Welcome to the County of Marin Vendor Self Service Online System!

1) To register for Vendor Self Service click on the hyperlink that says **Vendor Self Service**: 

![Vendor Self Service Menu]

2) This will expand two menu options, click on **Registration**:

![Vendor Self Service Registration]

3) **NOTE: All fields with an asterisk are required.**
Completing all required fields, create your User ID and Password, establish a Password hint, enter the validation code and click on the **Continue** button.

![New Vendor Registration Form]
4) Continue to enter your vendor information in the fields provided.
5) The County's preferred payment method is EFT. Please enter your banking information for EFT (Electronic Funds Transfer) payments and click the Continue button:
6) If you would like to add another address, click on the **add** hyperlink:

7) After you have entered additional address information, click the **Continue** button to proceed. If you are not adding additional address information, click the **Continue** button.

8) You can add contact information to your profile by clicking on the **New Contact** button, or click the **Continue** button to bypass.

8. If you clicked on New Contact, please enter the contact information. Contact type, Name and Phone are required and Click on the **Save** button after you have completed the fields.
9) You can proceed to add more contacts or click on the **Continue** button.

10) The following fields are optional; please enter any that are applicable and click the **Continue** button:

![New Vendor Registration Form](image)

11) Please review all of your information to ensure that everything is correct and make changes if necessary.

**IMPORTANT NOTE:** While you may initially complete the registration process without attaching documents, the County will NOT issue contracts, purchase orders or payments to vendors that have not attached a fully completed W-9 form to their vendor registration record. A fully completed W9 form is a prerequisite to doing business with the County of Marin.

![Attachments](image)
12) After you have clicked on the **Register** button you will receive a message confirming your registration. You can click on the hyperlinks below to register for commodities and/or upload attachment documents.

![New Vendor Registration](image)

At any time thereafter you may return to your vendor record and make updates as needed, view payment history, review current contracts, check on bids, etc.

Thank you for being a County of Marin vendor!

**NOTE:** Requests for accommodations may be made by calling (415) 473-4381 (Voice/TTY), 711 for California Relay Service or by e-mail at disabilityaccess@marincounty.org. Copies of documents are available in alternative formats, upon request.