

## Vendor Manager System

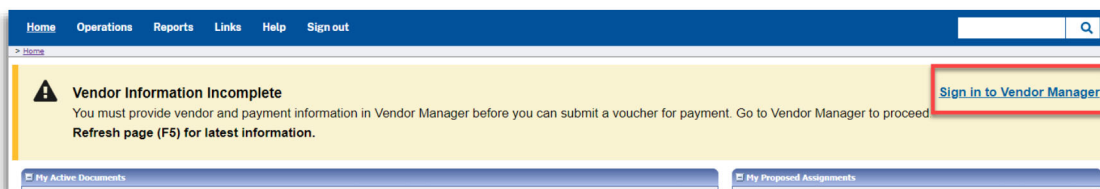
The Vendor Manager System (VMS) is a web-based application that is used to collect W9, electronic fund transfer (EFT) payment, and employee-business relationship information for CJA payees and business entities. Vendor information syncs with JIFMS and other tenants such as eVoucher, allowing a single source of information to be shared throughout applications.

Before you can sign in and create a vendor account in the VMS application, you must have a Login.gov account. If you do not have one already, refer to the Login.gov job aids for detailed instructions on how to create a Login.gov account and sign in to eVoucher.

## Creating a Vendor Account with an EIN

### Step 1

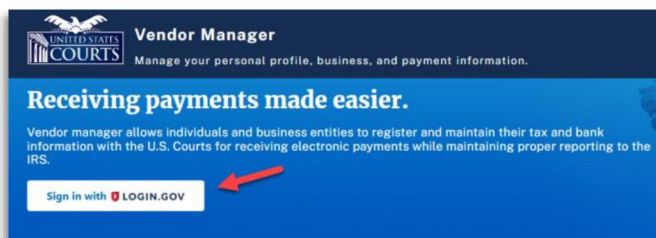
Sign in to eVoucher. A Vendor Information Incomplete message appears at the top of your eVoucher home page. Click the **Sign in to Vendor Manager** link to create your vendor account profile.



**Note:** You must create and link a VMS account to your eVoucher account before you can submit a voucher for payment.

### Step 2

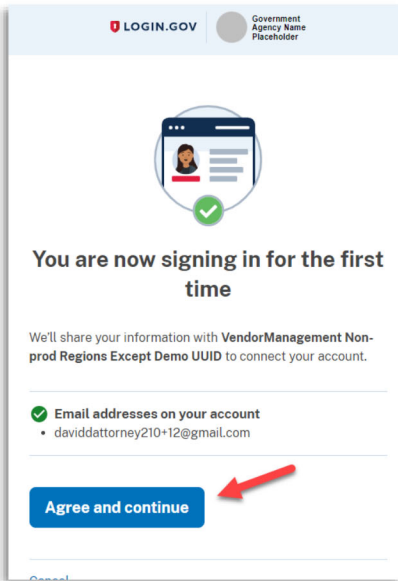
You are redirected to the Vendor Manager sign in page. Click **Sign in with LOGIN.GOV**.



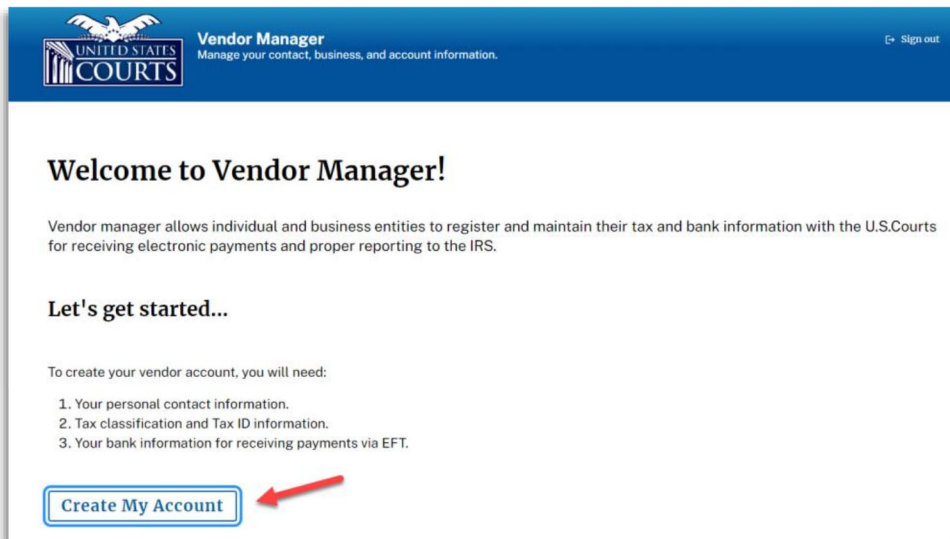
**Note:** Because you were already signed in to eVoucher, you aren't required to reverify your information in Login.gov. However, if for any reason you signed out of Login.gov or your authentication token expired (after 15 min.), you are required to sign in through Login.gov.

