



GSA Web Vendor

Login Instructions and FAQ

Last Updated: 4/2/2025

Link to GSA Web Vendor: [GSA Web Vendor](#)

In order for a user to successfully access the Web Vendor application, following steps are to be performed:

1. The user should have Registered on the Web Vendor application, as detailed in section "Requesting a Web Vendor User ID".
2. The user should have a login.gov account created, as detailed in section "Create Login.gov Account"
3. The user should have TIN/Vendor code and should be attached to the email address that is used as the username for Login.gov

Important Points:

1. User ID's are assigned to tax id numbers. If you have multiple tax id numbers, you will need to request multiple User ID's.
2. If the tax id number listed on your GSA Contract is INCORRECT, please contact the GSA Contracting Officer listed on the contract and request they correct the Vendor Code/Address Code and UEI (DUNS) Number.
3. If the tax id number listed on your contract is CORRECT (this will be determined by you and your GSA Contracting Officer), then please request a User ID at <https://finance.ocfo.gsa.gov/WebVendors/AccountManagement/User/UserRegistration.aspx>.

Requesting a Web Vendor User ID

Vendors can request User ID for Web Vendor application by going to this link: [Web Vendor Registration](#)

There is no limit to the number of User ID's that can be assigned to a Tax ID Number.

Once the User ID is activated, in order to login into the Web Vendor application, vendors need to create and maintain login.gov credentials as outlined in below sections.

User ID's are requested for the tax id number listed on the vendor's GSA contract.

PLEASE REGISTER ONLY one time. If you have multiple GSA Contracts and Multiple Tax ID numbers, you will need to request a User ID for each tax id number listed on your PO's.

If you are a property management firm that manages leases, the tax id number will be listed on the GSA Contract and it will not be that of the Property Management Firm.

If you are attempting to get a User ID using a SOCIAL SECURITY NUMBER as your Tax ID Number, please email us back immediately and provide your SSN. We no longer use SSN's due to security reasons. We will issue you a special code and your User ID will be assigned to this Special Code. Also please provide the PDN/Act Number (beginning with a PJ, PS, PN, GP, 1B, B, RB, EP, EN, EK and RB2 or 2B) so we can ensure it is correct on the PO in our system.

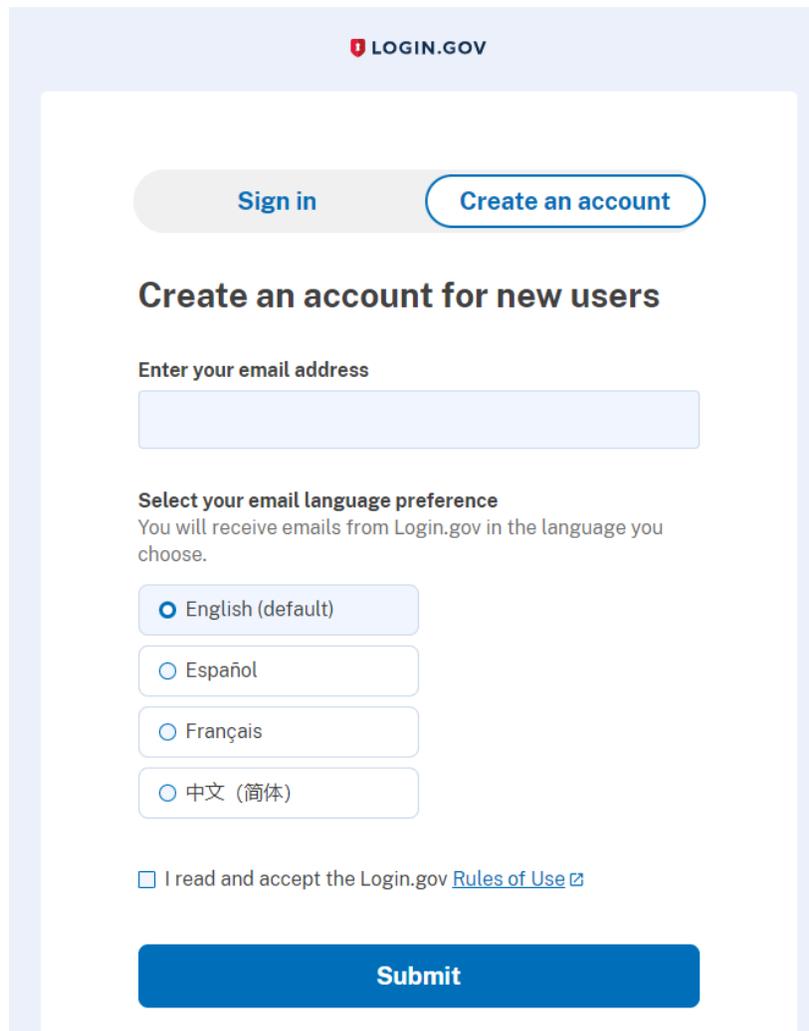
Create Login.gov account

If the vendor does not have a login.gov account, then the vendor will need to create an account with login.gov before logging into the Web Vendor application.

