

## Vendor Manager System

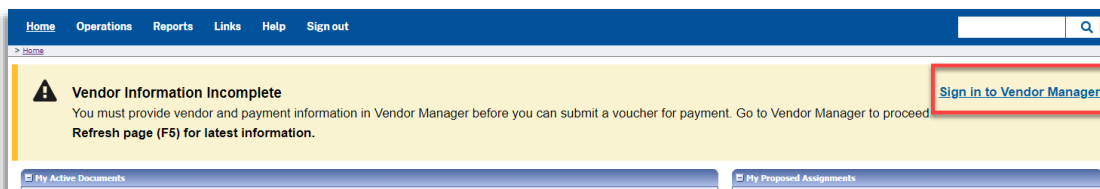
The Vendor Manager System (VMS) is a web-based application that is used to collect W9, electronic fund transfer (EFT) payment, and employee-business relationship information for CJA payees and business entities. Vendor information syncs with JIFMS and other tenants such as eVoucher, allowing a single source of information to be shared throughout applications.

Before you can sign in and create a vendor account in the VMS application, you must have a Login.gov account. If you do not have one already, refer to the Login.gov job aids for detailed instructions on how to create a Login.gov account and sign in to eVoucher.

## Creating a Vendor Account with an SSN

### Step 1

Sign in to eVoucher. A Vendor Information Incomplete message appears at the top of your eVoucher home page. Click the **Sign in to Vendor Manager** link to create your vendor account profile.



**Note:** You must create and link a VMS account to your eVoucher account before you can submit a voucher for payment.

### Step 2

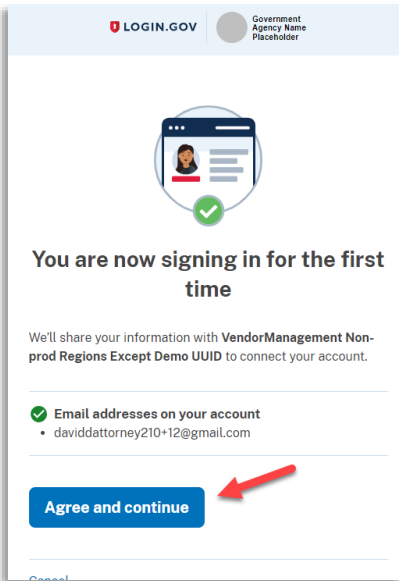
You are redirected to the Vendor Manager sign in page. Click **Sign in with LOGIN.GOV**.



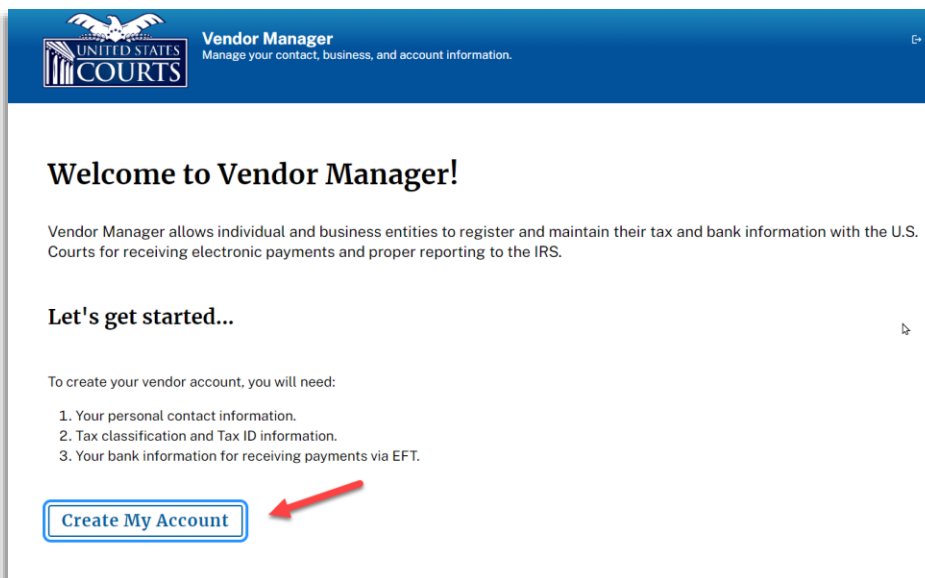
**Note:** Because you were already signed in to eVoucher, you aren't required to reverify your information in Login.gov. However, if for any reason you signed out of Login.gov or your authentication token expired (after 15 min.), you are required to sign in through Login.gov.

**Step 3**

The first time you sign in to the VMS, a message appears showing the information that you're sharing with the VMS to connect your account. Click **Agree and continue**.

**Step 4**

Once signed in to the VMS, you are directed to create your vendor account. Click **Create My Account** to get started.



The Vendor Account Setup screen includes five sections.