**Step 3**

The first time you sign in to the VMS, a message appears showing the information that you're sharing with the VMS to connect your account. Click **Agree and continue**.

**Step 4**

Once signed in to the VMS, you are directed to create your vendor account. Click **Create My Account** to get started.



The Vendor Account Setup includes five sections.

### Step 5

First, complete the Contact Information section. Your name and email address auto-populate, but you must complete the required **City, State, Zip/Postal Code, Phone, and Phone Type** fields.

**Vendor Account Setup**

1 Contact Information

Enter your personal contact information and mailing address. You will enter your Tax ID and payment info in the next steps.

First Name David	Middle <small>(OPTIONAL)</small> 	Last Name Attorney	Suffix <small>(OPTIONAL)</small> -Select-
Address [Redacted] <small>*Address is required</small>			Apt/Ste # <small>(OPTIONAL)</small> 
City [Redacted] <small>*City is required</small>	State (U.S. Only) -Select- <small>*State is required</small>	Zip/Postal Code [Redacted] <small>*Zip/Postal Code is required</small>	
Country UNITED STATES			
Phone [Redacted] <small>*Phone number is required</small>	Phone Type -Select- <small>*Phone type is required</small>	Primary <input type="radio"/>	
<a href="#">+ Add Additional Phone</a>			
Email Address davidattorney210+12@gmail.com			
<a href="#">Save and Continue</a>			

### Step 6

Click **Save and Continue**.

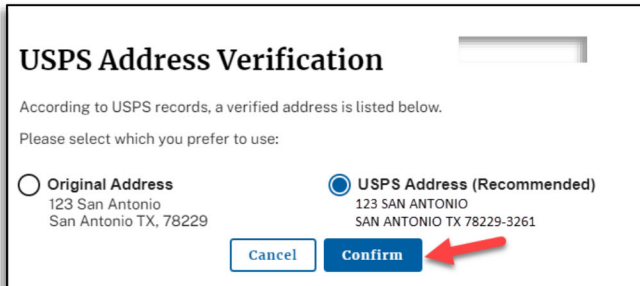
1 Contact Information

Enter your personal contact information and mailing address. You will enter your Tax ID and payment info in the next steps.

First Name David	Middle <small>(OPTIONAL)</small> 	Last Name Attorney	Suffix <small>(OPTIONAL)</small> -Select-
Address 123 San Antonio			Apt/Ste # <small>(OPTIONAL)</small> 
City San Antonio	State (U.S. Only) TEXAS	Zip/Postal Code 78229	
Country UNITED STATES			
Phone (210) 555-5555	Phone Type Mobile	Primary <input checked="" type="radio"/>	
<a href="#">+ Add Additional Phone</a>			
Email Address davidattorney210+12@gmail.com			
<a href="#">Save and Continue</a>			

**Step 7**

The **USPS Address Verification** dialog box appears. Click a radio button to indicate the appropriate address format, and then click **Confirm**.



**USPS Address Verification**

According to USPS records, a verified address is listed below.

