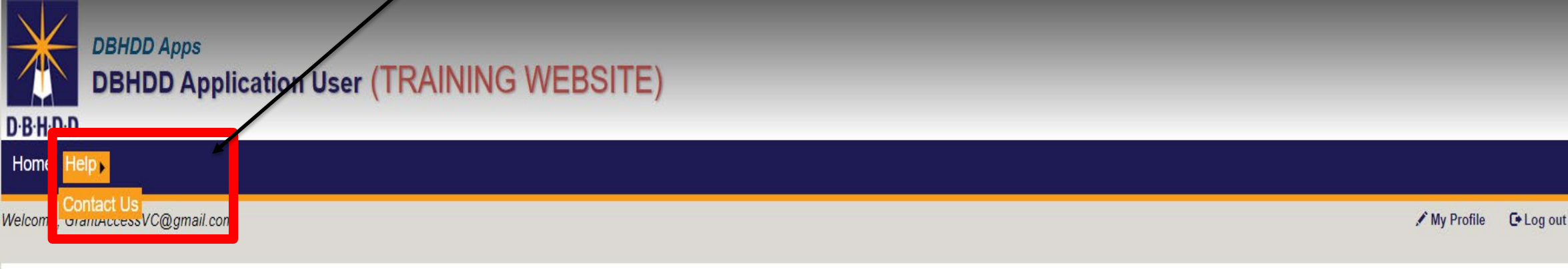# Vendor Connect Registration Guide

The Vendor Connect Registration Guide can be found and downloaded by clicking on the Help>Contact Us link

DBHDD & Vendor Connect User Account Registration Guide

The following document includes instructions on registering for a Vendor Connect account to submit and manage invoices and reports.

There are two types of accounts:

- **Vendor Administrators-**Two Vendor Administrators are "Required" for each location. Vendor Administrators will have the responsibility to approve their staff who will be using the Vendor Connect Application.
  __Note-At least one Vendor Administrator MUST be registered in order to approve Vendor Users'__
- **Vendor Users-**Users who will create and submit reports.

Before you can access the Vendor Connect application, below must be completed:

1) You must register to establish a User Name and Password
2) Vendor Administrators must approve Vendor Users
3) When Vendor Users have been approved, you must request access to the Vendor Connect application and be granted and approved access by Division of Budget and Finance.

Step 1 above is fully automated and happens immediately. **Step 2** requires the review and approval by the Vendor Administrator. **Step 3** Division of Budget and Finance will approve/grant access which might take a business day or two.

You will only have to complete this process once.

Reminder: Account registration begins on **Wednesday, July 1st**.