Please follow the instructions below and complete the registration:

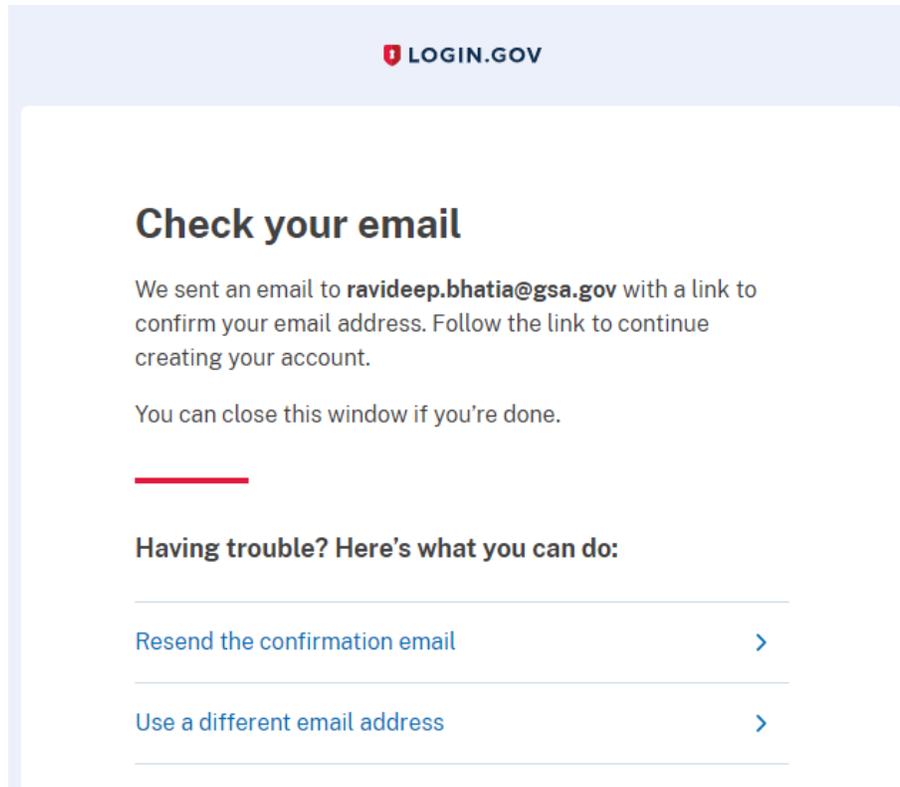
1. Go to [Login.gov](https://login.gov)
2. The user clicks on Create an account, enters the email address and clicks on checkbox "I read and accept the Login.gov [Rules of Use](#)"

Please note that the email address used for login.gov account creation should be the same as the email registered for Web Vendor.



The screenshot shows the Login.gov registration page. At the top, there is a header with the Login.gov logo and the text "LOGIN.GOV". Below the header, there are two buttons: "Sign in" and "Create an account". The "Create an account" button is highlighted with a blue border. Below the buttons, the heading "Create an account for new users" is displayed. Underneath, there is a section titled "Enter your email address" with a text input field. Below that, there is a section titled "Select your email language preference" with the subtext "You will receive emails from Login.gov in the language you choose." There are four radio button options: "English (default)", "Español", "Français", and "中文 (简体)". Below the language options, there is a checkbox labeled "I read and accept the Login.gov [Rules of Use](#)". At the bottom of the form, there is a large blue "Submit" button.

3. Verify the information entered and click **Submit** button
4. Following message will be displayed and user can close the window



5. Once the user gets the email, the user can click the "Confirm the email" button to go to the login.gov site and then follow the instructions on the site to create a login.gov password. Once the login.gov account is created, users can login into the Web Vendor application.

Log-in into Web Vendor using Login.gov

1. Go to: [OCFO Finance Home Page](#)



i Reminder
All application passwords must be changed every 90 days!



WebVendor - For Vendors

You can submit or check status of electronic invoices and payments!
Before sending an electronic invoice, you must register with us.
Once registered, you can invoice against any valid purchase order associated with your account login that we have on file. The invoicing process involves filling out just a few fields, (such as invoice date, invoice number, invoice amount, quantity, price, etc.)

[Login](#)

2. Click the link “WebVendor - For Vendors”

GSA Web Vendor Application

Sign in with Login.gov

Sign in with  LOGIN.GOV

REGISTER

Register your Login.gov account for Web Vendor access - or add a TIN to your existing registration

CREATE AN ACCOUNT ON LOGIN.GOV

FAQ

Both a Login.gov account and Web Vendor registration are required for access in GSA Web Vendor to submit electronic invoices.

Please Note:

If it has been over 90 days since you logged into your Web Vendor account, your Web Vendor account has been disabled.
To have your Web Vendor access re-enabled, contact the Finance Customer Support team at FW-CustomerSupport@gsa.gov to have your account re-enabled.