### Step 5

First, complete the Contact Information section. Your name and email address auto-populate, but you must complete the required **City, State, Zip/Postal Code, Phone, and Phone Type** fields.

**Vendor Account Setup**

1 Contact Information

Enter your personal contact information and mailing address. You will enter your Tax ID and payment info in the next steps.

|                                                |                                                     |                                                 |                               |
|------------------------------------------------|-----------------------------------------------------|-------------------------------------------------|-------------------------------|
| First Name<br>David                            | Middle (OPTIONAL)<br>                               | Last Name<br>Attorney                           | Suffix (OPTIONAL)<br>-Select- |
| Address<br>*Address is required                |                                                     |                                                 | Apt/Ste # (OPTIONAL)<br>      |
| City<br>*City is required                      | State (U.S. Only)<br>-Select-<br>*State is required | Zip/Postal Code<br>*Zip/Postal Code is required |                               |
| Country<br>UNITED STATES                       |                                                     |                                                 |                               |
| Phone<br>*Phone number is required             | Phone Type<br>-Select-<br>*Phone type is required   | Primary<br><input type="radio"/>                |                               |
| + Add Additional Phone                         |                                                     |                                                 |                               |
| Email Address<br>davidattorney210+12@gmail.com |                                                     |                                                 |                               |
| Save and Continue                              |                                                     |                                                 |                               |

### Step 6

Click **Save and Continue**.

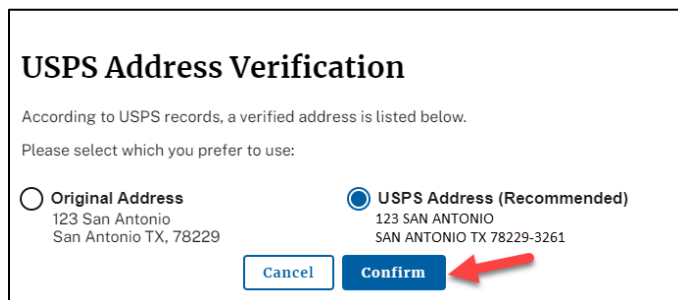
1 Contact Information

Enter your personal contact information and mailing address. You will enter your Tax ID and payment info in the next steps.

|                                                |                            |                                             |                               |
|------------------------------------------------|----------------------------|---------------------------------------------|-------------------------------|
| First Name<br>David                            | Middle (OPTIONAL)<br>      | Last Name<br>Attorney                       | Suffix (OPTIONAL)<br>-Select- |
| Address<br>123 San Antonio                     |                            |                                             | Apt/Ste # (OPTIONAL)<br>      |
| City<br>San Antonio                            | State (U.S. Only)<br>TEXAS | Zip/Postal Code<br>78229                    |                               |
| Country<br>UNITED STATES                       |                            |                                             |                               |
| Phone<br>(210) 555-5555                        | Phone Type<br>Mobile       | Primary<br><input checked="" type="radio"/> |                               |
| + Add Additional Phone                         |                            |                                             |                               |
| Email Address<br>davidattorney210+12@gmail.com |                            |                                             |                               |
| Save and Continue                              |                            |                                             |                               |

**Step 7**

The **USPS Address Verification** dialog box appears. Click a radio button to indicate the appropriate address format, and then click **Confirm**.



**USPS Address Verification**

According to USPS records, a verified address is listed below.

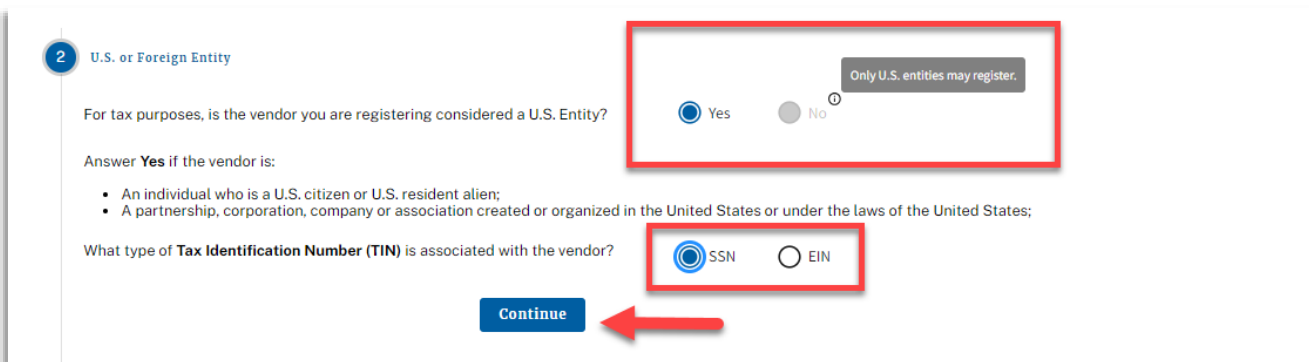
Please select which you prefer to use:

☐ **Original Address**  
123 San Antonio  
San Antonio TX, 78229

☒ **USPS Address (Recommended)**  
123 SAN ANTONIO  
SAN ANTONIO TX 78229-3261

**Step 8**

The **Yes** radio button is selected by default indicating the vendor you are registering is a U.S. entity. The **No** radio button is disabled, as only U.S. entities are allowed to register in the VMS. Click the **SSN** radio button, and then click **Continue**.