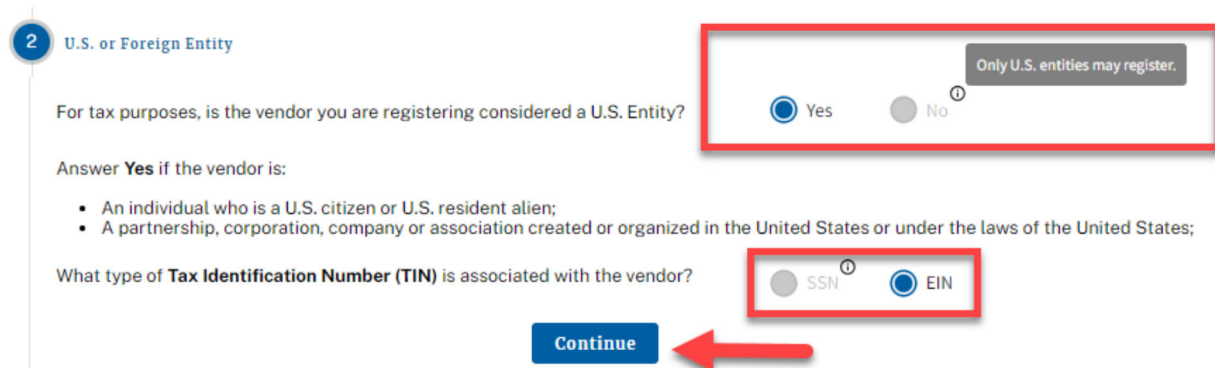
Please select which you prefer to use:

☐ **Original Address**  
123 San Antonio  
San Antonio TX, 78229

☒ **USPS Address (Recommended)**  
123 SAN ANTONIO  
SAN ANTONIO TX 78229-3261

**Step 8**

In the U.S. or Foreign Entity section, the **Yes** radio button is selected by default indicating that the vendor you are registering is a U.S. entity. The **No** radio button is disabled, as only U.S. entities are allowed to register in the VMS. Click the **EIN** radio button, and then click **Continue**.



**2 U.S. or Foreign Entity**

For tax purposes, is the vendor you are registering considered a U.S. Entity?

Answer **Yes** if the vendor is:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company or association created or organized in the United States or under the laws of the United States;

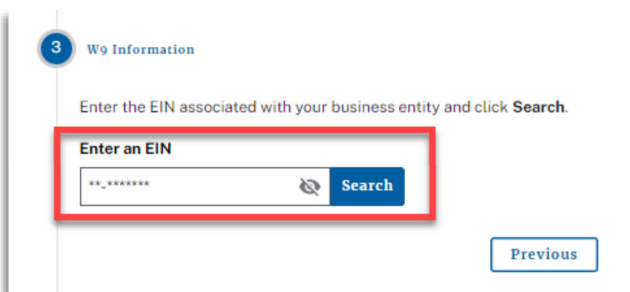
What type of **Tax Identification Number (TIN)** is associated with the vendor?

☐ SSN ☒ EIN

Only U.S. entities may register.

**Step 9**

In the W9 Information section, fill out the EIN associated with your business entity and click **Search**.



**3 W9 Information**

Enter the EIN associated with your business entity and click **Search**.

Enter an EIN

xx-xxxxxx

**Step 10a**

## Existing EIN

**Step 1**

If the EIN exists within the VMS, a **We found an existing EIN** success message appears. Verify the information is correct and click the checkbox to send the Authorized Agent a request to use the existing EIN for payments.

2 My Information

Enter the EIN associated with your business entity and click Search.

Enter an EIN

**✓ We found an existing EIN.**  
Please verify that this is the correct business entity to receive payments.

<b>David D Attorney</b> 123 Associate Firm San Antonio San Antonio, TX 78245 TIN (EIN): ••••••60	<b>Authorized Agent Contact Info:</b> David Attorney davidattorney210+zz@gmail.com (210) 555-5555
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☒ Use this business entity for payments. Upon submission, the system will notify the Authorized Agent of your request to use this business for payments.

**Step 2**

An email is sent to the Authorized Agent requesting approval to use this payment account. The payment account will appear as pending until the request is approved. Click **Ok**.

