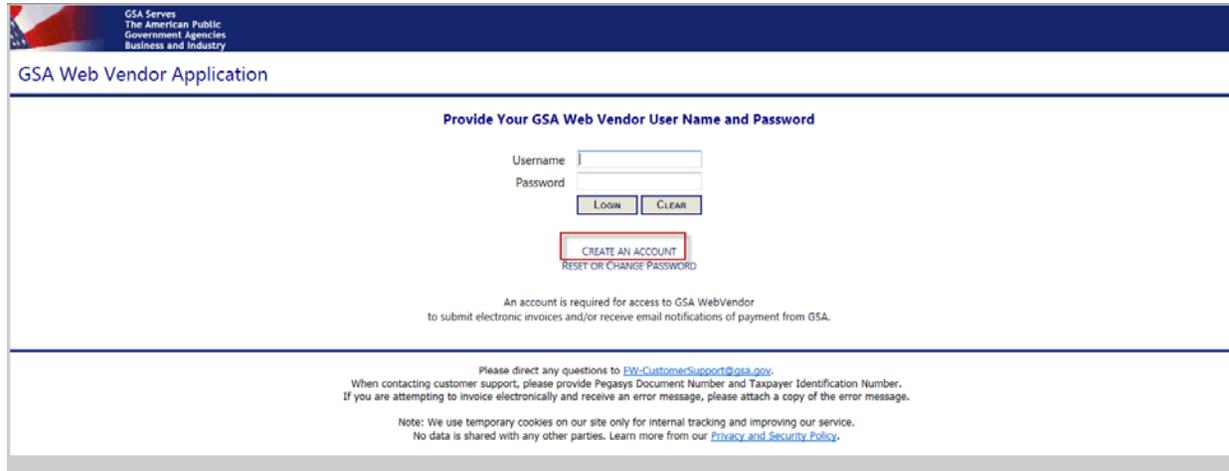


## WebVendor Registration Directions

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/>



The screenshot shows the GSA Web Vendor Application login page. At the top left, there is a logo with the text "GSA Serves The American Public Government Agencies Business and Industry". Below the logo, the page title "GSA Web Vendor Application" is displayed. The main heading is "Provide Your GSA Web Vendor User Name and Password". There are two input fields: "Username" and "Password". Below the "Password" field are two buttons: "LOGIN" and "CLEAR". Below these buttons is a button labeled "CREATE AN ACCOUNT" which is highlighted with a red box, and a smaller link "RESET OR CHANGE PASSWORD" below it. A note states: "An account is required for access to GSA WebVendor to submit electronic invoices and/or receive email notifications of payment from GSA." At the bottom, there is a footer with contact information: "Please direct any questions to [EW-CustomerSupport@gsa.gov](mailto:EW-CustomerSupport@gsa.gov). When contacting customer support, please provide Pegasys Document Number and Taxpayer Identification Number. If you are attempting to invoice electronically and receive an error message, please attach a copy of the error message." and a note: "Note: We use temporary cookies on our site only for internal tracking and improving our service. No data is shared with any other parties. Learn more from our [Privacy and Security Policy](#)."

Step 2. Click the Create an Account button (shown in the image above). Enter Tax Payer Identification Number (TIN) and Click Verify Vendor.



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## GSA Web Vendor Application

### 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 TAX ID NUMBER.

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

Total: 28

ADDR CODE	DUNS	+4	VENDOR NAME	ADDR 1	ADDR 2	CITY	STATE	ZIP
00001			Vendor	123 Test Ave		Sample	TX	15264-0232

Step 3. Verify the information at the bottom of the screen and click the Continue button.



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## GSA Web Vendor Application

