

WebVendor Registration Directions


To begin the registration process, follow the directions below.

Step 1. Navigate to the following link in your web browser: <https://finance.ocfo.gsa.gov/WebVendors/>

GSA Serves
The American Public
Government Agencies
Business and Industry

GSA Web Vendor Application

Sign in with Login.gov

Sign in with  LOGIN.GOV

[REGISTER](#)
Register your Login.gov account for WebVendor access - or add a TIN to your existing registration

[CREATE AN ACCOUNT ON LOGIN.GOV](#)
[FAQ](#)


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

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

For Help:
Please direct any questions to FW-CustomerSupport@gsa.gov.
When contacting customer support, please provide the Pegasys Document Number and the Taxpayer Identification Number.
If you are attempting to invoice electronically and receive an error message, please attach a copy of the error message.

Note: We use temporary cookies on our site only for internal tracking and improving our service.

Step 2. Click the Register link(shown in the image above). Enter Taxpayer Identification Number (TIN) and Click Verify Vendor.



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New User Registration

[Web Vendor Registration Directions](#)

Vendor Verification

Please enter your Taxpayer Identification Number (TIN)

Taxpayer Identification Number

PLEASE DO NOT USE ANY DASHES OR SPACES WHEN ENTERING YOUR TAXPAYER IDENTIFICATION NUMBER.

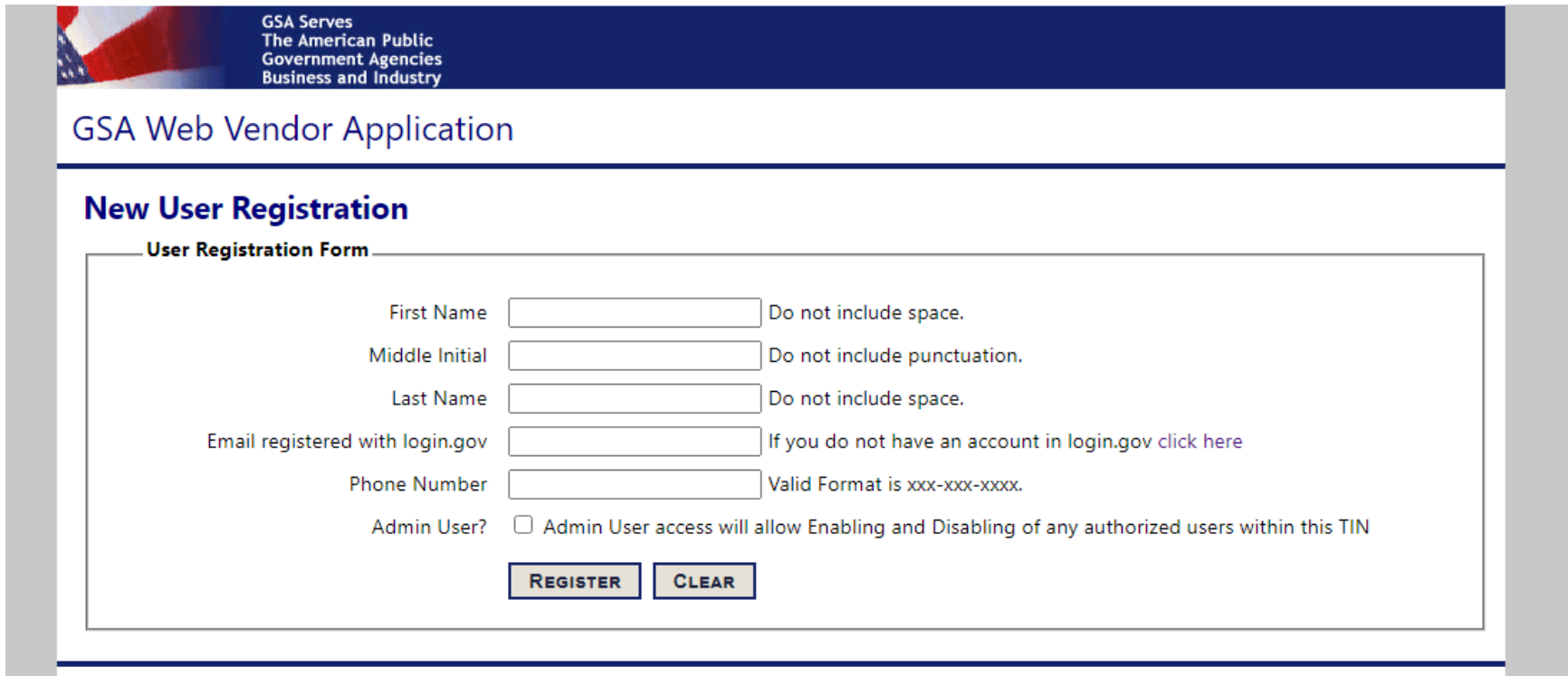
Can you find your company in the table? Then, click "Continue" button.

Total: 1

ADDR CODE	DUNS	+4	UEI	VENDOR NAME	ADDR 1	ADDR 2	CITY	STATE	ZIP
00001			Sample UEI	Sample Vendor					

For Help:

Step 3. Enter your personal information into the form. Please note the Admin User check box should be checked to have Admin rights. Admin rights allow you to modify the accounts of other users within your company. If you only need standard user rights and access to modify your own account, leave the Admin User box unchecked. After completing the form, click the Register button.

