

# SMART LANDLORD PROGRAM: HOW TO REGISTER AS A COUNTY VENDOR



**Palm Beach County  
COMMUNITY  
SERVICES**

Helping People Build Better Communities



# ELIGIBILITY GUIDELINES

## TO QUALIFY FOR ASSISTANCE, INDIVIDUAL(S) MUST:

- 1) Be a PBC resident renting in a residential dwelling, and;
- 2) Household income is at or below 80% AMI (emphasis on 30% and below), and;
- 3) Qualified for unemployment, or;
- 4) Experienced a reduction in income directly or indirectly from COVID-19, or;
- 5) Can demonstrate a risk of experiencing homelessness or housing instability.



# Area Median Income (80% and Below)

Household/ Family Size	30%	50%	80%
1	\$18,450	\$30,750	\$49,200
2	\$21,100	\$35,150	\$56,200
3	\$23,750	\$39,550	\$63,250
4	\$26,350	\$43,900	\$70,250
5	\$30,680	\$47,450	\$75,900
6	\$35,160	\$50,950	\$81,500
7	\$39,640	\$54,450	\$87,150
8	\$44,120	\$57,950	\$92,750
9	\$48,600	\$61,500	\$98,350
10	\$53,080	\$65,000	\$104,000



**Individual(s) have indirectly lost income or incurred significant cost due to COVID-19 if:**

- a) An individual who supported the household financially is now unable to pay due to a loss of job or income as a result of COVID-19**
- b) An individual incurred cost by caring for someone who had COVID-19**
- c) An individual experienced an Increased childcare cost due to COVID-19**
- d) An individual experienced an increase in utility cost due to COVID-19**
- e) An individual experienced an increase in medical cost due to COVID-19**



# What documentation is needed to prove a household is at risk of experiencing homelessness or housing instability?

1. A past due utility or rent notice or eviction notice, or
2. Unsafe or unhealthy living conditions, or
3. Any other evidence of risk, as determined by the grantee.



# BENEFIT PARAMETERS

## WHERE APPLICABLE, HOUSEHOLDS MAY:

- 1) Receive help with rent and utilities only
- 2) Receive up to 12 months back rent
- 3) Receive up to 3 months forward rent (must pay arrears first)
  - Must provide documents to show the issue still exists every 3 months



# PRIORITY HOUSEHOLDS

## PRIORITY WILL BE GIVEN TO:

- Households at or below 30% of AMI
- Households with an eviction notice
- Individuals who have been unemployed for more than 90 days





# DOCUMENTATION REQUIRED

**Evidence of COVID-19 direct or indirect impact**

**Evidence of risk of homelessness or housing instability**

**Evidence of Income Eligibility:**

- Wage statement, unemployment compensation statement or a copy of Form 1040 as filed with the IRS for the household
- Income from the past two months prior to the submission of the application (paystubs, tax returns, unemployment income, etc.)
- Determination letter after January 1, 2020 from a local, state, or federal government assistance program

