

PASSPort

Procurement and Sourcing Solutions Portal

Vendor Account Creation

<p>Roles Involved:</p> <ul style="list-style-type: none">• Vendors	<p>Summary: Step-by-step instructions on how to create a NYC.ID and submit a vendor account request in PASSPort.</p>
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Accessing PASSPort

To access PASSPort and log in, go to <http://www.nyc.gov/passport>

Note: While navigating PASSPort you are able to easily increase its font size and readability. To do this, click the “ctrl” and “+” keys simultaneously on your keyboard. Each time you click these keys, your web browser will zoom in and PASSPort will resize accordingly. To reduce PASSPort’s font size, simultaneously click the “ctrl” and “-“ keys.

1. Vendor Account Creation Overview

This user manual provides you with step-by-step instructions on how to create a NYC.ID and submit a vendor account request in PASSPort. After your PASSPort vendor account has been approved, you will be able to enter additional business information regarding your account and begin the Vendor Enrollment process. Please reference the Vendor Enrollment User Manual for further details.

Establishing a PASSPort vendor account is a two-step process that requires you to first create a NYC.ID using a valid email address, and then request an account using your NYC.ID credentials. The person requesting an account should be a principal or designee who is officially authorized to conduct business with the City on behalf of your organization.

A NYC.ID is a secure, single sign-on that provides access to online services at multiple New York City government agency systems including: PASSPort, Workforce1, City Record Online, and HHS Accelerator. A valid NYC.ID is required for each PASSPort user. Each system user must provide a valid email address to activate his or her NYC.ID, which is required for NYC systems. An email address provided by your organization is preferred; however, it is also possible to provide a third-party email address such as one from Google, Yahoo, or Windows Live.

Once a NYC.ID has been established, you are ready to submit a PASSPort vendor account request, which consists of providing the follow information:

- Your company's legal name and address
- Employee Identification Number (EIN) or appropriate Tax Identification Number (TIN)
- CEO information (or equivalent)
- Designated vendor administrator contact details

Once the request is submitted, it will be assigned to a member of the MOCS Team for further processing. You will receive an email notification once your request has been processed. Requests are typically processed in one to two business days.

2. Creating a NYC.ID

A valid NYC.ID is required for each PASSPort user. Reference the steps below to create a NYC.ID.



1. Navigate to the PASSPort homepage and click the "Login" button.

Login

Email Address or Username:

Password:

LOG IN

2

Create Account

Forgot Password

2. Click the “Create Account” link.

3. Enter and confirm the email address you want linked to

Create Account

EMAIL



Email Address or Username:

3

Confirm Email Address or Username:

PASSWORD



Password:

Password Good

4

Confirm Password:

NAME

First Name:

5

Middle Initial:

Last Name:

the NYC.ID.

4. Create and then confirm your password.

Passwords must be at least eight (8) characters long and contain (3) of the following:

- An uppercase letter
- A lowercase letter
- A number
- One of these symbols (&*#!@%).

Your first name, last name, email, or the word password are not allowed to be used.

5. Enter your First and Last Name and your Middle Initial in the “First Name,” “Middle Initial,” and “Last Name” fields.

SECURITY

Select three security questions and provide answers to them. This information can be used to reset your password if you forget it. Answers are not case sensitive. They must be different, be between 3 and 255 characters and cannot include <. If you are on a public computer, we recommend you mask your answers by selecting 'Hide' below.

Security Question 1: What is the name of your first pet? 6

Answer 1: Pet

Security Question 2: What was your favorite teacher's name? 6

Answer 2: Name

Security Question 3: In what city did you meet your spouse or significant 6

Answer 3: Other

Display Answers: Show Hide

Check the box to indicate that you understand and agree to the NYC.ID Terms of Use, the overall Terms of Use for NYC.gov, and the Privacy Policy for NYC.gov.

