

Vendor Account Creation

This document is a quick-start guide for vendors who need to create a PASSPort vendor account. For more detailed step-by-step instructions on the PASSPort Vendor Account Creation process, please refer to the PASSPort Vendor Account Creation User Manual. If you have any questions or need assistance, please reach out to the Mayor's Office of Contract Services (MOCS) at help@mocs.nyc.gov.

Establishing a PASSPort vendor account is a two-step process that requires you to 1) create a NYC.ID using a valid email address, and 2) 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. Once your PASSPort vendor account is approved, you are able to enter additional business information and begin the Vendor Enrollment process.

Creating a NYC.ID

1. Navigate to the PASSPort homepage: <http://www.nyc.gov/passport>
2. Click the **“Login”** button.
3. Click the **“Create Account”** link.
4. Fill in the required information and then select/answer three security questions.
5. Agree to the Terms and Conditions.
6. Click the **“Create Account”** button.
7. Once submitted, check the email inbox (or Spam folder) associated with your NYC.ID for an automated validation email.
8. To activate your account, click the validation link within 24 hours of receiving the email, which will direct you to the NYC.ID login screen.

Requesting a Vendor Account

1. Navigate and log in to PASSPort using your NYC.ID credentials: <http://www.nyc.gov/passport>
2. Click the **“Create Account”** button.
3. Enter the required information to complete the account request including your business information, primary place of business, CEO information, and primary contact information. Fields that are required are indicated with a red bar.
4. Click the **“Submit”** button.
5. Your request will be assigned to a member of the MOCS Team for further processing and you will receive an email notification regarding next steps within one to two business days.