**For Rental Assistance:**

- Current lease agreement and balance statement signed by the landlord

**For Utility Assistance:**

- Copy of past due utility bill or disconnection notice

**Valid government issued ID**

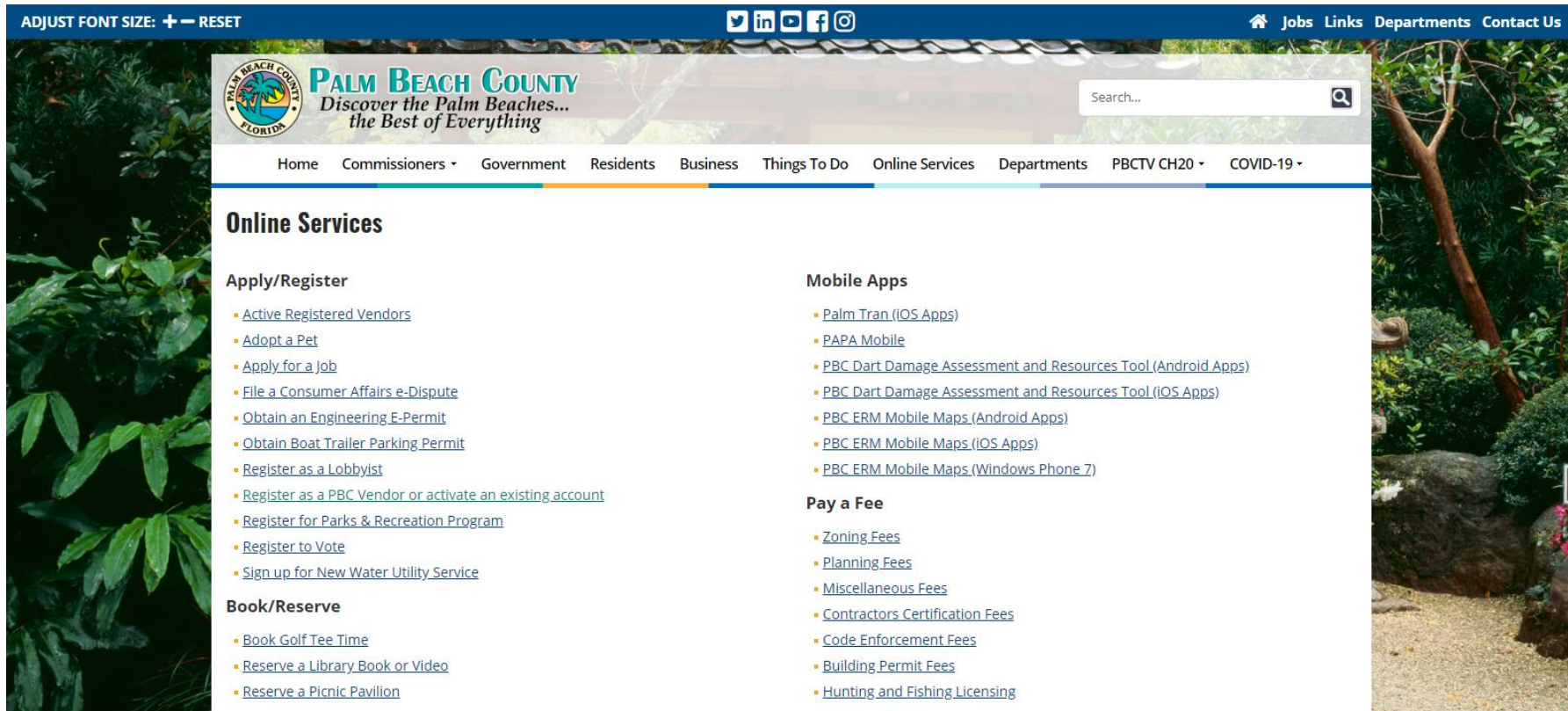
**SS Card for the Applicant**







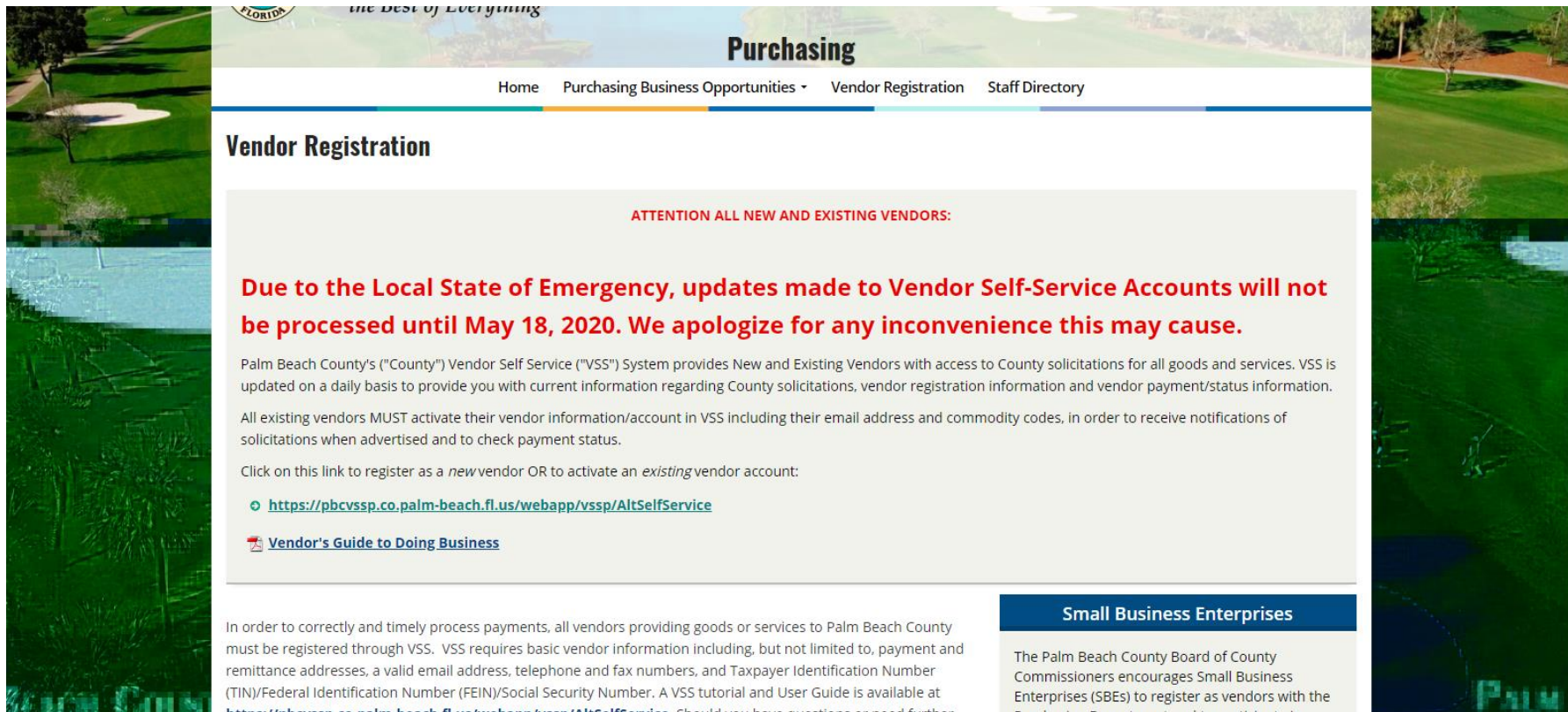
From the County website at [www.discover.pbcgov.org](http://www.discover.pbcgov.org)  
Select Online Services