If you have any questions about Vendor Connect registration, please email VendorConnect.app@dbhdd.ga.gov.
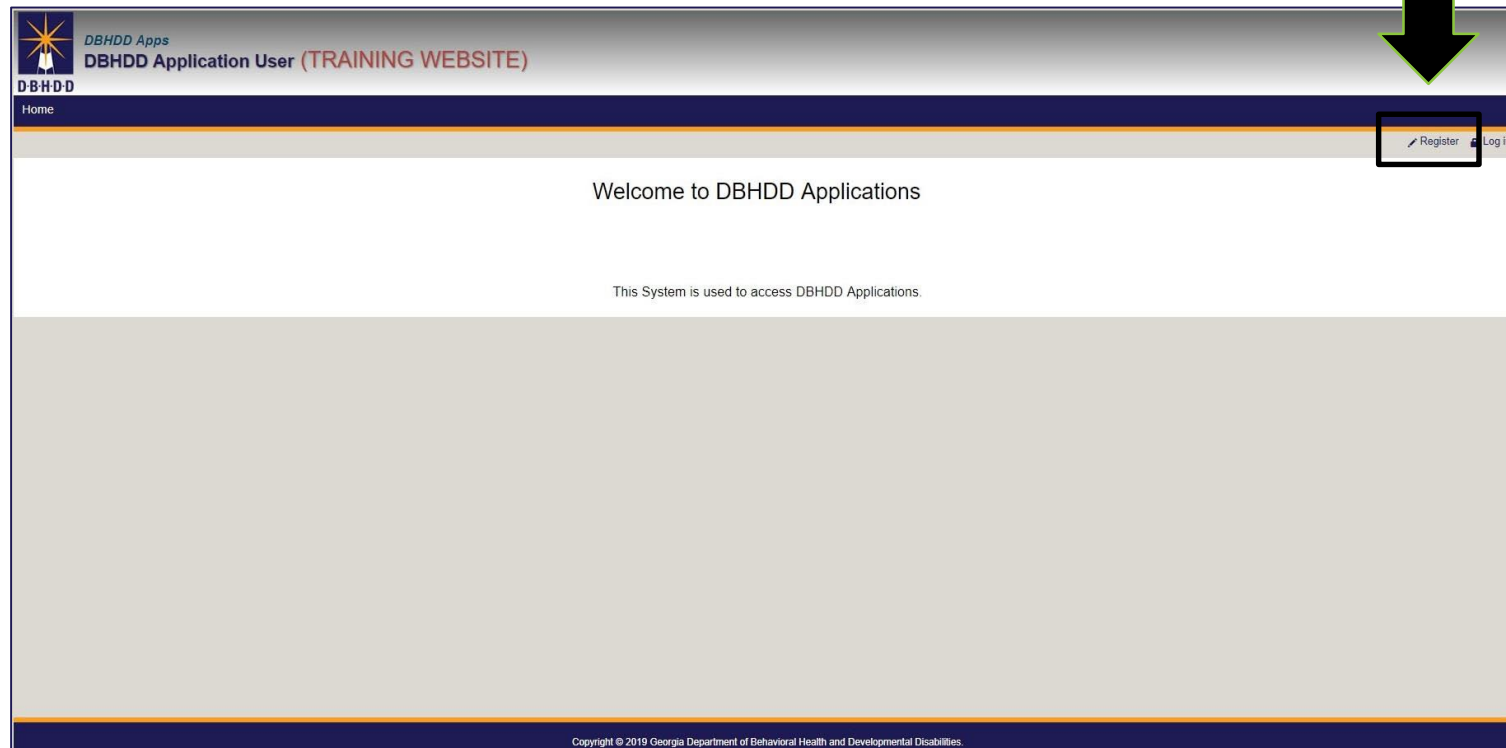
BE **D·B·H·D·D**

Vendor Connect Registration
Step 1: Establish a User ID and Password

DBHDD Account Registration

1: Use Edge, Chrome, or Firefox and **TURN OFF POPUP BLOCKERS**

2: Click the following link or type it into your browser to access the Vendor Connect website: ***https://dbhddapps.dbhdd.ga.gov/DBHDDAppsUser/***

3: Click the Register link that displays in the upper-right hand corner.

Creating a New Account

4: On the Create new account page, enter your <u>work email address </u>in the Email field.

**Generic Accounts can't be used. Below are some examples:
LakeOconee@gmail.com, Fulton@hotmail.com,
Baseball@gmail.com.
*The email address MUST contain a part of either your First/Last Name or both.*

