



Logging in to Vendor Self-Service as a Guest User

To successfully transact in the Statewide Financial System (SFS), it is important to **first** refer to the related SFS Handbook. Job aids should be referred to as quick reminders on how to process transactions. SFS Handbooks provide more context and include screenshots.

Job Aid Number	JAA-VEN101-030
Purpose	This quick guide provides the necessary steps to log into the Vendor Self-Service via the SFS Vendor Portal, as a Guest User.
User Role	
Date Modified	5/1/2023
Related SFS Handbook	SFS Training for Vendors

Concept







Your organization's primary contact is responsible for creating your unique login credentials for the SFS Vendor Portal. They are also responsible for sending you the following information before you login to the system.



- SFS Vendor Portal URL link
- Assigned User ID
- Assigned Password

Predecessor(s)	
Transactions that should occur before this task.	
JAA-VEN101-001	Logging in to Vendor Self-Service as the Primary Contact

Successor(s)	
Transactions that should occur after this task.	
JAA-VEN101-002	Setting up a Password Hint

Procedure

Step	Action
1.	<p>Navigate to the SFS Vendor Portal URL address provided to you by your organization's primary contact.</p> <p>The SFS Vendor Portal page displays.</p>
2.	<p>Enter the User ID provided to you by your organization's primary contact.</p> <p>Note: The User ID is case-sensitive.</p>
3.	<p>Enter the applicable value into the User ID field.</p> 
4.	<p>Enter the Password provided to you by your organization's primary contact.</p> <p>Enter the applicable value into the Password field.</p> 
5.	<p>Click the Vendor Online Services' Terms of Service hyperlink.</p> 
6.	<p>The Vendor Online Services' Terms of Service opens in a new window.</p> <p>Review the information and then click the Close Tab (X) icon to close the window.</p> 
7.	<p>If you do not agree to the Vendor Online Services' Terms of Service, you will NOT be able to proceed and use the Vendor Portal.</p> <p>Click the I agree to Vendor Online Services' Terms of Service option.</p> 
8.	<p>Click the Sign In button.</p> 

Step	Action
9.	<p>Note: All SFS Notifications display on the SFS Notices tile on My Homepage, which is used to communicate important SFS announcements and materials.</p> <p>You can click the SFS Notices tile to view additional notices detail information.</p>
10.	<p>Click the FAQs/Contact Us tile to view answers to frequently asked questions.</p> 
11.	<p>Review answers to frequently asked questions.</p> <p>Note: For additional questions, click the SFS Help Desk link to send an email to the SFS Help Desk.</p>
12.	<p>Click the My Homepage button to return to the SFS Homepage.</p> 
13.	<p>Click the SFS Support tile to enter and submit a SFS Help Desk ticket.</p>
14.	<p>Click the applicable tile to navigate to the desired page in SFS.</p> <p>Note: See the Using the SFS Vendor Portal (JAA-VEN101-032) job aid in SFS Coach for additional information on using the SFS vendor portal tiles.</p>
15.	<p>End of Procedure.</p>