From the Online Services

Select Register as a PBC vendor or activate an existing account





**Purchasing**

Home Purchasing Business Opportunities Vendor Registration Staff Directory

## Vendor Registration

**ATTENTION ALL NEW AND EXISTING VENDORS:**

**Due to the Local State of Emergency, updates made to Vendor Self-Service Accounts will not be processed until May 18, 2020. We apologize for any inconvenience this may cause.**

Palm Beach County's ("County") Vendor Self Service ("VSS") System provides New and Existing Vendors with access to County solicitations for all goods and services. VSS is updated on a daily basis to provide you with current information regarding County solicitations, vendor registration information and vendor payment/status information.

All existing vendors MUST activate their vendor information/account in VSS including their email address and commodity codes, in order to receive notifications of solicitations when advertised and to check payment status.

Click on this link to register as a *new* vendor OR to activate an *existing* vendor account:

<https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>

[Vendor's Guide to Doing Business](#)

In order to correctly and timely process payments, all vendors providing goods or services to Palm Beach County must be registered through VSS. VSS requires basic vendor information including, but not limited to, payment and remittance addresses, a valid email address, telephone and fax numbers, and Taxpayer Identification Number (TIN)/Federal Identification Number (FEIN)/Social Security Number. A VSS tutorial and User Guide is available at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>. Should you have questions or need further

### Small Business Enterprises

The Palm Beach County Board of County Commissioners encourages Small Business Enterprises (SBEs) to register as vendors with the Purchasing Department and to participate in

There is a link to register and a Vendor's Guide to Doing Business

<http://discover.pbcgov.org/purchasing/Pages/Vendor-Registration.aspx>



User ID

Password

[Password Reset](#)

Click the Register button to register a new or existing account.



## Welcome to Palm Beach County's Vendor Self-Service (VSS) Registration System

As a registered vendor with Palm Beach County, VSS provides you with the following features:

**Business Opportunities:** Construction & Non-Construction Solicitations; Email Notifications of Business Opportunities; Public Access to Business Opportunities

**Financial Transactions:** View Payment History; Review Currently Held Master Agreements

**Vendor Account Maintenance:** Addresses; Contacts; Commodity Code Selections (Vendors must select NIGP Commodity Codes for the good(s) and/or service(s) they provide in order to receive email notifications of business opportunities with Palm Beach County.)

**Office of Equal Business Opportunity:** Small/Minority/Woman Owned Business Enterprise (S/M/WBE) are encouraged to click on the Office of Equal Opportunity (OEBO) link above to learn how to certify their business with Palm Beach County. ALL vendors must be registered in VSS **PRIOR TO** beginning the S/M/WBE Certification process.

For best utilization of the VSS Registration System, please ensure pop-up blockers are disabled and you are using one of the following certified browsers: Internet Explorer, Firefox, Microsoft Edge, Safari, iOS, or Android. Please **DO NOT USE** Google Chrome to complete the Vendor Registration.

For assistance in registering, please use the *VSS New Registration User Guide* to guide you through the registration process. If you are a current vendor, but have not activated your VSS account, please use the *VSS Activate Existing Account User Guide* to complete your account activation.

If you need further assistance, or have questions, **Palm Beach County VSS Assistance** is available Monday through Friday, 8:00am-5:00pm EST and can be reached by calling (561) 616-6800 or email at [PBVendor@pbcgov.org](mailto:PBVendor@pbcgov.org).

Thank you for your interest in doing business with Palm Beach County. We look forward to working with you.

### Announcements

05/04/2020

ATTENTION VENDORS: Due to the Local State of Emergency, updates made to Vendor Self-Service Accounts will not be processed until May 18, 2020. We apologize for any inconvenience this may cause.

04/23/2020

ATTENTION VENDORS -

Beginning February 3, 2020, ALL Vendors are REQUIRED to enter the following information when registering and/or modifying their VSS Account: (1) attach a current, signed W-9 IRS Tax form, OR if you are a foreign vendor, a current, signed W-8 IRS Tax Form; and (2) add the Commodity Code(s) associated with the goods or services your organization provides.