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CREATE ACCOUNT 8

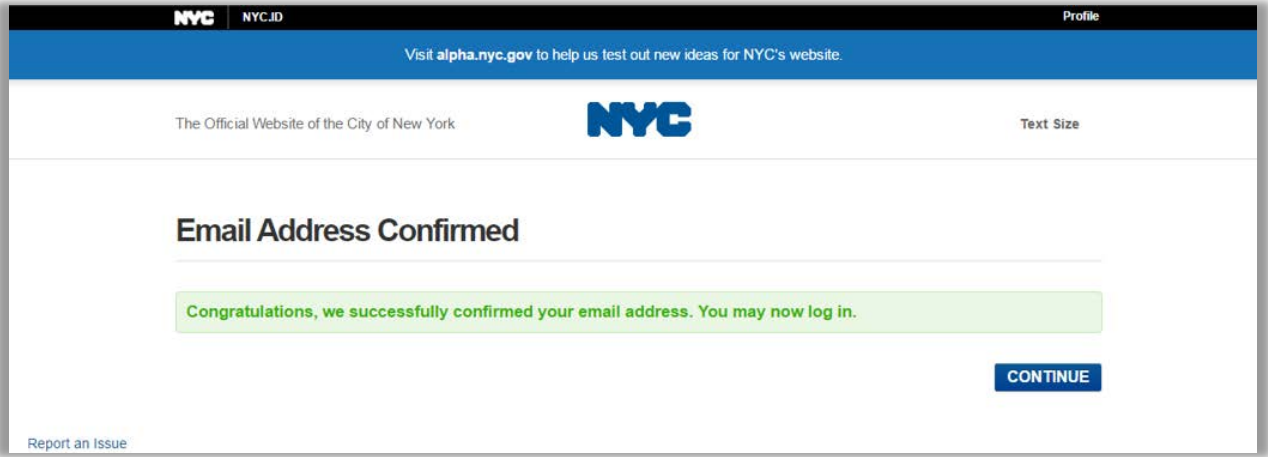
6. Select three security questions and provide your unique answers.

Note: Answers are not case sensitive. They must be different, between 3 and 255 characters and not include <. If you are on a public computer, we recommend you mask your answers by selecting **Hide** for Display Answers.

7. Agree to the Terms and Conditions by clicking the checkbox.
8. Click the **“Create Account”** button.

Once submitted, check the email inbox associated with your NYC.ID for an automated validation email. To activate your account, click the validation link within the email, which will direct you to the NYC.ID login screen. The system will display confirmation of your NYC.ID activation. The validation link must be clicked within 24 hours of being received.

Note: If the automated validation email is not in the inbox, check the Spam folder.



Now that you have successfully created and activated a NYC.ID, you may request a PASSPort vendor account.

3. Submitting a PASSPort Vendor Request

After you have activated your NYC.ID, you should begin the process of setting up your organization’s PASSPort vendor account. Reference the steps below to submit a PASSPort vendor account request.



1. Navigate to the PASSPort homepage and click the “Create Account” button.

Note: If you are not already logged in, the “Login” button will be displayed and you can click that button to enter your NYC.ID credentials.

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Cancel Submit

ACCOUNT REQUEST INSTRUCTIONS

Please note: as the person requesting this account, you certify that you are authorized on behalf of your organization to submit this request. Once your PASSPort vendor account request is approved, you will be given administrative rights. Administrators can add additional account administrators or contacts, and will also be responsible for maintaining your vendor account.

VENDOR INFORMATION

2

Vendor Legal Name (i) :

Doing Business As (DBA) (i) :

Corporate Structure : ▼

Employer Identification Number (EIN) (i) :

For a Foreign Entity, the vendor submitting an account request must register with their US Entity's EIN or go obtain an EIN. (Link to Apply for EIN)

DUNS Number (i) :

Select 'No' if you don't have a website: Yes No

Website :

VENDOR'S PRIMARY ADDRESS

3

Address Line 1 :

Address Line 2 :

City :

State/Province : ▼

Zip Code (i) :

Country : UNITED STATES ▼

CEO (OR EQUIVALENT) INFORMATION (i)

4

CEO First Name (i) :

CEO Last Name :

CEO Phone Number (i) :

CEO Email :

CONTACT INFORMATION (i)

5

Contact First Name :

Contact Last Name :

Contact Phone Number (i) :

Contact Email :

SECURITY CONTROL

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I'm not a robot

reCAPTCHA
Privacy Terms

The fields marked by a red vertical bar (|) are mandatory.

Hover over the (i) icon to see clarifying information regarding a particular field.

2. Enter your “Vendor Information.”

Note: Your organization's legal name must match your Certificate of Incorporation (or equivalent) exactly.

3. Enter your “Vendor's Primary Address.”

4. Enter your “CEO (Or Equivalent Information).”

5. Enter your “Contact Information.”

Note: The information entered here will default as your vendor account administrator in PASSPort.

6. Complete the “Security Control” by clicking the “I'm not a robot” checkbox.

7. Click the “Submit” button.



✓ Saved
Saved Successfully

Your organization's account request has been successfully submitted.
You will receive a system notification following the City's review.

Your request will be assigned to a member of the MOCS Team for further processing. Requests are typically processed in one to two business days.

If your request is approved, you will receive a system-generated email containing a validation link. Clicking this link will confirm your account and you will be able to log into PASSPort.

If your request is not approved, you will receive an email from PASSPort that will indicate why your request was denied. Upon reviewing the reason, you can then resubmit your request.

This user manual has provided you with step-by-step instructions on how to create a NYC.ID and submit a PASSPort vendor account request. If you have any questions on these instructions, please contact MOCS at help@mocs.nyc.gov. After your PASSPort vendor account has been approved, you will be able to enter additional business information regarding your account and begin the Vendor Enrollment process. Please reference the Vendor Enrollment User Manual for further details.