UNITED STATES COURTS Vendor Manager Manage your contact, business, and account information. Sign out

**Link Request Sent!**  
You will receive an email when approved to use this payment account.

**Contact Information**

David D Attorney  
123 San Antonio  
San Antonio, TX 78229  
davidattorney210+a@gmail.com  
(555) 555-5555

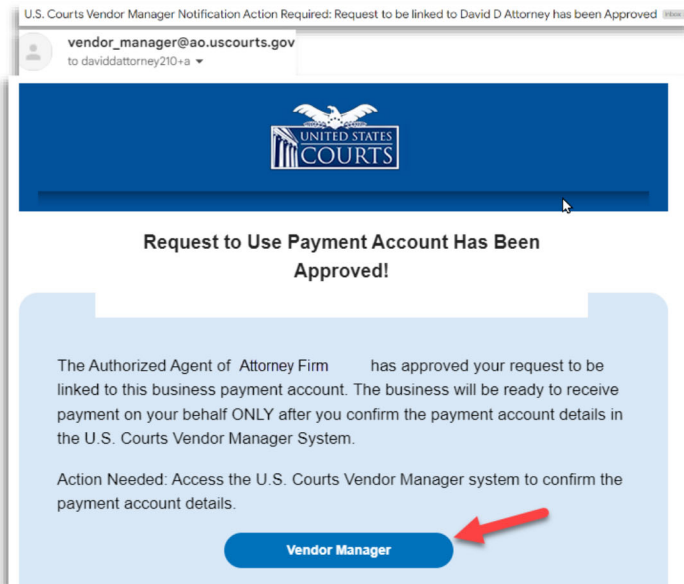
**My Payment Accounts**

<b>New Payment Acct</b> TIN (EIN): ••••••50 123 San Antonio San Antonio, TX 78229 Electronic payments will be sent to: Payment info needed	<input type="button" value="Pending Bank Info"/> <input type="button" value="More"/>
<b>David D Attorney</b> TIN (EIN): ••••••60 Authorized Agent: David Attorney	<input type="button" value="Pending Approval"/>

**Note:** To add another payment account using another EIN or SSN, click **Add New Payment Account**. Review the **Authorized Agent** job aid to learn more about the process for approving a pending payment account. To view the process for adding a new payment account an SSN, review the **Vendor Manager System for Individual** job aid.

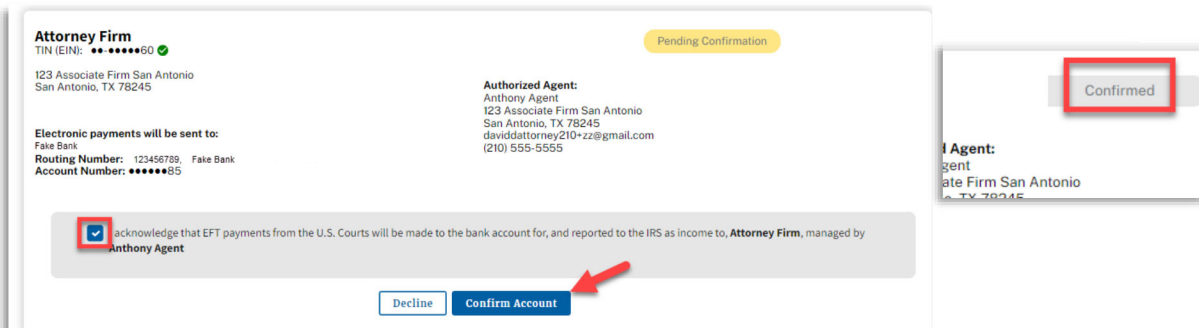
### Step 3

Once the Authorized Agent approves your request to link your account, you will receive an email that your request has been approved. Click **Vendor Manager** to confirm you want to link your account.



### Step 4

From your VMS homepage, select the acknowledgement for EFT payments to be made to the bank account checkbox and then click **Confirm Account**. The yellow pending message changes to confirmed and you can now begin receiving payments.





**Step 10b**

## No Existing EIN

If the EIN does not exist within the VMS, a **No Matches Found** message appears. You can then choose to register an EIN as the authorized agent and manage the EIN payment account yourself, or you can notify someone acting as the authorized agent in your organization. Click **I am Authorized to Register this Business**.

