

Vendor Portal Navigation Instructions

Go to: <http://www.vermonttreasurer.gov/>

- 1.) Click Vendor Portal under Online Services on the right hand side of page
- 2.) Click Log-In at top of the page
<https://www.vermonttreasurer.gov/VendorPortal/default.aspx>
- 3.) The first time you access this database you will need to register your vendor number (Vendor Number is located on the bottom left hand corner of Remittance Advice)

How to Register:

- Click on Register located near the bottom of the Vendor Portal Log-in page
- Enter your vendor number (this can be obtained from your Remittance Advice)
(If you have multiple users, contact Services.Accounting@state.vt.us for assistance)
- Select a password (Please read password criteria next to the password field)
- Re-enter the password in the Confirm Password field
- Enter your e-mail address
- Enter your security question (this can be anything you want)
- Enter your security question answer (make sure to write this down)
- Click Create User
- You should receive a message:
Your account has been successfully created.
Click Continue
- Your account is now set up and ready to use.

Log In & Start information search:

- Enter you vendor number
- Enter your password
- Click Log_in
- The search is pre-set for with the previous six months information, you can change the date range if needed
- Click Search
- To look at a specific payment, click on the payment number, the information for each voucher included in the payment will be listed
- To return to the Advice Summary Page, click Back to Advice Summary Page
- When finished, click Logout

To Change Password:

- Click on Change Password
- Enter you current password, new password and confirm new password
- Click on Change Password

Recover Password:

- On the Log-in page click Recover Password
- Enter your Vendor ID
- Answer the Challenge question and click submit
- Your password will be sent to the e-mail address submitted during the registration process