

Vendor Self Service New VSS System Instructions for vendors who currently have VSS access

The City of Bloomington has upgraded the VSS Portal, these instructions are for Vendors who already have access the City's VSS portal.

Existing Users

You can register and gain access by selecting Link to Existing. You must have your VSS vendor number in order to register to access your profile. You must obtain this number from the City of Bloomington at procurement@cityblm.org.

New Login Existing Users

Vendors who do not know their associated email must register to gain access to Vendor Self Service. The link to VSS <https://cityofbloomingtonil.munisselfservice.com/vss/Vendors/default.aspx>

Select :Do not have an account? [Sign up](#)



Sign in to community access services for
City of Bloomington.



Sign in with Google



Sign in with Apple



Sign in with Microsoft



Sign in with Facebook

OR

Email address

Keep me signed in

Next

[Unlock account?](#)

[Help](#)

Don't have an account? [Sign up](#)



Enter a valid email address, create a password, complete the first and last name (of user) information, and click Sign Up. The system will send a verification email to the supplied email address.

Sign up

Email

First name

Last name

Mobile phone Optional

Password

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username
- Your password cannot be any of your last 10 passwords

Open the verification email and enter the verification code provided to complete the account verification process and return to VSS. Users cannot log in to VSS until they verify the account.

Verify with your email

✉ Procurement@cityblm.org

We sent an email to Procurement@cityblm.org. Enter the verification code in the text box.

Enter Code

[Return to authenticator list](#)

[Back to sign in](#)

FOR EXISTING VENDORS:

If you are an existing vendor, you can register and gain access by selecting Link to Existing. You must have your VSS vendor number in order to register to access your profile. You must obtain this number from the City of Bloomington at procurement@cityblm.org. **Your Vendor ID is _____.**

Welcome to Vendor Self Service



No vendor information is linked to your account.

In order to fully use Vendor Self Service, please either register a new vendor or link to an existing vendor.

Create New Vendor

OR

Link to Existing

Announcements

Welcome to Self Service for Business Vendors

Linking to a Vendor Record

Enter the vendor number the City has provided you and the federal identifier (FID) or Social Security number to search for your vendor record. Contact Procurement@cityblm.org or the department you work with to obtain your vendor number.

Link to Existing Vendor



Enter the information below to search for an existing vendor.

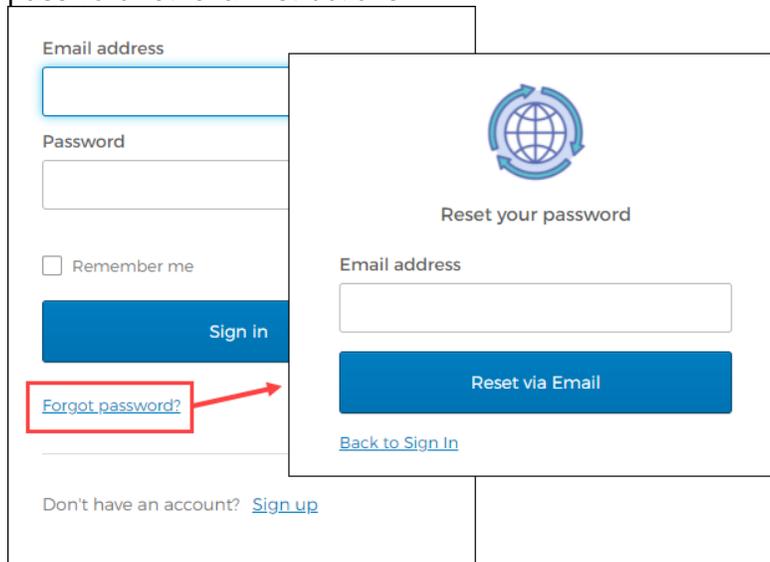
Vendor Number

Vendor FIS/SSN

Link to Existing

Password Resets

If a user forgets their assigned password, clicking the Forgot Password? link on the Sign-in screen provides the steps to reset the password. The Help link on the Sign-In screen also provides detailed password retrieval instructions.



The screenshot shows the Sign-in interface. On the left, there are fields for 'Email address' and 'Password', a 'Remember me' checkbox, and a 'Sign in' button. A red box highlights the 'Forgot password?' link, with a red arrow pointing to a modal window. The modal window has a globe icon and the title 'Reset your password'. It contains an 'Email address' field and a 'Reset via Email' button. At the bottom of the modal is a 'Back to Sign In' link. Below the Sign-in form, there is a link for 'Don't have an account? Sign up'.