This guide has been developed to facilitate your activation in the Payee Information Portal (PIP). You should follow this guide if you have a vendor code/number from the City of New York. Please note that you will only be able to activate an account that has an associated 1099 (legal) address. If you have more than one vendor code/number and cannot activate your desired account, please contact the City of New York at 212-857-1777.

**IMPORTANT:** Please remember your UserID and Password when you create them; you will need them to log back into the system.

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**Step 1:** Click the "Activate" button to get started.

**Step 2:** Read and accept the "Terms and Conditions".
Step 3: Click “Next” to continue.

Step 4: Select Company or Individual. The distinction between these is that an individual’s Taxpayer Identification Number is his/her Social Security Number (SSN) while a company’s Taxpayer Identification is not a Social Security Number (SSN). Click “Next” to continue.
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**Step 5:** If you are a Company, enter one of the search criteria and click "search". If you have a vendor code/number with the City, information about your company will be displayed. Click this link to activate.

**Note:** If you have a vendor code/number and cannot locate your company, please call 212-857-1777.

**Step 5:** If you are an Individual, enter your Full Name and Last 4 Digits of your SSN and click "search".

If you have a vendor code/number with the City, information about your organization will be displayed. Click the "Activate in PIP" link to activate.

**Note:** If you have a vendor code/number and cannot locate your company, please call 212-857-1777.

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**Please click here ONLY if you do not have a vendor code/number.**

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Quick Start Guide for Existing Payee/Vendors

Step 6: Enter a check number and amount OR contract or purchase order information. Click "Next" to continue.

Step 7: Complete all fields indicated with an asterisk. IMPORTANT: PLEASE REMEMBER YOUR USER ID AND PASSWORD TO LOG INTO PIP. Click "Next" to continue.
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Step 8: Verify your email address. Click "Next" to continue.

Step 9: Read this page and click "Close Browser" to continue. You will receive an email from PIP to continue your activation.
Step 10: Click the link provided in your email.

Step 11: When you click the link, you will access a login page. Enter the UserID and Password that you just created. Remember that both UserID and Password are case sensitive. Click "Login" to continue activation.

Note that you will only be able to use this page once. If you exit from this page prematurely, you can login directly to PIP at https://a127-pip.nyc.gov with the UserID and Password that you just created.
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Step 12: Verify your 1099 Address. Make any necessary changes. Click "Next" to continue. Note that changes must be approved by the Comptroller of the City of New York. Also, you will not be able to activate your account in PIP if your vendor code/number does not have an associated 1099 address. If you do not have one, please call 212-857-1777.

Step 13: Click "Submit Activation" to complete your activation.
Step 14: As an existing payee/vendor, your vendor code/number will display and you will have the ability to print out a pre-populated EFT Registration Form.

Click the “here” link to login and update account information and/or perform financial inquiries.