04/23/2020

EFT/ACH Information: If you would like to set up or update your EFT/ACH Information, please contact The ACH Onboarding team via email at [pbcpaymentmgr@mypalmbeachclerk.com](mailto:pbcpaymentmgr@mypalmbeachclerk.com) to complete the EFT/ACH enrollment. Further questions or concerns regarding EFT/ACH should also be directed to said

### User Guides and Forms

Click on a form below to either save it to your desktop or open it in Adobe.



[VSS Quick Reference Guide for Solicitations](#)

[VSS Activate Existing Account User Guide](#)

[VSS New Vendor Registration User Guide](#)

[W-8BEN](#)

[W-8IMY](#)

[W-8FXP](#)

[Help](#)[Contact Us](#)[Privacy Report](#)[PBC Purchasing](#)[PBC OEBO](#)[PBC Vendor Directory](#)

Navigating Solicitations in VSS Video



# Register for an account or Sign in if you are already registered



Welcome, New

## Memorandum of Agreement

In order to register as a vendor with Palm Beach County ("County"), you must accept the terms of this Memorandum of Agreement. If you choose not to accept these terms and not register as a vendor with the County, you will be returned to the Home Page where you can view all County solicitations by clicking on "Public Access".

By submitting this electronic vendor registration, you certify and warrant that you are duly authorized, to: (i) register as a Vendor with the County; (ii) provide all of the vendor information requested; and (iii) enter into this Memorandum of Agreement. By submitting this electronic vendor registration, you hereby agree.

1. To continually update your vendor registration information as necessary to ensure that the information remains accurate and complete at all times.
2. To provide accurate, complete and current vendor information that can be conclusively relied upon by the County, even if different information is or has been available to or received by the County through means other than VSS.
3. That this Memorandum Agreement shall remain in effect for as long as you are a "registered vendor" with the County and are in good standing.
4. To review the Privacy Report link above regarding your vendor registration information.

5. In order to receive upcoming notifications of County business opportunities/solicitations, you MUST: (1) click on ☐Commodities under the ☐Account Information☐ tab and enter the commodity numbers for ALL the goods and services that you would like to receive notification of County business opportunities/solicitations related thereto ; AND (2) click on ☐Procurement Address and Contact information☐ under ☐Addresses & Contacts☐ (also located under the ☐Account Information☐ tab) and verify that the email address is current and correct. If both of these (1) and (2) above are not completed and updated whenever you have upon a change in vendor information, you will not receive upcoming notifications of County business opportunities/ solicitations or updates pertaining to same.

[Privacy Report](#) | [Contact Us](#)



# Read and review the Memorandum of Agreement and accept the terms



Welcome, New

## Registration Tips

Already registered? Click [here](#) to login. Otherwise, click Next to continue.

Assemble the following information before registering as a new vendor OR activating your vendor registration account:

- Information on each location (first location entered will be considered the Headquarters) of your business
- Tax ID Number (EIN, SSN, ITIN or ATIN)
- Foreign Vendors - applicable W-8 Form
- W-9 Form
- Foreign Tax Id
- Legal Business name
- DUNS Number - Optional
  - A free number issued by Dun & Bradstreet for each business location
  - Call toll free at 888-814-1435 to obtain/verify your DUNS number
  - Indicate that you are doing business with a Government entity
- Contact Information (name, address, email, phone and fax) for EACH of the below business functions:
  - Account Administrator (person responsible for your account)
  - Ordering
  - Payment
  - Procurement
- Commodity Codes for your goods or services

[Privacy Report](#) | [Contact Us](#)

[Back](#) [Next](#)

# Gather all of the documents you need before starting registration



Welcome, New

## Search for an Existing Account

[Privacy Report](#) | [Contact Us](#)

[Cancel Registration](#)

[Back](#)

Please use the following search options to determine if a new registration is needed or if an account already exists. If your search results determine you DO NOT have an account, please continue with completing a new registration. If your search results determine an account already exists, please follow the instructions given with your search results.

### ▼ Company Search

If you are registering your company, please enter your Tax Identification Number (TIN) and click on Search. If search results determine your company does not have a Vendor Code, you will be directed to start your new registration. If search results determine your company does have a Vendor Code, please follow the instructions given with your search results.

Taxpayer Identification Number

OR

Legal Business Name

[Search](#)

OR

### ▼ Individual Search

If you are registering as an individual, please enter your Last Name AND last four-digits of your Social Security Number (SSN) and click on Search. If search results determine you do not have a Vendor Code, you will be directed to start a new registration. If search results determine you do have a Vendor Code, please follow the instructions given with your search results.

Last Name

AND

Last 4 digits of SSN

[Search](#)

[Cancel Registration](#)

[Back](#)

### Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors.  
If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- If you need further assistance, or have questions, Palm Beach County VSS Assistance is available Monday-Friday, 8:00am-5:00pm EST by calling 561.616.6800 or email at [PBCVendor@pbcgov.org](mailto:PBCVendor@pbcgov.org).