**Note:** If you choose to notify someone, that person will be invited to the system to finish setting up the business account as the Authorized Agent. Review the **Notifying an Authorized Agent** section of this job aid for more information on this process.

**Step 11**

In the W9 Information section, enter the appropriate name, TIN, federal tax classification, and contact address—including city, state, zip code, and country—in the corresponding fields.

Read the two withholding statements and click the appropriate radio button. Finally, read and confirm the TIN Matching Notice, and then click **Save and Continue**.

**Certification**

☒ 1. The number shown on this form is my correct taxpayer identification number.  
2. I am a U.S. citizen or other U.S. person.

☒ I am not subject to backup withholding [more details](#)

☐ I am subject to backup withholding [more details](#)

☒ **TIN Matching Notice:** By clicking 'Save and Continue', you consent to IRS TIN matching. After successfully matching TIN and Name with IRS records, no changes can be made to the TIN for this payment account.

[Previous](#) [Save and Continue](#)

## Step 12

Click a radio button to indicate if you are using a checking or savings account. Enter your bank routing and account numbers in the corresponding fields, reentering the account number to confirm. Click **Save and Continue**.

**4 Bank Information**

☒ Checking Account ☐ Savings Account

Routing Number: 123456789 Account Number: \*\*\*\*\* Re-enter Account Number: \*\*\*\*\*

Fake Bank

Nickname for this account (optional):

[Previous](#) [Save and Continue](#)

## Step 13

Confirm that the information you entered is correct, and then click **Confirm**.

**5 Review**

Before selecting 'Confirm', please verify your information is correct.

**Contact Info**

David D Attorney  
123 San Antonio  
San Antonio, TX 78229  
davidattorney210+a@gmail.com  
(555) 555-5555

**Tax and Payment Info**

David D Attorney  
123 Associate Firm San Antonio  
San Antonio, TX 78245

TIN (EIN): ••••••60  
Authorized Agent: David Attorney

Electronic payments will be sent to:  
Fake Bank  
Routing Number: 123456789, Fake Bank  
Account Number: ••••••

[Previous](#) [Confirm](#)



**Step 14**

A New Payment Account Added! success message appears. Click **Ok**. To add another payment account for a business entity, click **Add New Payment Account**, or click **Sign out** to exit the VMS.

The screenshot shows the Vendor Manager System interface. At the top, there is a blue header with the United States Courts logo and the text "Vendor Manager System". A success message "New Payment Account Added!" is displayed, stating "Account is active and ready to receive payments. You may sign out." with an "Ok" button. A red arrow points to the "Sign out" link in the top right corner. Below the header, the "Contact Information" section displays details for David Attorney, including address and contact information, with an "Edit Contact Info" button. A red arrow points to the "+ Add New Payment Account" link. The "My Payment Accounts" section shows a list of accounts for David D Attorney, with a "More" dropdown button.

**Note:** To view the process for adding a new payment account with an SSN, please review the Vendor Manager System using SSN job aid.

## Notifying an Authorized Agent

If you select the option to notify the Authorized Agent to set up and manage the payment account for the business, you will be required to enter the business name, name of authorized agent, and email address of the authorized agent.

**Step 1**

Click **Notify the Authorized Agent for this Business.**

The screenshot shows a "No Matches Found" message with a warning icon. The text states: "A business entity must be registered with Vendor Manager to receive payments and IRS 1099 forms, if applicable. Are you authorized to register and manage this business entity?". Below this, there are two options. The first option, "By registering this business entity, I agree to:", lists two bullet points: "Maintain, and keep current, the address, tax, and banking information for this business." and "Manage vendor requests to link to this business for payments." with a button "I am Authorized to Register this Business". The second option, "I prefer to notify the authorized agent to manage this business entity. The authorized agent will:", lists two bullet points: "Maintain, and keep current, the address, tax, and banking information for this business." and "Manage vendor requests to link to this business for payments." with a button "Notify the Authorized Agent for this Business". A red arrow points to the "Notify the Authorized Agent for this Business" button. A "Previous" button is located at the bottom center.

