Vendor Self Service
- How to Activate an Existing Account -

BFS Purchasing
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http://www.honolulu.gov/pur/index.htm

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Account Activation

If you or your organization has done business with the City & County of Honolulu in the past, your organization's information may already be in the City's VSS System. If so, all you need to do is activate your account.

Accessing Vendor Self Service

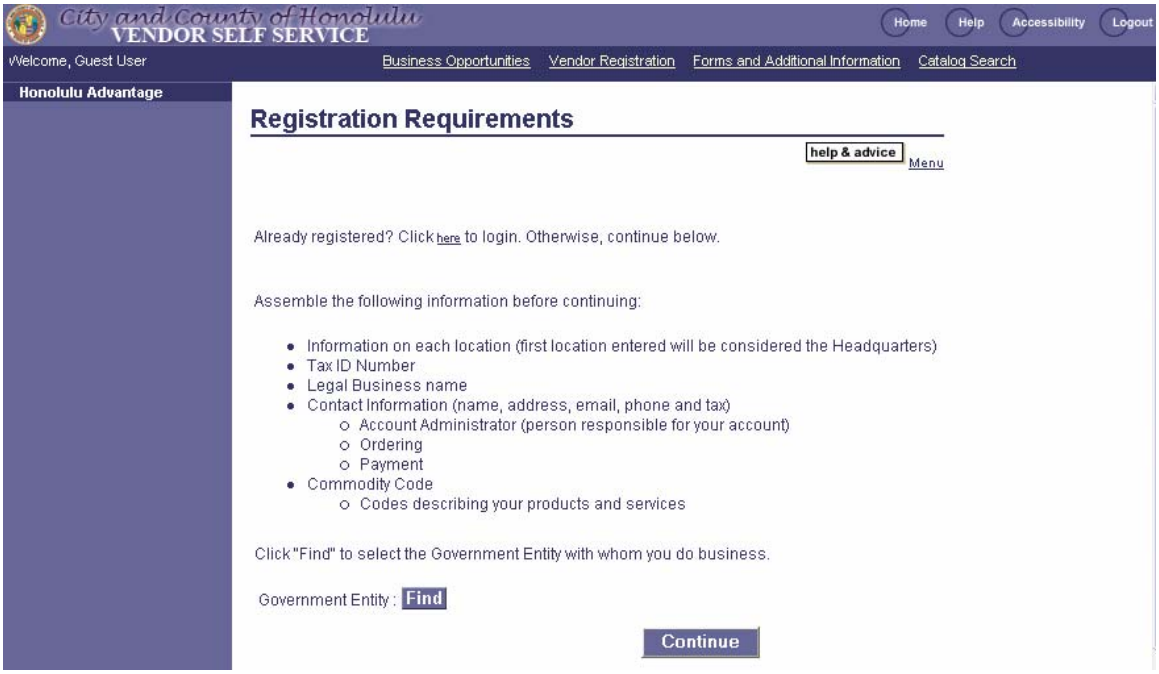
1. To activate your account, access the Vendor Self Service website at https://www5.honolulu.gov/webapp/vss/Advantage
2. Please click on the **Register** button on the right side of the page to start the process of creating an USER ID for an existing account.

Please refer to the screen below:

Registration Requirements

3. Please ensure that you have assembled the necessary information to verify your account. When you have assembled all of the necessary information, please click on the **Continue** button.

Please refer to the screen below:



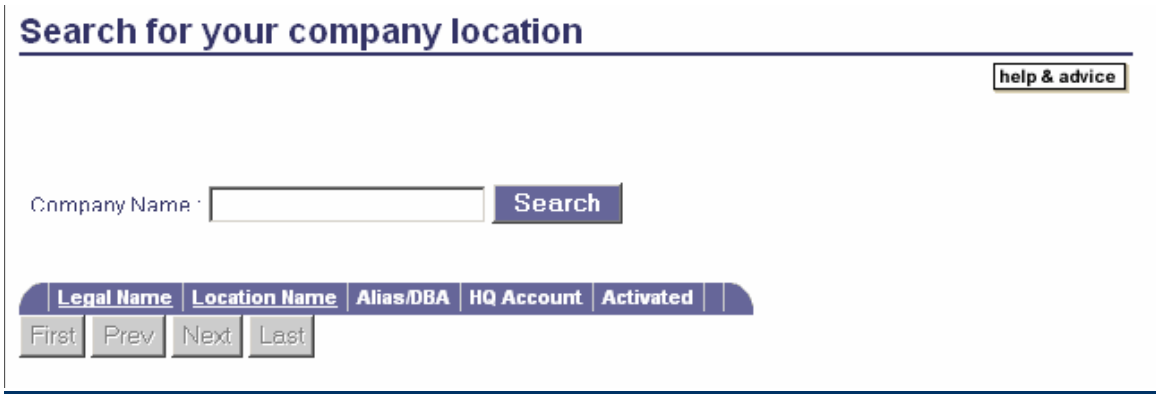
Searching for Existing Vendor Account

4. The **Search for your Company Location** page provides a search field to search for your company.

    - In the **Company Name** field enter your company name and click the **Search** button**,** make sure you put an asterisk (*) in front and behind of the company for example: *ABC*.

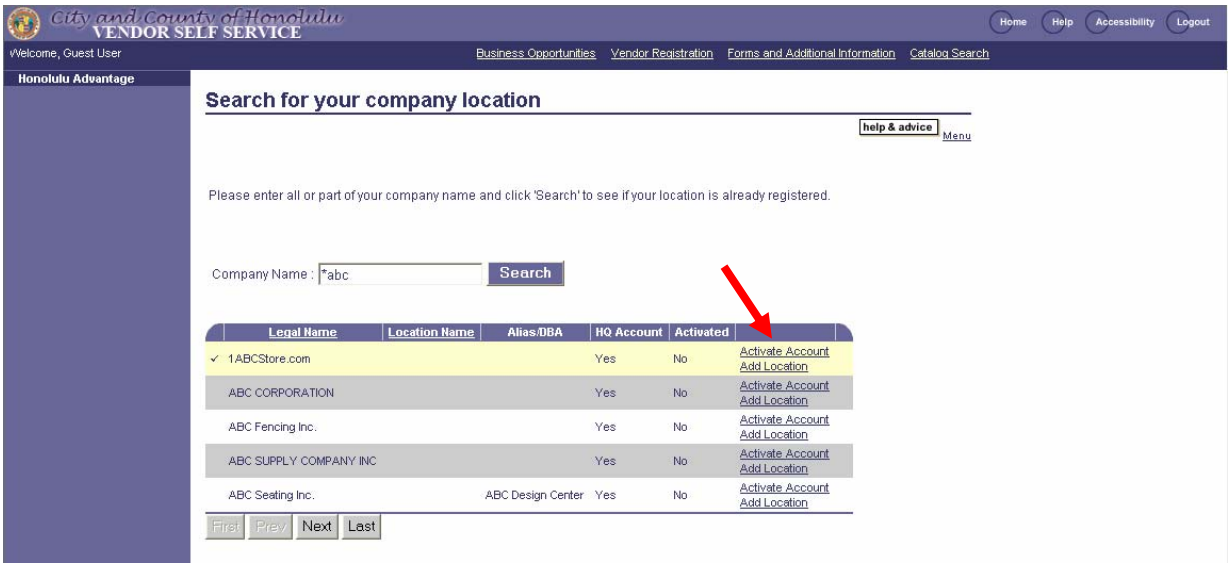
    - The search results will list your company name.

Please refer to the screen below:



5. Click the Activate Account button to open the Verification Required page.

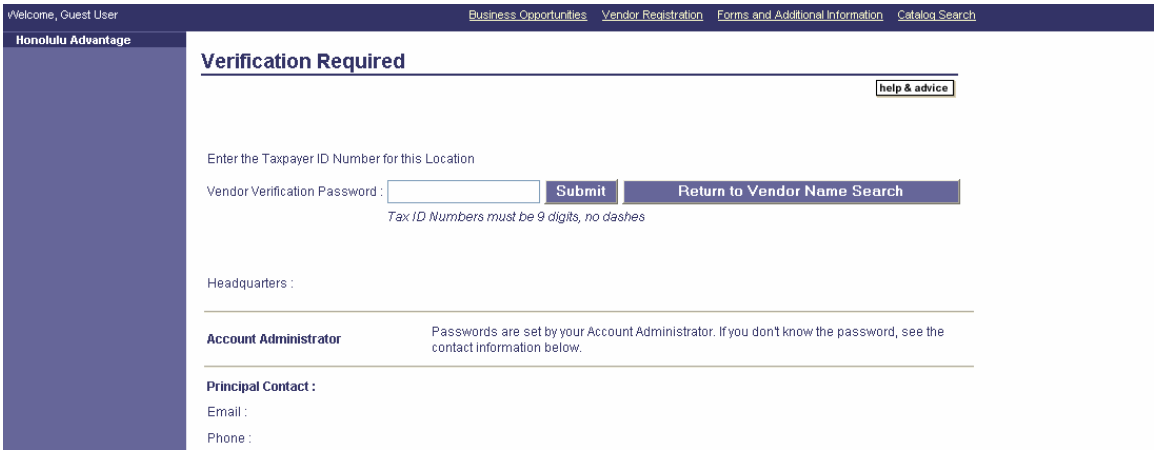
Please refer to the screen below:



6. Fill in the Vendor Verification Password then hit the Submit button:

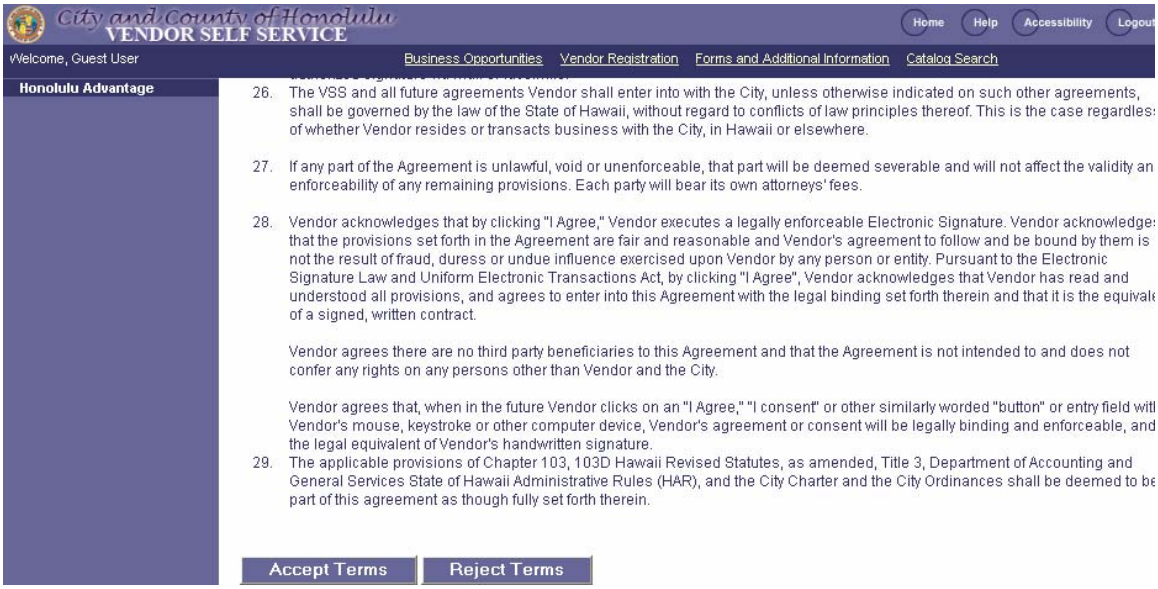
   - The password is your TIN (Tax ID Number).

Pleas refer to the screen below:



7. Please read the **Memorandum of Agreement**. If you accept the terms of the agreement, please click the **Accept Terms** button.

Please refer to the screen below:

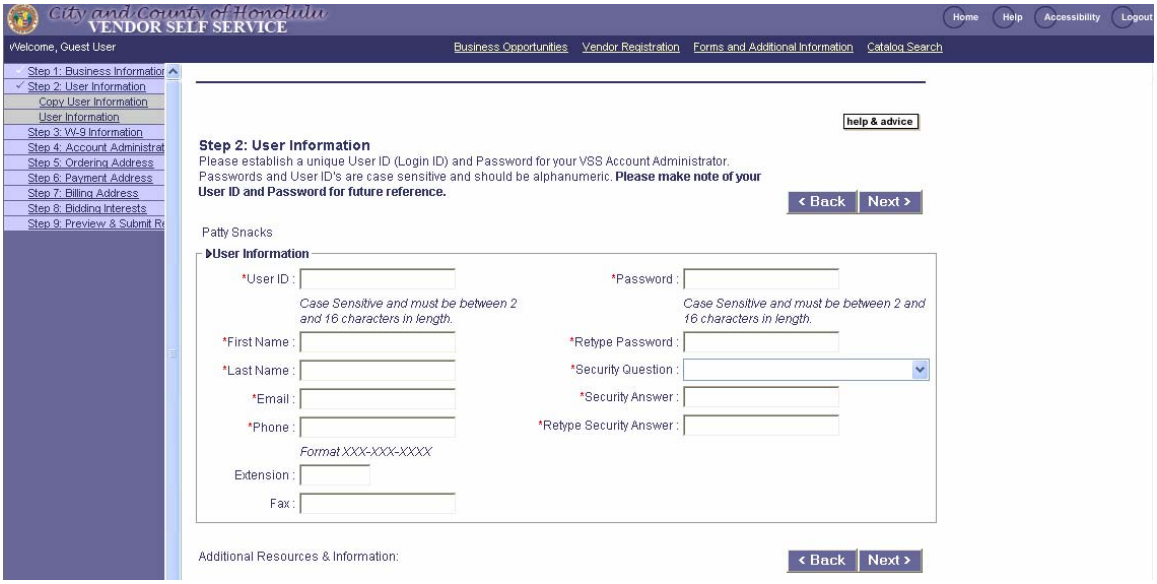


Creating User ID and Password

8. Please complete the **User Information** page and afterwards click the **Next** button.

    - Please note that the fields with the red asterisks (*) are required.

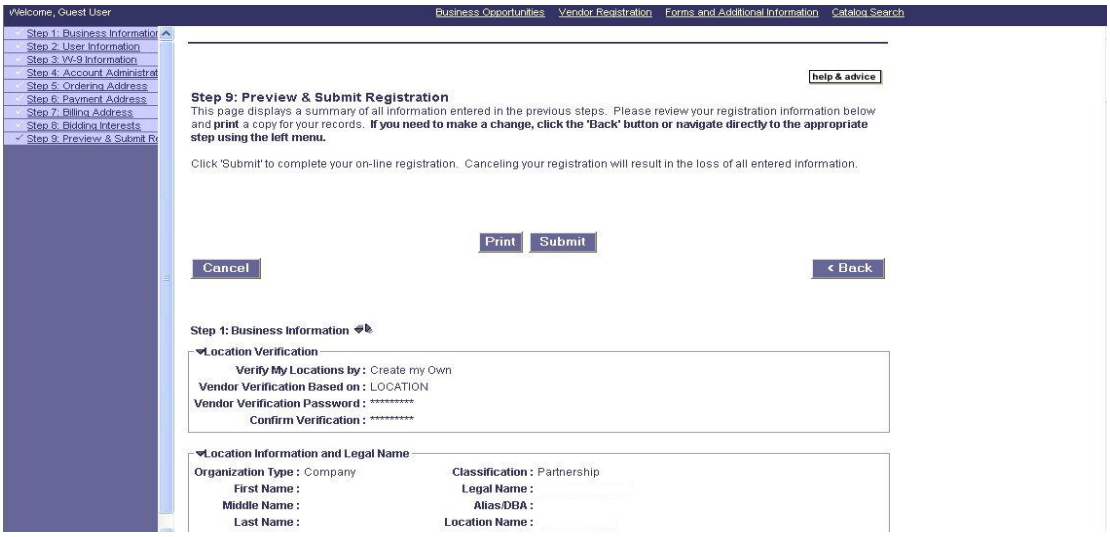
Refer to the screen below:



9. After entering in the required fields and clicking the **Next** button, the **Preview & Submit Registration** page will be displayed.

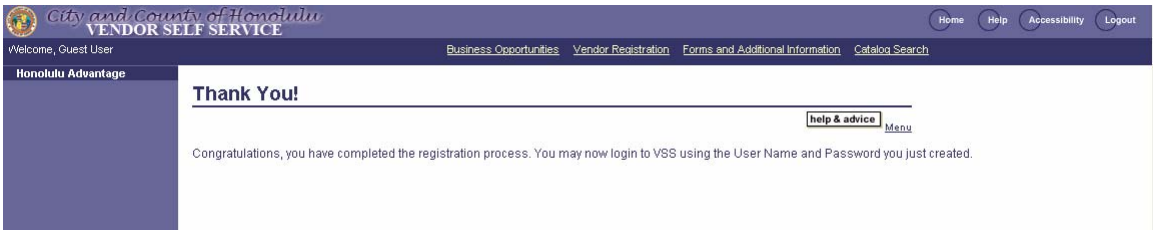
    - Please verify all information and then click on the **Submit** button to complete the activation of your account

Refer to the screen below:



10. After clicking on the **Submit** button, the Thank You page! should be displayed and your vendor account will now be active.

Refer to the screen below:



Additional Help Resources

If you have any questions, please contact the help desk at (808) 768-5535 or bfspurchasing@honolulu.gov.

Please click on the following link to access VSS FAQ's and VSS Help Guides:

http://www.honolulu.gov/pur/vsshelp.htm.