Complete the remaining fields, and then click Register at the bottom.
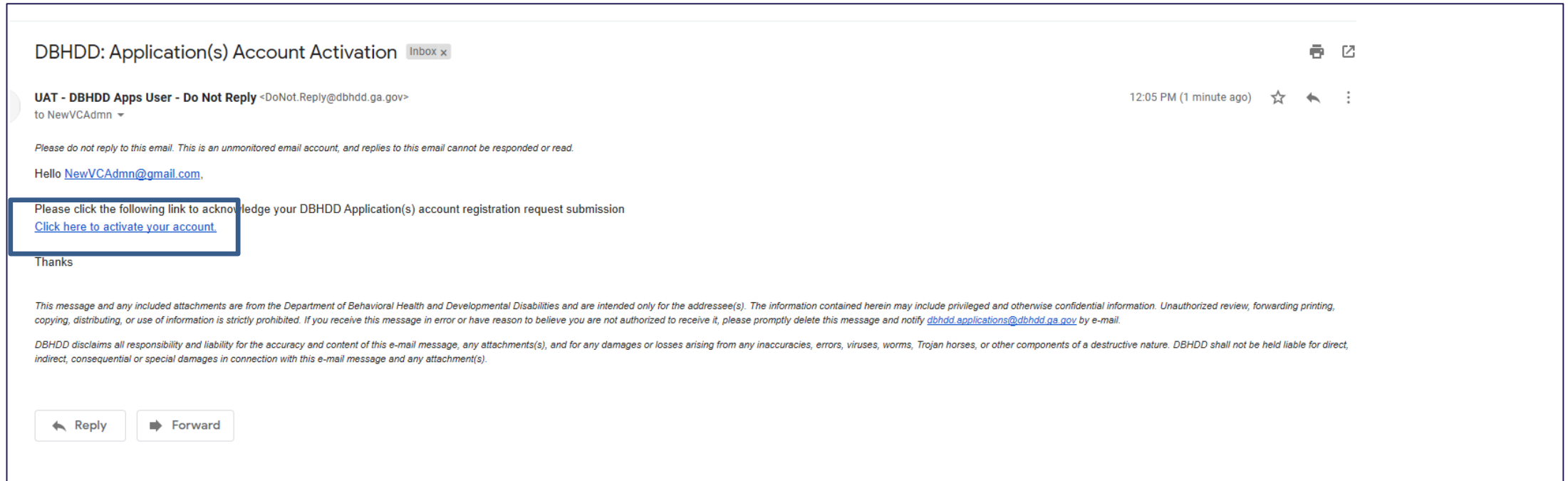
Note:
- **Red** asterisks are used to denote a required field.
- Record the answers to your Security Questions.
- Once your account is established, you'll use the email address entered as your user name to log into the Vendor Connect system.
- Passwords must be between 4 and 12 characters in length, contain at least 1 numerical character, and cannot be the same as your username

