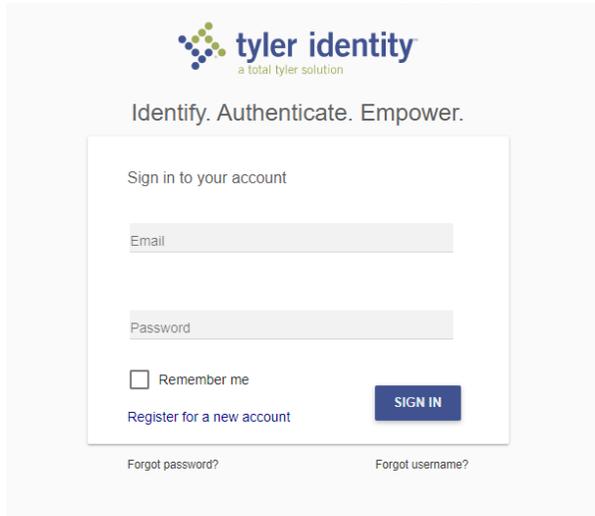


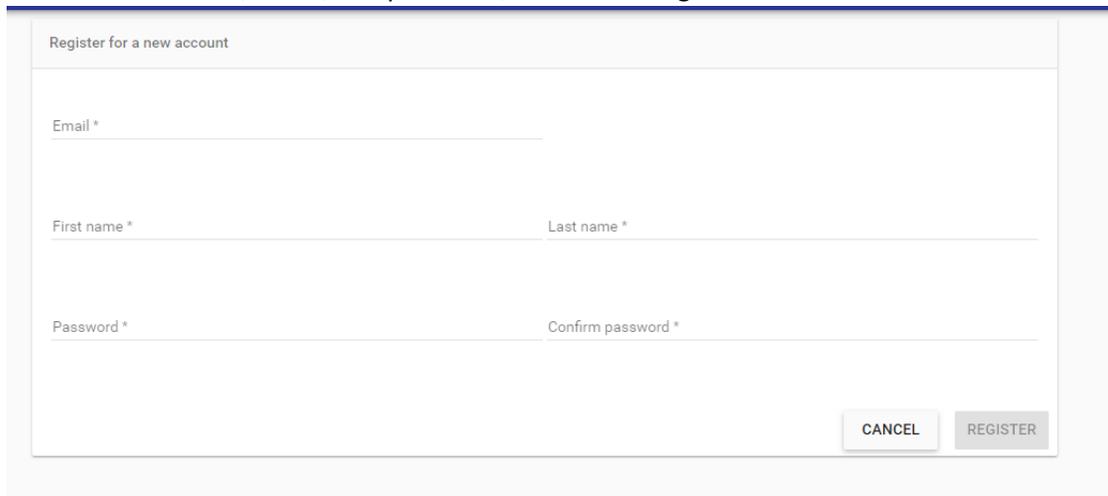
## Dodge County Vendor Self Service Registration Instructions

1. Access our [Vendor Self Service](#) login page and click “Register for a new account”



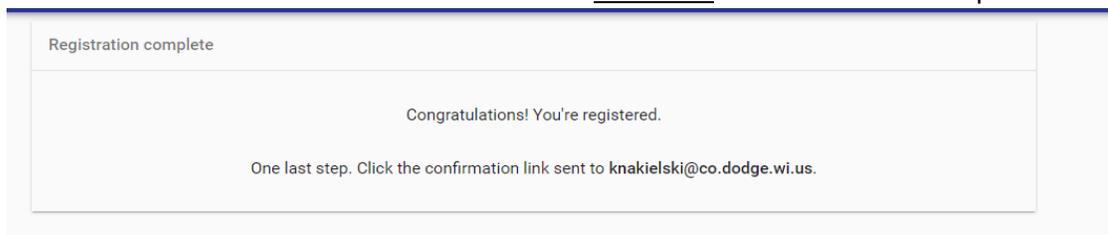
The image shows the Tyler Identity login page. At the top is the Tyler Identity logo with the tagline "a total tyler solution". Below the logo is the slogan "Identify. Authenticate. Empower." A central white box contains the login form. The form has a heading "Sign in to your account" and two input fields for "Email" and "Password". Below the password field is a checkbox for "Remember me" and a blue "SIGN IN" button. At the bottom of the form are two links: "Register for a new account" and "Forgot password?". Below the form are two links: "Forgot password?" and "Forgot username?".

