



# JACKSON COUNTY UTILITY AUTHORITY

*Serving the People...Protecting the Environment*

## Welcome!

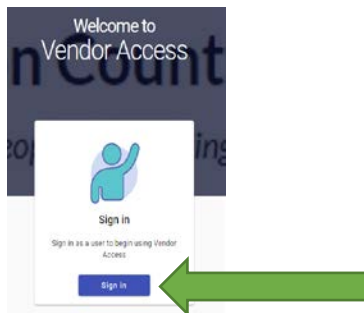
Thank you for taking this opportunity to register for Vendor Access, our online vendor portal. The Vendor Access portal allows registered vendors web-based access to their personal information, records, purchase orders, invoices, and accounts payable check information.

**Existing Vendors will need their Vendor Number (this number is located on your purchase order) and Federal Tax Id Number or Social Security Number to complete the registration.**

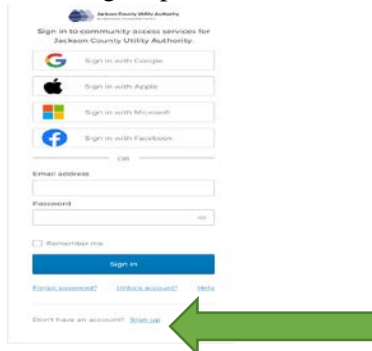
**Online registration is available to Existing Vendors only. New Vendors should contact the Finance Department to complete the registration.**

## Vendor Registration for Existing Vendors

- Existing Vendors can register by clicking the URL listed below:  
<https://jacksoncountyutilityautms.tylerportico.com/vss/vendor-selfservice/registration>
- Click Sign In on the Vendor Access page.



- Click Sign Up



- Create an account

*Note: A Verification Email will be sent from Community Access Identity to the Email Address provided. The user should verify the account by selecting activate account. Once the account is activated, the user will be redirected back to the Community Access Services Sign-in Page.*

- Enter the Email Address and Password, then click Sign-In

- Select “Link Account” to link to an existing vendor



### Link to an existing vendor

Once complete, you'll be directed to vendor profile.

- Enter your Vendor Number and FID or SSN, then select “Find Vendor”

The screenshot shows a web form titled "Test, welcome to Vendor Access." with the subtitle "Let's find your vendor account." The form includes a "Vendor Number\*" field with a red error message "Vendor number is required" and a green arrow pointing to it. Below this are radio buttons for "FID" (selected) and "SSN". There are two "FID\*" fields, with the second labeled "Retype FID\*", both with green arrows pointing to them. At the bottom are "Cancel" and "Find vendor" buttons, with a green arrow pointing to the "Find vendor" button.

- Existing Vendors should receive an alert notification, stating that your information matches with an existing vendor in our system. Please review the information provided, if the information is correct, please select “Link Account”.

For questions or concerns regarding the online registration: Please contact our Finance Department at [vendorsupport@jcua-ms.us](mailto:vendorsupport@jcua-ms.us).