Account Registration Confirmed

5: After you select the Register button, the page will reload, and you'll see a confirmation message for your registration. Select the OK button to close the notification.
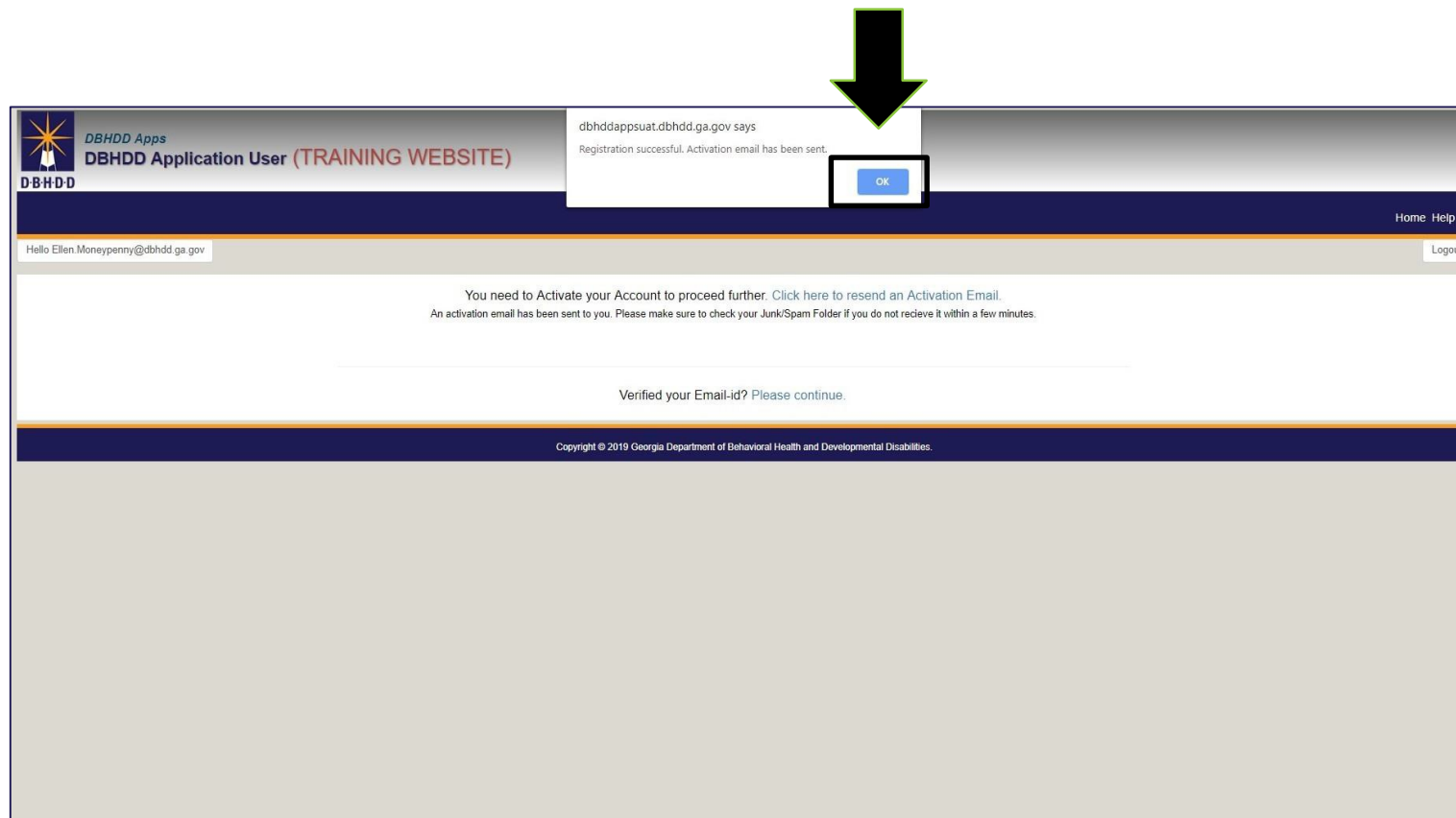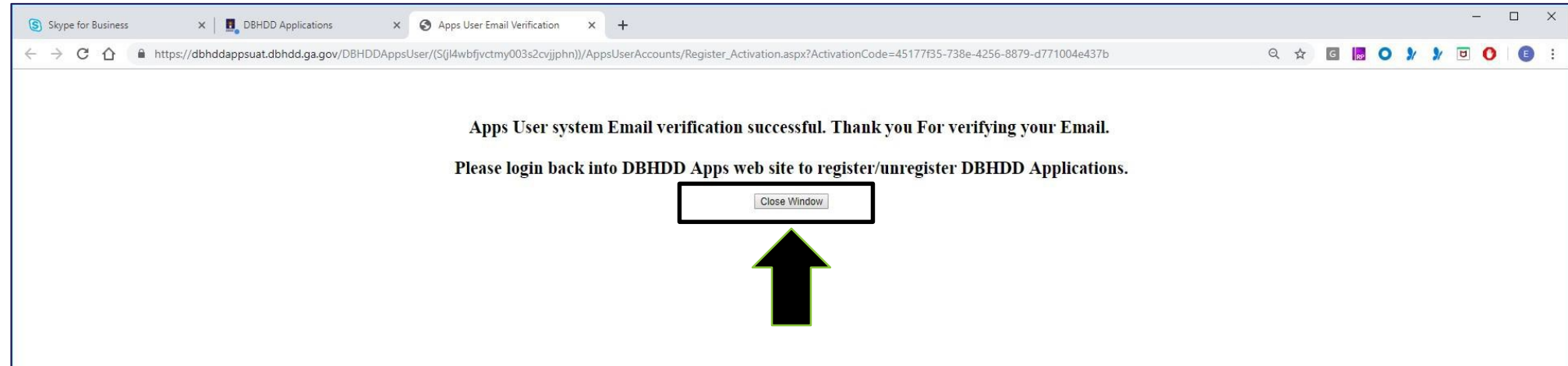
Activating Your DBHDD Account

6: You will receive an email at the address you entered in the Email field asking you to validate your email address by selecting the "Click here to activate your account" link in the body of the email.