2. Enter email address, name, and password, then click “Register”



The image shows the "Register for a new account" form. The form has a heading "Register for a new account" and four input fields: "Email \*", "First name \*", "Last name \*", "Password \*", and "Confirm password \*". At the bottom right of the form are two buttons: "CANCEL" and "REGISTER".

3. Wait for registration to initialize and you will see the below message. You will receive a confirmation in your e-mail inbox within a few minutes of registering. Once received, you **MUST** click on the link in the confirmation e-mail within **5 minutes** or else the link will expire.



The image shows a "Registration complete" message. The message says "Congratulations! You're registered." and "One last step. Click the confirmation link sent to knakielski@co.dodge.wi.us."

4. Log into our Vendor Self Service site with the e-mail and password you just created. If you receive an error stating “Invalid User Name and Password,” be sure to click the link in your confirmation e-mail.

- For **NEW** vendors, click “Create New Vendor” and proceed to step 6A to register your account and your vendor record.

For **EXISTING** vendors, who have been instructed to do so by our Accounts Payable department, click “Link to Existing” and skip to step 6B to register your account and link to your existing Dodge County vendor record.

## Welcome to Vendor Self Service



**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.

[Create New Vendor](#)

OR

[Link to Existing](#)

### Announcements

For questions regarding the Dodge County Vendor Self Service web portal, please call (920) 386-3520 or e-mail [vendorsupport@co.dodge.wis.us](mailto:vendorsupport@co.dodge.wis.us)

- For new vendors, complete the registration information detail and click “Continue” to continue following the registration prompts.

## New Vendor Registration

 Your User ID and password have been successfully set. Please continue with the registration process.

### Enter Vendor Registration Information

[Help](#)

#### Company Information

Company Name\*

  
 Line 2 (OPTIONAL)  
  
 Line 3 (OPTIONAL)  
  
 Line 4 (OPTIONAL)  
  
 Doing business as (if different from above)  
  
 Vendor Type  
 Foreign Entity  
 Independent contractor  
 Send Accounts Payable checks to the above address  
 Send Purchase Orders to the above address  
 \*EMAIL  
  
 Website  
  
 DUNS  
  
 California Permit Number  


#### Payment Terms

Days to Net  
  
 Your preferred payables delivery method(s).  
 Mail  E-Mail  
 Your preferred purchasing delivery method(s).  
 Mail  E-Mail

[CONTINUE](#)

[CANCEL](#)

#### Vendor Address

\*Address  
  
 Line 2 (OPTIONAL)  
  
 Line 3 (OPTIONAL)  
  
 Line 4 (OPTIONAL)  
  
 City\*  State\*   
 Zip Code\*  County\*   
 Country\*  Geographical\*   
 Fax Number

#### Minority Business Enterprise

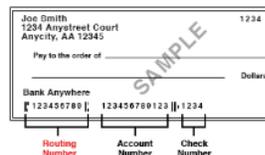
Minority Business Enterprise

#### Federal Tax ID Number or Social Security Number

\*FID or SSN  
 FID  SSN  
 \*FID/SSN  \*Re-type FID/SSN

#### Bank Information

Bank Routing Number  Bank Account Number  Bank Account Type



6B. For existing vendors, click on “Link to existing,” then enter your Dodge County issued vendor number and your FID/SSN. Click ‘Link to Existing’ and you will be notified when your account is linked to your vendor record.



Enter the information below to search for an existing vendor.

Vendor Number

Vendor FID/SSN

**Link to Existing**