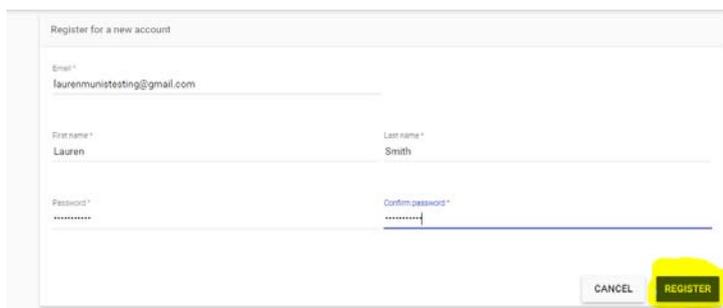
Log in / Register

Welcome to Self Service for Business Vendors.

Click register for a new account



Fill in the fields requested and click “register.”



Check your e-mail for the Tyler Identity confirmation e-mail (spam/junk folder too; please note this could take up to several minutes to be delivered to your e-mail). Please note this is just a confirmation e-mail, it does not mean you are now an approved vendor.

[Tyler Identity] Account Created Inbox x

noreply@tylertech.com

to me ▾

You created an account with Tyler Identity.

Username: [laurenmunistesting@gmail.com](mailto:laurenmunistesting@gmail.com)

Please click here to confirm your email address:

<https://yvwlnmssweb03.munisselfservice.com/5239prod/tyleridcore/userprovisioning/#/email/emailconfirm/xage01YtflhQoDr4HGwxw>

Thanks!

Tyler Identity Administrator

Click on the link in the e-mail to confirm your e-mail account is correct (this is an authentication process, this does not mean that you've been approved as a vendor).

[Tyler Identity] Account Created Inbox x

noreply@tylertech.com

to me ▾

You created an account with Tyler Identity.

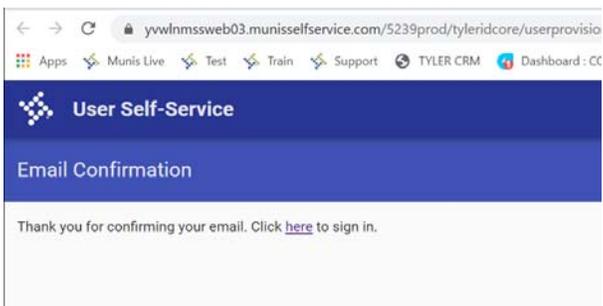
Username: [laurenmunistesting@gmail.com](mailto:laurenmunistesting@gmail.com)

Please click here to confirm your email address:

<https://yvwlnmssweb03.munisselfservice.com/5239prod/tyleridcore/userprovisioning/#/email/emailconfirm/xage01YtflhQoDr4HGwxw>

Thanks!

Tyler Identity Administrator



Close this page; **DON'T** click on the "here" link to sign in. You need to wait several minutes for the system to sync, once syncing has completed you will get an additional e-mail saying that your account has been verified:

[Tyler Identity] Email Account Verified Inbox x

noreply@tylertech.com

to me ▾

Username: [laurenmunistesting@gmail.com](mailto:laurenmunistesting@gmail.com)

Your email address has been verified with Tyler Identity.

Thanks!

Tyler Identity Administrator

Once you get the above e-mail use this link to sign into your account and finish getting set-up as a vendor and submit your required documentation.

<https://cityofglenwoodspringscovendors.munisselfservice.com/Vendors/default.aspx>

If you get this screen you have not followed the instructions and please re-read the two steps above.

Name

Email

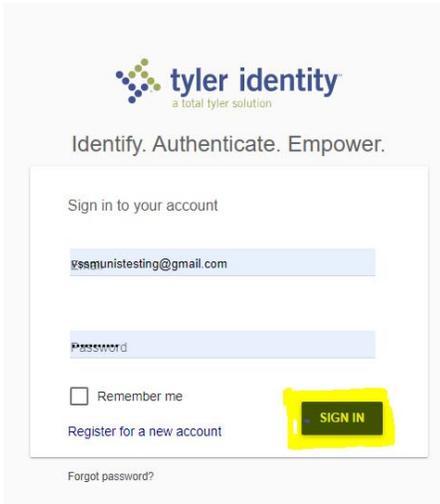
Mobile Phone Number

Voice Phone Number

Password

Manage linked accounts

Login to your account using the e-mail you signed up with and confirmed and the password you created.



tyler identity  
a Total tyler solution

Identify. Authenticate. Empower.

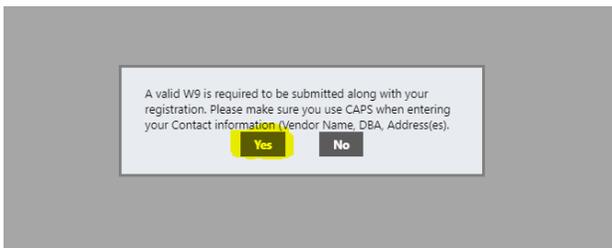
Sign in to your account

Remember me

Register for a new account

[Forgot password?](#)

You will then get this pop up notification upon signing in for the first time stating that you are required to upload a valid W9 and to please use all CAPS when entering your contact information. Click "yes."