**Note, if you don't receive this email, please check your Junk/Spam folder

Confirmation of Activation

7: After you select the activation link in the email, a browser window will open that prompts you to log into the DBHDD Application User website. Select the Close Window button to close this browser window.
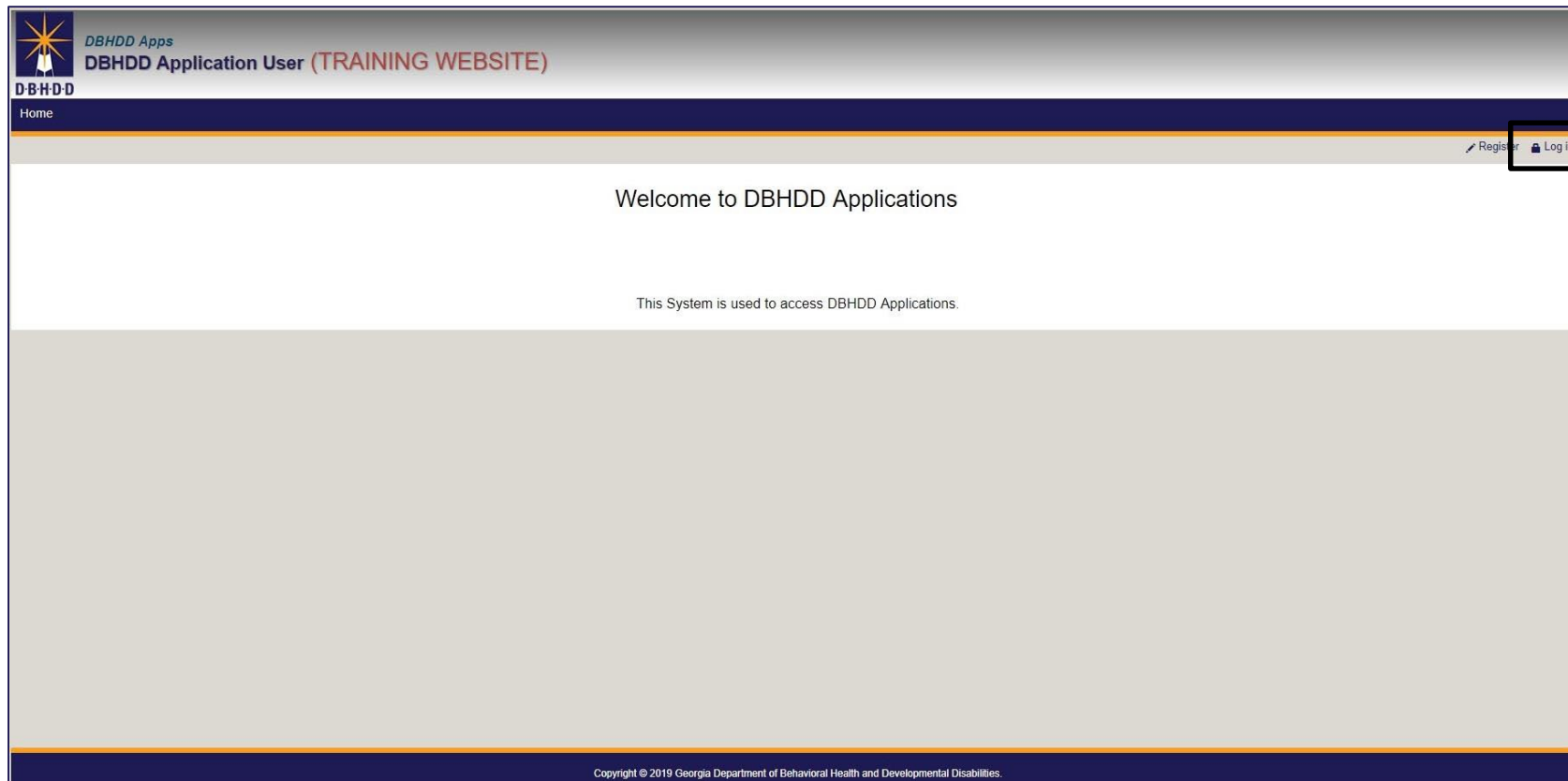
BE D·B·H·D·D