3. Click on **Sign in with LOGIN.GOV** and complete the login process at login.gov based on their login.gov credentials.
4. On successful login into Login.gov, the user will be navigated to Web Vendor application's Home Screen as shown below

GSA Serves
The American Public
Government Agencies
Business and Industry

GSA Web Vendor Application

HOME PAGE PAYMENT SEARCH SUBMIT INVOICE VIEW INVOICE HELP ACCOUNT MANAGEMENT LOGOFF

Web Vendor > Home Page

Welcome to the GSA Web Vendor Application.

This application provides GSA Vendors with access to current payment and invoices status, as well as the ability to submit electronic invoices.

Payment Search: Check the status of goods and services contract payments. This search will show payments that have already been processed and submitted to the Department of Treasury for disbursement. The search returns the invoice number, payment type EFT or check number and payment date.

Submit Invoice: Submit an electronic invoice for immediate processing. An electronic invoice will not need to be mailed, scanned and keyed, eliminating days of processing delay. An electronic invoice can be keyed at the summary or detail level, and backup documentation can be attached.

View Invoice: View the current inventory of invoices and the status of each invoice. This search returns invoices in-processing that have not been paid. The application will return the invoice number, invoice date, invoice amount and status of each in process invoice.

Payment Search
Payment Search
All PO
Search PO

Submit Invoice
All Unpaid
Search Unpaid
All Rejected
Search Rejected

View Invoice
All Unpaid
Search Unpaid
All Rejected
Search Rejected

Other
Vendor User Guide
Inv. Status & Codes
Award Mgmt. (SAM)
Help
Sign Out

Resetting the Password

The user should visit login.gov for account management including resetting the password.

What to Check When Vendor Login not Successful

When user is not able to access Web Vendor application, please check below points before contacting Customer Support:

1. Check if the email address used for Web Vendor registration and login.gov is the same.
2. Ensure that the Web Vendor Registration is done. Please click for Web Vendor registration: [Web Vendor Registration](#)
3. If it has been over 90 days since you logged into your Web Vendor account, your Web Vendor account has been disabled.
 - a. To have your Web Vendor access re-enabled, contact the Finance Customer Support team at FW-CustomerSupport@gsa.gov to have your account re-enabled.

FAQ

1. What is GSA Web Vendor?

GSA Web Vendor access allows users to input invoices and to query invoice status from GSA.

2. Do we have to use this WebVendor system?

Any vendor that desires the ability to query outstanding and completed payments should register. Other use of the system (invoice input) may be dependent on contract requirements.

3. Do we need to register one main user or several?

Registration is based on the TIN. Vendors can choose to have more than one individual (each with their own login.gov account) registered for the same TIN. Vendors may also need an individual to register for multiple TINs. An individual can manage multiple TINs on one login.

4. What is an Admin user?

Users have the ability to select the option of "Admin" user when initially registering. Admin users can make changes for other users within the same TIN. Other users' status can be Enabled or Disabled or granted Admin status

5. How do I obtain my Username?

All users need to have a **Login.gov** account before registering with web vendors. After the user has an account on **Login.gov** then go to the Web vendor site and register using TIN and your login.gov email address. After registration is complete, your account will be approved by GSA Finance, you will receive an email and at that point you can log in to Web Vendor using the login.gov account with that email address. If you have any problems, email **FW-CustomerSupport@gsa.gov** with TIN and company information.

6. What is login.gov ?

Login.gov provides a simple, secure and private way for the public to access government websites. With one account and password, users can securely sign in to participating government websites and securely verify their identity.

7. If I have multiple login.gov accounts registered with Web Vendor -- how can I switch among them?

After logging out of Web Vendor you may have to close your web browser before logging in again with the other **login.gov** account

8. How do I reset my password?

Use Login.gov to manage your login information

9. How long does it take to see PO's after registration?

Available PO's should be available the morning following successful registration. If not available, please email **FW-CustomerSupport@gsa.gov** with your login.gov email address and PDN for assistance

10. Can an invoice be submitted immediately after registration?

Invoices can be submitted for available PO's, usually the morning following registration.

11. Before the login.gov migration, I had multiple accounts for Web Vendor -- how does that work now?

All accounts in Web Vendor with the same email address have been grouped together, so after one login to login.gov, the desired TIN can be selected within Web Vendor

12. How can I add a TIN to my existing Web Vendor registration?

The Register link allows adding another TIN to your **login.gov** account within Web Vendor

13. We recently had a staffing change and do not know the password. How do we get the password reset?

Replacement users need to register separately to obtain access. Users need to register separately to obtain access. If someone from your company registers as an Admin user they can request deactivation of accounts no longer needed within the same TIN.

14. Where can other Web Vendor questions be directed?

All questions should be directed to **FW-CustomerSupport@gsa.gov**.

15. Which agencies will issue payment instructions on how to use the WebVendor portal system?

This is a GSA only system and allows users to input invoices and to query invoice and payment status from GSA.

16. Is the GSA WebVendor Registration different from the registration for the FEDPAY.gsa.gov website?

Web Vendor is a different system than FEDPAY and has a different registration process.