### New User Registration

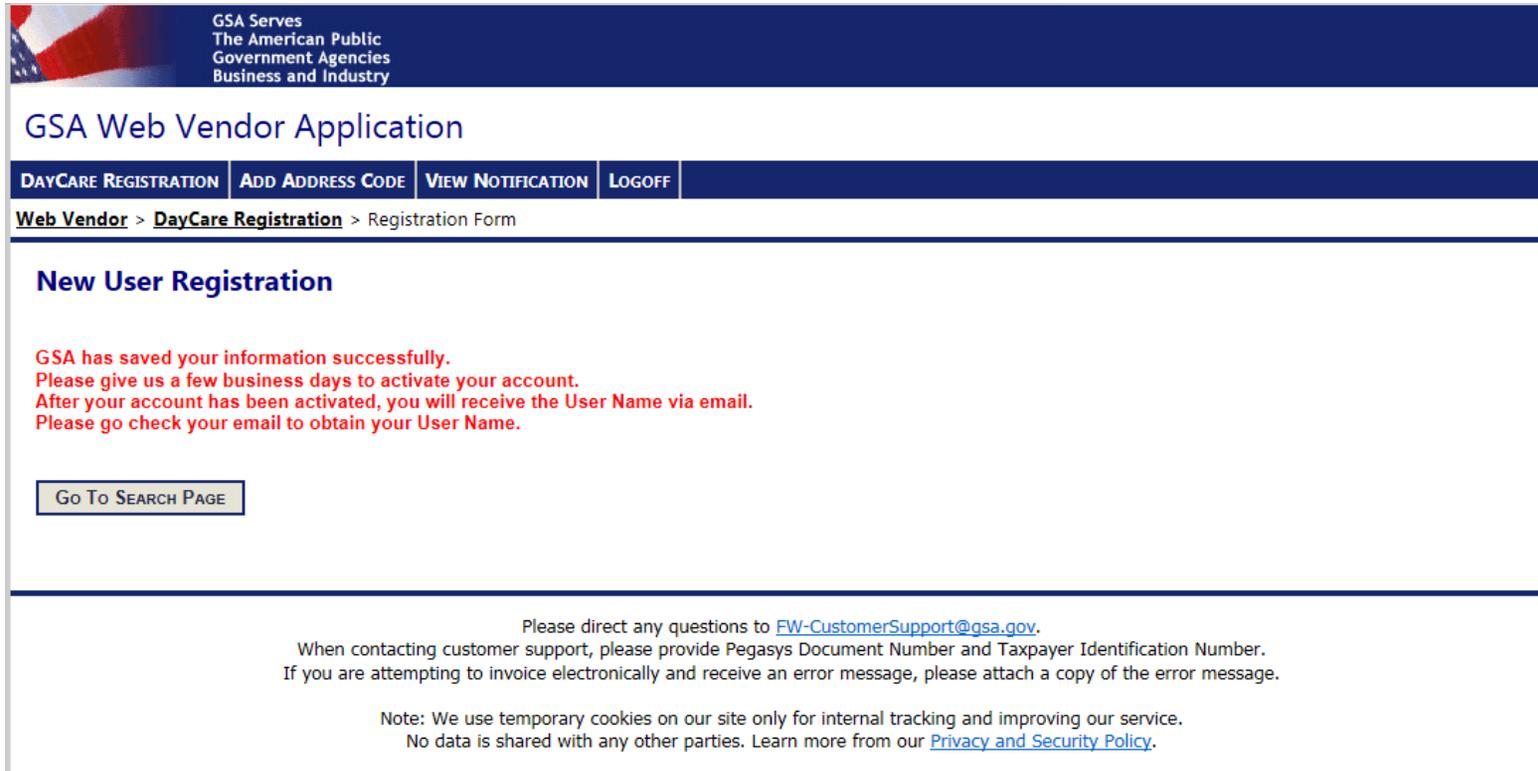
**User Registration Form**

First Name	<input type="text"/>	Do not include space.
Middle Initial	<input type="text"/>	Do not include punctuation.
Last Name	<input type="text"/>	Do not include space.
Email	<input type="text"/>	
Phone Number	<input type="text"/>	Valid Format is xxx-xxx-xxxx.
Admin User?	<input type="checkbox"/>	
<b>Payment Notification via Email Desired?</b>	<input type="checkbox"/>	

Please direct any questions to [FW-CustomerSupport@gsa.gov](mailto:FW-CustomerSupport@gsa.gov).  
When contacting customer support, please provide Pegasys Document Number and 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.  
No data is shared with any other parties. Learn more from our [Privacy and Security Policy](#).

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



The screenshot shows the GSA Web Vendor Application interface. 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 main title "GSA Web Vendor Application" is displayed in blue. A navigation bar contains four buttons: "DAYCARE REGISTRATION", "ADD ADDRESS CODE", "VIEW NOTIFICATION", and "LOGOFF". Below the navigation bar, the breadcrumb trail reads "Web Vendor > DayCare Registration > Registration Form". The main content area features the heading "New User Registration" in bold blue text. Below this heading, a red message states: "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 the User Name via email. Please go check your email to obtain your User Name." A button labeled "Go To SEARCH PAGE" is positioned below the message. At the bottom of the page, there is a footer section with contact information: "Please direct any questions to [FW-CustomerSupport@gsa.gov](mailto:FW-CustomerSupport@gsa.gov). When contacting customer support, please provide Pegasys Document Number and Taxpayer Identification Number. If you are attempting to invoice electronically and receive an error message, please attach a copy of the error message." A note follows: "Note: We use temporary cookies on our site only for internal tracking and improving our service. No data is shared with any other parties. Learn more from our [Privacy and Security Policy](#)."

Step 5. Your registration should now be complete. Once your account is approved by GSA Finance, you will receive an email that contains your username and password instructions. A sample of the email is shown below. Congratulations! Your GSA Web Vendor account has been activated.

Please verify the Username, and save it to create a password in the GSA Web Vendor application.

Please go to this page to create your password: <https://secureauth.gsa.gov/secureauth24>

\* Username: JohnDoe for TIN ending in 6789

After you create your password, your account will be ready for processing the next business day using <https://finance3.gsa.gov/>.

You may receive a security warning, please press continue, run the application and allow the Java application to run.