**2 U.S. or Foreign Entity**

For tax purposes, is the vendor you are registering considered a U.S. Entity?

☒ Yes ☐ No Only U.S. entities may register.

Answer **Yes** if the vendor is:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company or association created or organized in the United States or under the laws of the United States;

What type of **Tax Identification Number (TIN)** is associated with the vendor?

☒ SSN ☐ EIN

**Step 9**

In the W9 Information section, enter the appropriate name, SSN, federal tax classification, and contact address—including city, state, zip code, and country—in the corresponding fields. Read the two withholding statements and click the appropriate radio button. Finally, read and confirm the TIN Matching Notice, and then click **Save and Continue**.

**3 W9 Information**

Name (as shown on your income tax return)  
David D Attorney

Doing Business As Name (DBA) OPTIONAL

**Tax Identification Number (TIN)**

Social Security Number (SSN)  
\*\*\*\*\*

Confirm SSN  
\*\*\*\*\*

Federal Tax Classification  
1 - Individual/sole proprietor or single-member LLC

☒ **Use my contact address**

Address (This is where IRS-1099 forms will be sent, if applicable.)  
123 San Antonio

Apt/Ste # OPTIONAL

City  
San Antonio

State (U.S. Only)  
TEXAS

Zip/Postal Code  
78229

Country  
UNITED STATES

**Certification**

☒ 1. The number shown on this form is my correct taxpayer identification number.  
2. I am a U.S. citizen or other U.S. person.

☒ I am not subject to backup withholding [more details](#)

☐ I am subject to backup withholding [more details](#)

☒ **TIN Matching Notice:** By clicking 'Save and Continue', you consent to IRS TIN matching. After successfully matching TIN and Name with IRS records, no changes can be made to the TIN for this payment account.

[Previous](#) [Save and Continue](#)

**Note:** The system verifies your TIN and name against IRS records, and only on success can you proceed to the next step. If there is a mismatch, you must correct the TIN or name to continue the creation process.

**Step 10**

Click a radio button to indicate if you are using a checking or savings account. Enter your bank routing and account numbers in the corresponding fields, reentering the account number to confirm. Click **Save and Continue**.

4 Bank Information

☒ Checking Account ☐ Savings Account

Routing Number: 123456789

Account Number: \*\*\*\*\*

Re-enter Account Number: \*\*\*\*\*

Fake Bank

Nickname for this account (optional):

Previous Save and Continue

**Step 11**

Confirm that the information you entered is correct, and then click **Confirm**.

5 Review

Before selecting 'Confirm', please verify your information is correct.

**Contact Info**

David D Attorney  
123 San Antonio  
San Antonio, TX 78229  
davidattorney210+a@gmail.com  
(555) 555-5555

**Tax and Payment Info**

David D Attorney  
TIN (SSN): ●●●●●●80

Electronic payments will be sent to:  
Fake Bank  
Routing Number: 123456789, Fake Bank  
Account Number: ●●●●●●

Previous Confirm

**Step 12**

The New Payment Account Added! success message appears. Click **Ok**. To add another payment account for a business entity, click **Add New Payment Account**, or click **Sign out** to exit the VMS.

The screenshot displays the Vendor Manager System interface. At the top, there is a blue header with the United States Courts logo on the left. In the center of the header, a green notification box states "New Payment Account Added!" with a checkmark icon and the text "Account is active and ready to receive payments. You may sign out." Below this message is an "Ok" button. On the right side of the header, there is a "Sign out" link with a red arrow pointing to it. Below the header, the main content area is divided into two sections. The first section, titled "Contact Information", displays the contact details for "David Attorney" (1234 San Antonio, San Antonio, TX 78228, davidattorney210+12@gmail.com, (210) 555-5555) and includes an "Edit Contact Info" button with a red arrow pointing to it. The second section, titled "My Payment Accounts", features a "+ Add New Payment Account" link with a red arrow pointing to it. Below this, there is a card for "David D Attorney" showing a TIN (SSN) of "●●●●●●00" with a green checkmark, address "1234 San Antonio, San Antonio, TX 78228", and electronic payment details: "Electronic payments will be sent to: Fake Bank, Routing Number: 123456789 Fake Bank, Account Number: ●●●●●●16". A "More" button is located to the right of the card.

**Note:** For instructions on how to add a new payment account using an EIN, refer to the Vendor Manager System using EIN job aid.