A valid W9 is required to be submitted along with your registration. Please make sure you use CAPS when entering your Contact information (Vendor Name, DBA, Address(es)).

Click "Create New Vendor"



**No vendor information is linked to your account.**  
In order to fully use Vendor Self Service, please either register a new vendor or link to an existing vendor.

OR

Fill in the highlighted areas; please ignore the areas that are crossed out we do not offer these areas at this time. When finished click "Continue" at the bottom of the page (you may need to scroll down).

Enter Vendor Registration Information

Company Information  
Company Name: MUNIS VENDOR (THIS SHOULD BE YOUR TAX FILING NAME)  
Line 2 (OPTIONAL)  
Line 3 (OPTIONAL)  
Line 4 (OPTIONAL)  
Doing business as (if different from above): MUNIS (THIS SHOULD BE YOUR DBA NAME)  
Vendor Type: Foreign Entity, Send Accounts Payable checks to the above address, Send Purchase Orders to the above address  
E-mail: LAURENMUNISTESTING@GMAIL.COM  
Website  
DUNS  
California Permit Number

Federal Tax ID Number or Social Security Number  
\*RID or SSN: RID, SSN  
\*RID/SSN: 123456789  
\*Re-type RID/SSN: 123456789

Bank Information  
Bank Routing Number  
Bank Account Number  
Bank Account Type: Checking

Vendor Address  
Address: 101 W 1ST  
Line 2 (OPTIONAL)  
Line 3 (OPTIONAL)  
Line 4 (OPTIONAL)  
City: GLENWOOD SPRINGS  
State: Colorado  
Zip Code: 81601  
Country  
Fax Number

Minority Business Enterprise  
Minority Business Enterprise  
Minority Business Enterprise Classifications (select all that apply)  
General

Payment Terms  
Discount Percentage: 0  
Days to Discount: 0  
Days to Net: 0  
Your preferred payables delivery method(s): Mail  
Your preferred purchasing delivery method(s): Mail

Sample Check: Joe Smith, 1234 AnyStreet Court, AnyCity, AA 12345. Pay to the order of: Dollars. Bank Anywhere, 123456789 E, 123456789123 @-1234. Routing Number, Account Number, Check Number.

Buttons: Continue, Cancel

If you have more than one address to remit payments too; please add it here using the “add” link. If not, please click “continue.”

New Vendor Registration  
Address Information  
Addresses: 603  
Name/DBA, Address, Is Default  
Buttons: Continue

Please fill in the contact information area. Choose a GENERAL contact option and when finished click “continue.”

User Contact Information  
Contact Person  
\* Contact Type: GENERAL - General Contacts  
\* Name: Lauren Munis  
Description  
\* Phone: 970-999-9993  
Text: [ ] Opt In  
Fax  
\* E-mail: laurenmunistesting@gmail.com  
Buttons: Continue

Please review the information and if accurate click “continue.”

# New Vendor Registration

## General Vendor Contacts

### Address Contacts

| Type                       | Name         | Description | Email                        | Telephone                            |
|----------------------------|--------------|-------------|------------------------------|--------------------------------------|
| GENERAL - General Contacts | Lauren Munis |             | laurenmunistesting@gmail.com | Phone: 970-999-9993<br>Text:<br>Fax: |

**Continue** **New Contact**

We do not use commodities codes so please just click "continue" on this page.

## Select Commodities

### Select Commodities

[Help](#)

Search for your commodities/services, then select and "Add". Search again and repeat as necessary. Click "Finished" when done.

Keyword(s) or commodity code (first 3 or more digits)  **Search**

[List all commodities/services](#)

0 Found 1-0

There are no Commodities Available for Display.

### Currently Added

There are no commodities to display for this vendor.

**Continue** **Cancel**

Scroll to the bottom of the page and upload a copy of your current W-9 for our finance department by clicking the "attach" button.

After you have uploaded your attachment please check the box to agree to the terms and conditions and lastly, you can then click the "register" button to finish registering as a vendor.

### Address Information

[change](#)

| Name/DBA | Address | Default |
|----------|---------|---------|
|----------|---------|---------|

### Accounts Contacts

[change](#)

| Type                       | Name         | Description | Email                        | Phone        | Text | Fax |
|----------------------------|--------------|-------------|------------------------------|--------------|------|-----|
| GENERAL - General Contacts | Lauren Munis |             | laurenmunistesting@gmail.com | 970-999-9993 |      |     |

### Commodities

[change](#)

### Attachments

| Attachment Type | Description                          | Required                            | Attachments |               |
|-----------------|--------------------------------------|-------------------------------------|-------------|---------------|
| General         | Documents are not assigned to a type |                                     | (0)         | <b>Attach</b> |
| default         | Vendor Attachment                    |                                     | (0)         | <b>Attach</b> |
| <u>W-9</u>      | W-9                                  | <input checked="" type="checkbox"/> | (0)         | <b>Attach</b> |

**!** A valid W9 is required to be submitted along with your registration. Please make sure you use CAPS when entering your Contact information (Vendor Name, DBA, Address(es)).

**I have read and accept the terms & conditions.**

**Register** **Cancel**

(Only click Register once and refrain from using your browser's Back or Refresh button.)

The finance department will review your registration and submitted document. If they have any questions they will reach out to do via phone or e-mail. If everything is in order they will approve you.