You can search for an existing account before getting started





Welcome, New

## Search for an Existing Account/Results Not Found

[Privacy Report](#) | [Contact Us](#)

[Cancel Registration](#)

[Back](#)

Please use the following search options to determine if a new registration is needed or if an account already exists. If your search results determine you DO NOT have an account, please continue with completing a new registration. If your search results determine an account already exists, please follow the instructions given with your search results.

### ▼ Company Search

If you are registering your company, please enter your Tax Identification Number (TIN) and click on Search. If search results determine your company does not have a Vendor Code, you will be directed to start your new registration. If search results determine your company does have a Vendor Code, please follow the instructions given with your search results.

Taxpayer Identification Number

OR Legal Business Name

[Search](#)

OR

### ▼ Individual Search

If you are registering as an individual, please enter your Last Name AND last four-digits of your Social Security Number (SSN) and click on Search. If search results determine you do not have a Vendor Code, you will be directed to start a new registration. If search results determine you do have a Vendor Code, please follow the instructions given with your search results.

Last Name

AND Last 4 digits of SSN

[Search](#)

No results have been found for your account. Please perform further research or select the New Registration button to create a new account. [New Registration](#)


[Cancel Registration](#)

[Back](#)

### Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors. If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- If you need further assistance, or have questions, Palm Beach County VSS Assistance is available Monday-Friday, 8:00am-5:00pm EST by calling 561.616.6800 or email at [PBCVendor@pbcgov.org](mailto:PBCVendor@pbcgov.org).

# If Results Not Found, continue to New Registration



Welcome, New

☐ User Information

☐ Verify and Submit Registration

## My User Information

Please create your User ID and Password in this section. Please DO NOT use your email address as your User ID. It is your responsibility to remember the User ID and Password you create. After you create the User ID and Password, you will be assigned the Primary Account Administrator for your Vendor Account.

▼ General Information

\*User ID (case sensitive) :

be between 2 and 16 characters in length )

\*First Name :

\*Last Name :

\*Email :

\*Re-enter Email :

\*Phone :

Ext. :

Fax :

▼ Password

\*Password (case sensitive) :

(Passwords should be between 2 and 16 characters in length )

\*Re-enter Password :

\*Security Question :

\*Security Answer (case sensitive):

\*Re-enter Security Answer :

\* Indicates a required field

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors. If there are errors:
- A notification message will be displayed at the top of the page.

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Cancel Registration

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Next

Cancel Registration

Back

Next

# Complete user information

## Create a user id, password, and Security question



Welcome, New

- ☒ User Information  
☐ Verify and Submit  
Registration

## Verify Email Address

To continue your VSS registration, we must verify your email address. When you receive the email we send you, follow the link provided or copy the link into your browser.

Make sure your own security setting will not block the receipt of this email. To prevent the email from being blocked, add the following address to your email contacts : [PBVendor@pbcgov.org](mailto:PBVendor@pbcgov.org)

After clicking the Next button, a verification email will be sent to the following email address:

### Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors.  
If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- If you need further assistance, or have questions, Palm Beach County VSS Assistance is available Monday-Friday, 8:00am-5:00pm EST by calling 561.616.6800 or email at [PBVendor@pbcgov.org](mailto:PBVendor@pbcgov.org).

[Privacy Report](#) | [Contact Us](#)

Cancel Registration

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Next

Verify your email address by going to your email account and clicking on the link sent by VSS



## Thank You!

A verification email was sent to you. Please print page for your records.

1. Open the email
2. Click the link provided in the email

### Cannot click the link in the email?

1. Copy the link from the email
2. Paste it into your browser

### Have not received a Verification Email?

1. Login to VSS as an Activated User using your User ID and Password
2. Correct your email address and click Next
3. Click Next again to verify your email address

[Close Browser](#)

[Contact Us](#)




### Login

To **continue** registration, enter your User ID and Password.

User ID

Password

The link will bring you back to VSS to login



Welcome, Doris

- ☐ New Account Info.
- ☐ My Business Info.
- ☐ Addresses & Contacts
- ☐ Additional Business Information
- ☐ Registration Summary

[Privacy Report](#) | [Contact Us](#)

### Add Business Location - New Account Registration

Please choose one of the following options to describe how you plan on doing business and select the Next button to continue.

▼ **TIN Type**

☐ I will use a Social Security Number (SSN), Individual Taxpayer Identification Number (ITIN), or Adoptive Identification Number (ATIN).

Please select one of the following :    SSN ☐ ITIN ☐ ATIN ☐

☐ I will use my entity's Employer Identification Number (EIN).

☐ I do not have any of the above forms of Taxpayer identification.