**Step 2**

Enter the business name, authorized agent name, email address and re-enter the email address to confirm, then select the certify authorized agent checkbox, and click **Send Invite**.

**Add New Payment Account** Cancel

1 U.S. or Foreign Entity

2 Web Information

Notify an **Authorized Agent** from this business who is responsible for registering this EIN (\*\*\*\*\*70) as a new vendor. When you complete your registration, an email invitation will be sent to the proposed authorized agent listed below to register the business. You will be notified when the business is registered and approved for use as a payment account.

Please provide contact information for the Authorized Agent for this business:

Business Name

Name of Authorized Agent

Email Address

Confirm Email Address

☒ I am checking the box you certify that **Anthony Agent** (AttorneyFirm@gmail.com) is the authorized agent of EIN: \*\*\*\*\*70 and can make changes to the business information including but not limited to changing direct payment information, business address, business employees, and authorized agents.

Previous Send Invite

**Step 3**

An email is sent to the email address you entered above and a New Payment Account Requested! success message displays. Click **Ok**.

**New Payment Account Requested!**

You will receive an email when this account has been set up by the Authorized Agent.

Ok

**Step 4**

On your homepage you will now see your requested payment account is pending approval from the authorized agent. Check your email for the approval email from the authorized agent.

**David D Attorney**  
TIN (EIN): \*\*\*\*\*60  
Authorized Agent: David Attorney

Pending Approval

**Step 5**

Once the Authorized Agent approves the payment account, you will receive an email that your request has been approved. Sign in to the VMS, the payment account is now pending confirmation. Select the acknowledgement checkbox and confirm the account.

The screenshot shows a 'Pending Confirmation' screen for 'Attorney Firm'. It includes the firm's TIN (EIN), address, and electronic payment details. An 'Authorized Agent' section lists Anthony Agent's contact information. A checkbox is checked, indicating acknowledgment of EFT payments. At the bottom, there are 'Decline' and 'Confirm Account' buttons, with a red arrow pointing to the 'Confirm Account' button.

**Attorney Firm**  
TIN (EIN): ●●●●●●70 ✓  
123 Associate Firm San Antonio  
San Antonio, TX 78245

**Electronic payments will be sent to:**  
Fake Bank  
**Routing Number:** 123456789, Fake Bank  
**Account Number:** ●●●●●●95

**Authorized Agent:**  
Anthony Agent  
123 Associate Firm San Antonio  
San Antonio, TX 78245  
anthonyagent@gmail.com  
(210) 555-5555

☒ I acknowledge that EFT payments from the U.S. Courts will be made to the bank account for, and reported to the IRS as income to, **Attorney Firm**, managed by **Anthony Agent**

[Decline](#) [Confirm Account](#)

**Step 6**

You will see a confirmed notification and you can now use this payment account.

The screenshot shows a 'Confirmed' notification. A red arrow points to the 'Confirmed' status. Below it, the 'Authorized Agent' contact information is listed.

**Confirmed**

**Authorized Agent:**  
Anthony Agent  
123 Associate Firm San Antonio  
San Antonio, TX 78245  
anthonyagent@gmail.com  
(210) 555-5555

To add another payment account for another business entity using an EIN or using an SSN, click **Add New Payment Account** or to exit click **Sign out**.

The screenshot shows the 'Vendor Manager' dashboard. It includes a header with the 'UNITED STATES COURTS' logo and a 'Sign out' link. The main content area is divided into 'Contact Information' and 'My Payment Accounts'. The 'Contact Information' section shows details for 'David D Attorney'. The 'My Payment Accounts' section has a red box around the '+ Add New Payment Account' button.

**Vendor Manager**  
Manage your contact, business, and account information.

[Sign out](#)

**Contact Information**

**David D Attorney**  
123 San Antonio  
San Antonio, TX 78229  
davidattorney210+a@gmail.com  
(555) 555-5555

[Edit Contact Info](#)

[+ Add New Payment Account](#)

**My Payment Accounts**