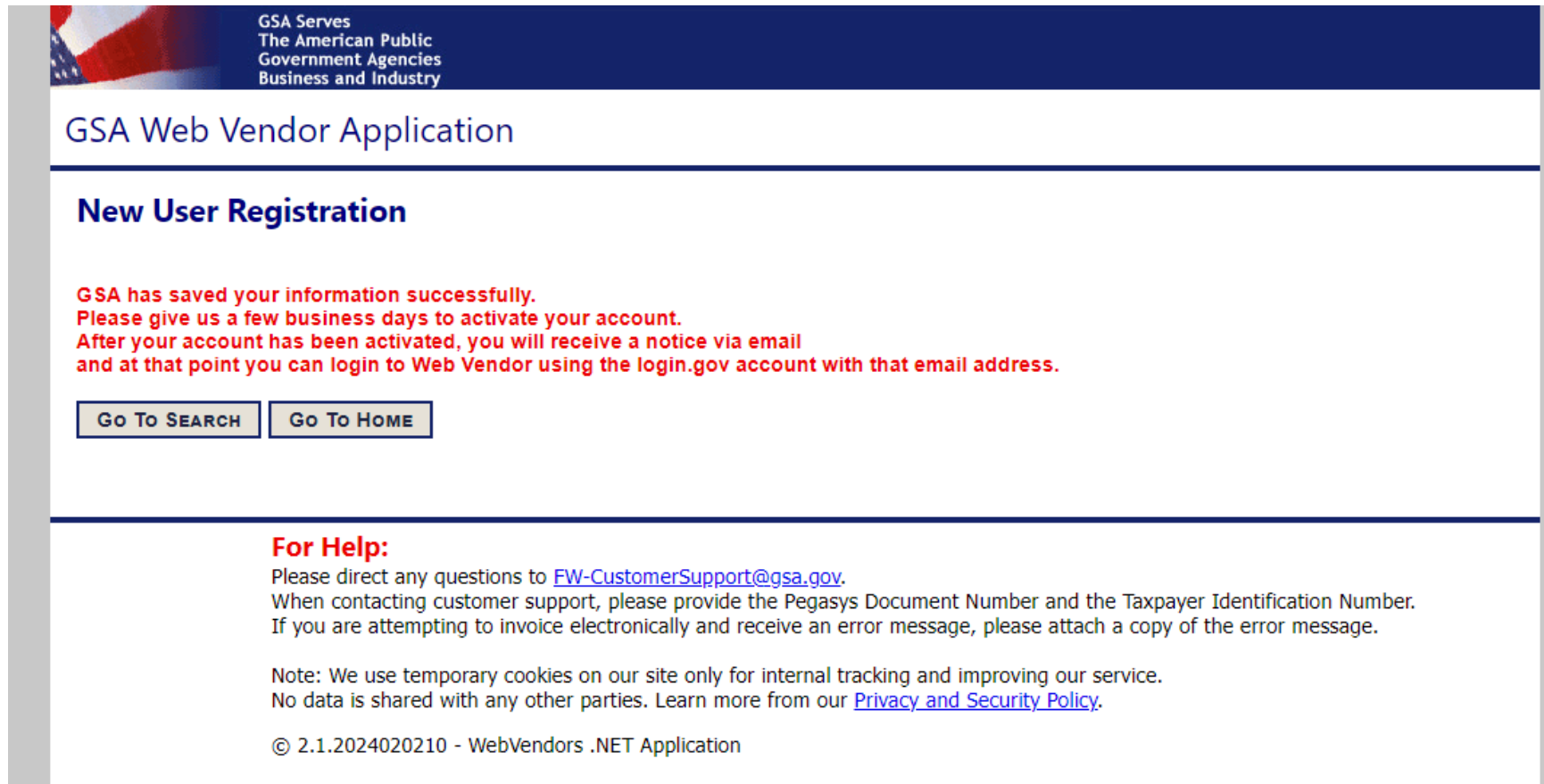


The screenshot shows the 'New User Registration' form within the 'GSA Web Vendor Application' interface. The header includes the GSA logo and the text 'GSA Serves The American Public Government Agencies Business and Industry'. The form is titled 'New User Registration' and contains the following fields and options:

- First Name:** Text input field with the instruction 'Do not include space.'
- Middle Initial:** Text input field with the instruction 'Do not include punctuation.'
- Last Name:** Text input field with the instruction 'Do not include space.'
- Email registered with login.gov:** Text input field with the instruction 'If you do not have an account in login.gov [click here](#)'.
- Phone Number:** Text input field with the instruction 'Valid Format is xxx-xxx-xxxx.'
- Admin User?:** A checkbox labeled 'Admin User?' with the text 'Admin User access will allow Enabling and Disabling of any authorized users within this TIN'.

At the bottom of the form are two buttons: 'REGISTER' and 'CLEAR'.

Step 4. You should receive a confirmation as shown below.



The screenshot shows a confirmation page for the GSA Web Vendor Application. At the top, there is a dark blue header with the text "GSA Serves The American Public Government Agencies Business and Industry" and a small American flag icon. Below the header, the page title "GSA Web Vendor Application" is displayed in a large, dark blue font. The main heading is "New User Registration" in a bold, dark blue font. The confirmation message is in red text: "GSA has saved your information successfully. Please give us a few business days to activate your account. After your account has been activated, you will receive a notice via email and at that point you can login to Web Vendor using the login.gov account with that email address." Below the message are two buttons: "GO TO SEARCH" and "GO TO HOME". At the bottom, there is a "For Help:" section with contact information for customer support, a note about cookies, and a copyright notice: "© 2.1.2024020210 - WebVendors .NET Application".

Step 5. Your registration should now be complete. Once your account is approved by GSA Finance, you will receive an email and at that point you can login to Web Vendor using the login.gov account with that email address.

Congratulations! Your GSA Web Vendor registration has been activated for your login.gov account.

Your access will be ready for processing the next business day using <https://finance.ocfo.gsa.gov/WebVendors/>

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this email