AND

▼ **Classification**

I plan to do business using the following classification (select one):

Select	Classification
<input type="radio"/>	Individual
<input type="radio"/>	Sole Proprietor
<input type="radio"/>	Partnership
<input type="radio"/>	Corporation
<input type="radio"/>	Nonresident Alien
<input type="radio"/>	Trust
<input type="radio"/>	Foreign Business Entity
<input type="radio"/>	State Government
<input type="radio"/>	Other Government
<input type="radio"/>	Other
<input type="radio"/>	Joint Venture
<input type="radio"/>	Other Non-Profit Org
<input type="radio"/>	Employee
<input type="radio"/>	Estate
<input type="radio"/>	LLC filing as Partner
<input type="radio"/>	LLC filing as Corp

# Select Taxpayer Identification Number type and Classification

Will you be doing business with Palm Beach County as an individual, sole proprietor, or corporation?



Welcome, Doris

- ☒ New Account Info.
- ☐ My Business Info.
- ☐ Addresses & Contacts
- ☐ Additional Business Information
- ☐ Registration Summary

## Step 2: My Business Information

[Privacy Report](#) | [Contact Us](#)

[Save and Close](#) [Cancel Registration](#) [Back](#) [Next](#)

Please begin entering Business Information relative to your company below. Fields with a red asterisk (\*) indicate required fields to be completed. Some fields have been pre-populated with information gathered from previous questions you answered. Please review all information carefully before proceeding to the next step in the registration process. If you are unable to complete the registration at this time, please select Save and Close prior to exiting. If you do not, all data entered will be lost.

### Location Verification

This section will be used to establish a verification code that other locations within your company will be required to use when registering a new location for your company. "Use My Tin Number" is recommended verification for vendors, however, it is your responsibility to remember which verification method was selected for your company.

\*Verify My Locations by :

*The below fields are required only if you selected "Create My Own" above.*

Vendor Verification Based on :

Vendor Verification Password :

Confirm Verification Password :

### Organization Information

Required fields have been pre-filled based on answers given to previous questions. Please review the information to ensure it is correct to the best of your knowledge.

\*Organization Type :  [Change](#)

\* A Change to this field will remove all data previously entered.

\* Classification :

Location Name :

Location Web Address :

Number of Employees :

Annual Income :

Foreign Tax ID :

NOTE: If you have more than one NPI you only need to enter one of them. We are required by Federal Law to capture this information.

National Provider ID :

Assigning Authority :

CAGE Code :

GIIN :

W-8 Form :

DUNS :

9 digits(No dashes)

Extended DUNS :

4 digits(No dashes)

Internet Catalog :

Please include Http:// or Https:

Preferred Ordering Method :

# Complete business information





Welcome, Doris

- ☒ New Account Info.
- ☐ My Business Info.
- ☐ Addresses & Contacts
- ☐ Additional Business Information
- ☐ Registration Summary

[Privacy Report](#) | [Contact Us](#)

#### ▼ Legal Name Information

\*First Name :  \*Last Name :  Name on Check : Legal Name ▼  
Middle Name :  Business Name (Alias/DBA) :

#### ▼ 1099 TIN Information

Please enter your Tax Identification Number in the field provided.

Create Taxpayer ID Number :  Taxpayer ID Number :  Taxpayer ID Number Type : SSN/TIN/ATIN Detailed TIN Type : SSN ▼  
Re-enter Taxpayer ID Number :  1099 Reportable : Yes

#### ▼ Legal (1099) Address Information

Please DO NOT include Suite, Building or Apartment Number in the Legal Address Information fields. If your Legal Address includes a Suite, Building or Apartment Number, this information will be entered later in the registration process.

\*Street 1 :   
\*City :   
\*State/ Province :   
\*Zip/Postal Code :

#### ▼ Executive Compensation

Officer Name 1 : <input type="text"/>	Officer Compensation 1 : <input type="text"/>
Officer Name 2 : <input type="text"/>	Officer Compensation 2 : <input type="text"/>
Officer Name 3 : <input type="text"/>	Officer Compensation 3 : <input type="text"/>
Officer Name 4 : <input type="text"/>	Officer Compensation 4 : <input type="text"/>
Officer Name 5 : <input type="text"/>	Officer Compensation 5 : <input type="text"/>

#### Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors.

# Complete 1099 information and legal address



Welcome, Doris

- ☒ New Account Info.
- ☐ My Business Info.
- ☐ Addresses & Contacts
- ☐ Additional Business Information
- ☐ Registration Summary

[Privacy Report](#) | [Contact Us](#)

You have 2 messages

- 1: Error : Invalid Web Address. (A2465)
- 2: Error : The address entered was modified to meet postal standards. Select either the Original Address or the Corrected Address below to continue. (A5447)

[View All Details](#)

[Submit Question](#)

## Step 2: My Business Information

[Save and Close](#)

[Cancel Registration](#)

[Back](#)

[Next](#)

Please begin entering Business Information relative to your company below. Fields with a red asterisk (\*) indicate required fields to be completed. Some fields have been pre-populated with information gathered from previous questions you answered. Please review all information carefully before proceeding to the next step in the registration process. If you are unable to complete the registration at this time, please select Save and Close prior to exiting. If you do not, all data entered will be lost.

### Location Verification

This section will be used to establish a verification code that other locations within your company will be required to use when registering a new location for your company. "Use My Tin Number" is recommended verification for vendors, however, it is your responsibility to remember which verification method was selected for your company.

\*Verify My Locations by :

*The below fields are required only if you selected "Create My Own" above.*

Vendor Verification Based on :

Vendor Verification Password :

Confirm Verification Password :

### Organization Information

Required fields have been pre-filled based on answers given to previous questions. Please review the information to ensure it is correct to the best of your knowledge.

\*Organization Type :  [Change](#)

\* A Change to this field will remove all data previously entered.

\* Classification :

Location Name :

Location Web Address :

Number of Employees :

Annual Income :

Foreign Tax ID :

NOTE: If you have more than one NPI you only need to enter one of them. We are required by Federal Law to capture this information.

National Provider ID :

Assigning Authority :

CAGE Code :

GIIN :

W-8 Form :

DUNS :

9 digits(No dashes)

Extended DUNS :

# Complete the information about your organization



Welcome, Doris

- ☒ New Account Info.
- ☒ My Business Info.
- ☐ Addresses & Contacts
- ☐ Additional Business Information
- ☐ Registration Summary

## Add Business Location - Address Information Questionnaire

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[Save and Close](#) [Cancel Registration](#) [Back](#) [Next](#)

Please enter the following information about your Administrative, Ordering, Payment, and Billing addresses.

### ▼ Legal Address Information

Address :  
City :  
State :  
Zip/Postal Code : 33411-1116

### ▼ Address Questions


- Should your legal address listed above be used for any other type of address (Administrative, Ordering, Payment or Billing)? :
- ☐ No  
☒ Yes
- Is your address information the same for Administrative, Ordering, Payment, and Billing addresses? :
- ☐ No  
☒ Yes
- Do you have the same contact for all address types (Administrative, Ordering, Payment, or Billing)? :
- ☐ No  
☒ Yes

[Save and Close](#) [Cancel Registration](#) [Back](#) [Next](#)

#### Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- If you need further assistance, or have questions, Palm Beach County VSS Assistance is available Monday-Friday, 8:00am-5:00pm EST by calling 561.616.6800 or email at [PBCVendor@pbcgov.org](mailto:PBCVendor@pbcgov.org).

# Answer address questions



Welcome, Doris

☒ New Account Info.  
☒ My Business Info.  
☐ Addresses & Contacts  
☐ Additional Business Information  
☐ Registration Summary

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Save and CloseCancel RegistrationBackNext

### Step 3: Addresses and Contacts

Based on the answers you provided on the previous page additional information is required to capture address and contact details for each of your different address types. If you wish to enter the same address and contact combination for each type enter all of the required fields below related to your Administrative, Ordering, Payment, and Billing address and select the Next button to proceed. Please note that your Billing address information is optional. If you do have separate address and contact combinations for each address type you may go back to the previous page and change the answers you provided in order to fill out all the address and contact information on multiple pages.

☒ \*Administrative  
☒ \*Ordering  
☒ \*Payment  
☒ Billing \*Entering a Billing Address is optional. Please uncheck this box prior to clicking 'Next' if you would prefer to enter a Billing Address at a later time.

▼ Address Information

\*Street 1 :

Street Address, P.O. Box, Company Name, etc.

Street 2 :

Street Address, P.O. Box, Company Name, etc.

\*City :

Royal Palm Beach

\*State/Province :

Florida

Zip/Postal Code :

33411-1116

Country :

United States

County :

Palm Beach

\*Phone :

XXX-XXX-XXXX

 Ext. :

Additional Address Info :


Division/Department :

DUNS :

Extended DUNS :

CAGE Code :

Complete address and contact information. Enter a billing address if necessary



Welcome, Doris

- ☒ New Account Info.
- ☒ My Business Info.
- ☒ Addresses & Contacts
- ☐ Additional Business Information
- ☐ Registration Summary

### Step 4: Additional Business Information

Privacy Report | Contact Us

Save and Close | Cancel Registration | Back | Next

#### Attachments

Vendors are required to attach a current, signed W-9 IRS Tax form, or a current, signed W-8 IRS Tax Form (foreign vendors only) to vendor accounts. Click the "Add" button to attach a W-9 IRS Tax Form or W-8 IRS Tax form and any other relevant supporting documents and files to your Vendor Account.

Add

File Name	Date	User ID	Attachment Type	Description
First	Prev	Next	Last	

#### Commodities

Vendors are required to select commodity

Add

Commodity/Service Code	Commodity		
First	Prev	Next	Last

Save and Close | Cancel Registration | Back | Next

#### Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors. If there are errors:
- A notification message will be displayed at the top of the page.

Landlords and property managers should use Commodity Code 97164 "Residential Space Rental or Lease"

Upload a W-9 Tax Identification Form and choose a Commodity Code

To upload, select "ADD". For commodity codes, select "ADD".



Welcome, Doris


## Add Attachment Files

Use this page to add the attachments to your vendor record. Click "Browse" to select a file. The maximum size allowed for each file is 10.0MB.

File 1:	<input type="button" value="Choose File"/> No file chosen	Attachment Type :	<input type="text" value="Standard"/> ▼	Description :	<input type="text"/>
File 2:	<input type="button" value="Choose File"/> No file chosen	Attachment Type :	<input type="text" value="Standard"/> ▼	Description :	<input type="text"/>
File 3:	<input type="button" value="Choose File"/> No file chosen	Attachment Type :	<input type="text" value="Standard"/> ▼	Description :	<input type="text"/>
File 4:	<input type="button" value="Choose File"/> No file chosen	Attachment Type :	<input type="text" value="Standard"/> ▼	Description :	<input type="text"/>
File 5:	<input type="button" value="Choose File"/> No file chosen	Attachment Type :	<input type="text" value="Standard"/> ▼	Description :	<input type="text"/>

[Privacy Report](#) | [Contact Us](#)

# Choose the file type and Attach File



Welcome, Doris

☒ New Account Info.

☒ My Business Info.

☒ Addresses & Contacts

☐ Additional Business Information

☐ Registration Summary

Step 4: Additional Business Information

Privacy Report | Contact Us

Save and CloseCancel RegistrationBackNext

Attachments

Vendors are required to attach a current, signed W-9 IRS Tax form, or a current, signed W-9 IRS Tax Form (foreign vendors only) to vendor accounts. Click the "Add" button to attach a W-9 IRS Tax Form or W-9 IRS Tax form and any other relevant supporting documents and files to your Vendor Account.

Add

File Name	Date	User ID	Attachment Type	Description	Delete
2020_05_22 W9 Taxpayer Identification Request Form.pdf	6/16/20	ddavis1	Standard	W-9	<a href="#">Delete</a>

FirstPrevNextLast

Commodities

Vendors are required to select commodity (ies) to vendor accounts. Click the "Add" button to identify the appropriate commodities for your organization.

Add

Commodity/Service Code	Commodity Description
------------------------	-----------------------

FirstPrevNextLast


Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors. If there are errors:

Save and CloseCancel RegistrationBackNext

Document will show based on the file name. Almost done!



 **Registration Summary** [Privacy Report](#) | [Contact Us](#)

Welcome, Doris

☒ New Account Info.  
☒ My Business Info.  
☒ Addresses & Contacts  
☒ Additional Business Information  
☐ Registration Summary

[Save and Close](#) [Cancel Registration](#) [Back](#) [Submit Registration](#) [Print This Page](#)

The SUMMARY below is based on the information you entered. If changes are needed, please select the Update Information link located on the right hand side of each section. This will navigate you back to the appropriate screen for you to make your change.

▼ **Location Verification**

Verify My Locations by : Use My TIN Number  
Vendor Verification Based on : Please verify that you are part of this organization by entering the TIN number of your Headquarters and hitting submit. If you are unsure of the TIN number, please contact the Account Administrator for your Headquarters. [Update Information](#)

▼ **Organization Information**

Organization Type : Individual	Foreign Tax ID :
1099 Classification : Individual	National Provider ID :
Location Name :	Assigning Authority :
Location Web Address : www.crossroadsconsulting.us	CAGE Code :
Number of Employees : < 50	GIIN :
Annual Income : < 1 million	W-9 Form :
Healthcare Provider : No	DUNS :
	Extended DUNS :
	Internet Catalog :
	Preferred Ordering Method :
	Pcard Acceptance Level :

[Update Information](#)

▼ **Legal Name Information**

Legal Name : Doris E Davis	First Name : Doris	Name on Check : Legal Name
Business Name (Alias/ DBA) : Crossroads Consulting	Middle Name : E	
Name Control : DAVI	Last Name : Davis	

[Update Information](#)

▼ **1099 TIN Information**

Taxpayer ID Number :	Detailed TIN Type : SSN
Taxpayer ID Number SSN/TIN/ATIN Type :	1099 Reportable : Yes

[Update Information](#)

Once you submit, you will review the VSS disclaimer and print a copy of your proof of registration with your Vendor Code. You will receive an email verifying your registration submission.

Before you submit the registration, you will have an opportunity to check your information and make any changes.

If you have any issues, please call Community Services Department at 561-355-4792.

FOR MORE INFORMATION  
CALL

(561) 355-4792

OR EMAIL US AT

[CSDCARES@PBCGOV.ORG](mailto:CSDCARES@PBCGOV.ORG)

Website

[www.RentalAssistancePBC.org](http://www.RentalAssistancePBC.org)