Vendor Connect Registration
Step 2: Request access to Vendor Connect

Requesting Access to Vendor Connect

1: Navigate back to the DBHDD Application User site (*https://dbhddapps.dbhdd.ga.gov/DBHDDAppsUser/*) and select the Log in link that displays in the upper-right portion of the page.

Logging into the DBHDD Application User Site
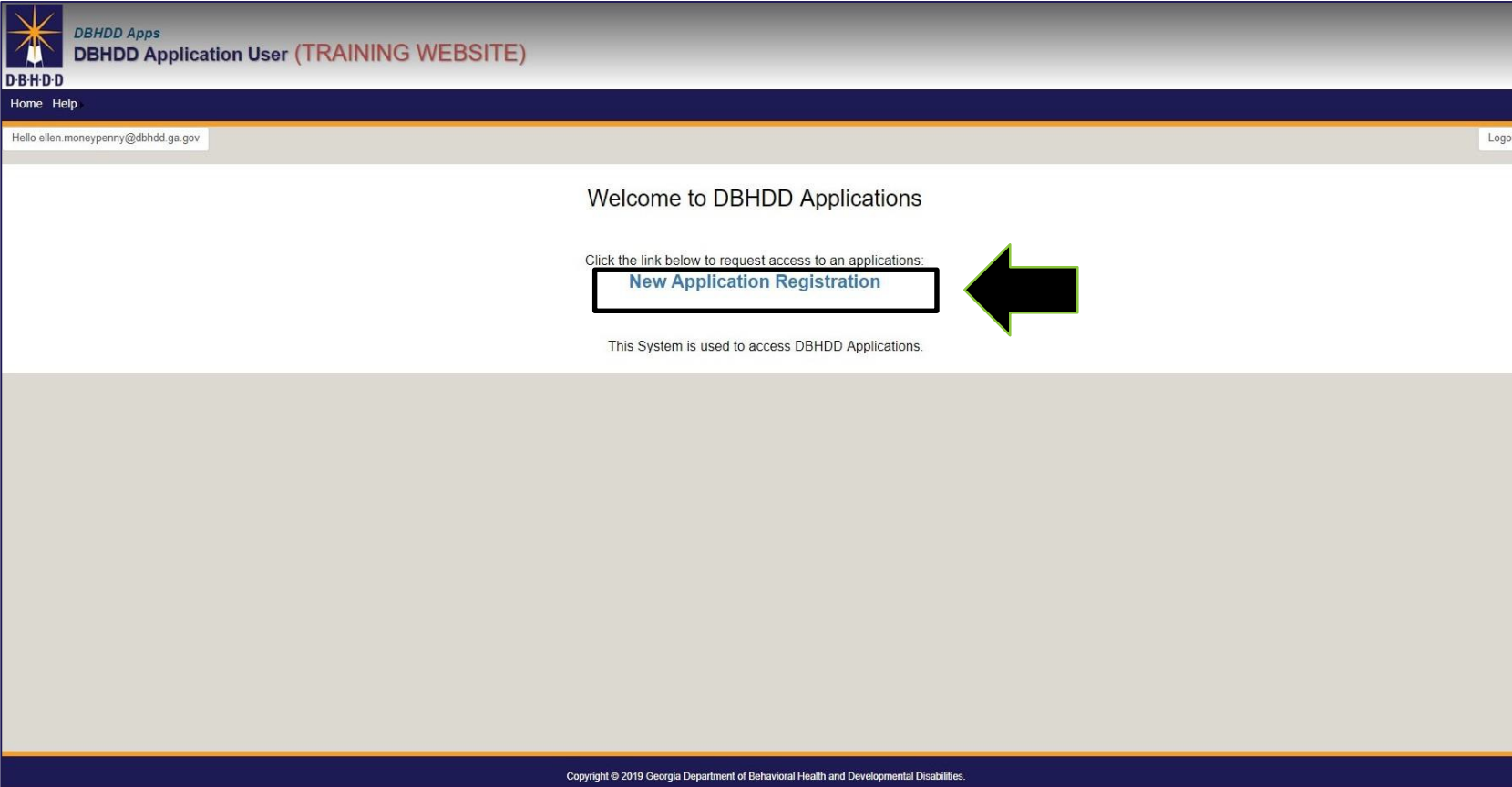
2: Enter the user name and password you created when you registered for the DBHDD Application User web site.
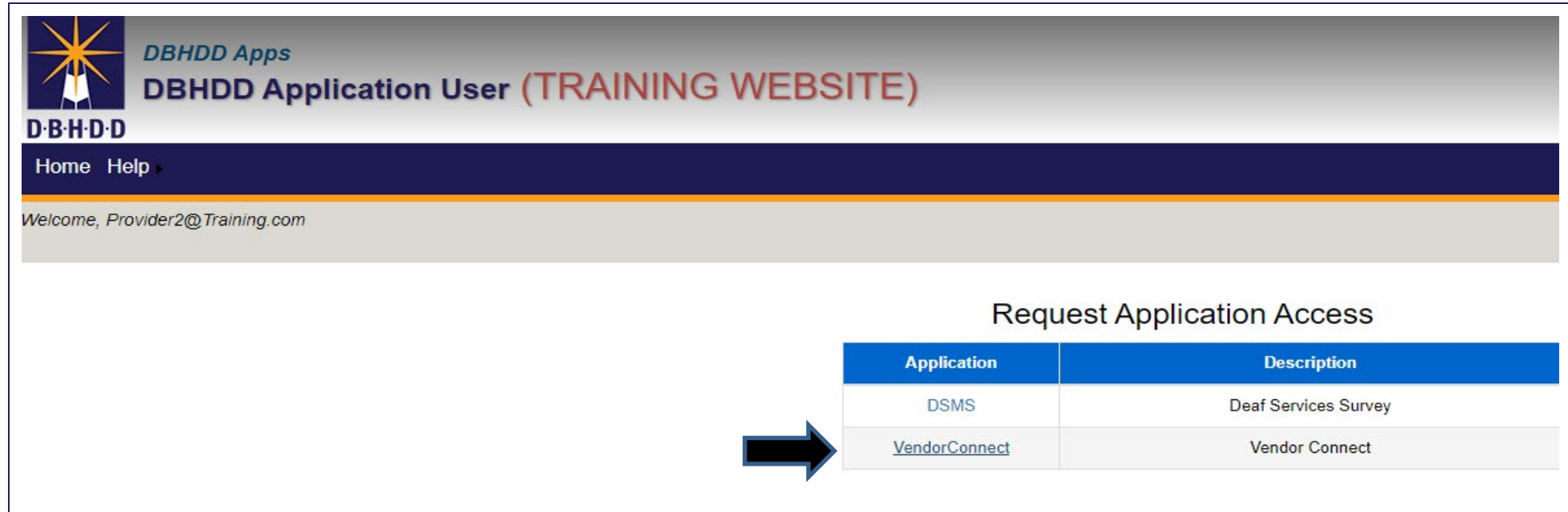
3: Click the Log In button.

Requesting Access to Vendor Connect

4: Click the New Application Registration link.

Requesting Access to Vendor Connect

5: On the Request Application Access page, click the Vendor Connect link that displays in the table.

Note: The other applications listed on picture shown above are different from Vendor Connect, and if you need access to any other applications, you will need to register for them separately from Vendor Connect.

Requesting Access to Vendor Connect

Vendor Connect Application Access Request Form

* Account Type: Vendor
* Your Name: New VC Administrator
* Your Email: NewVCAdmn@gmail.com
* Your Phone: (333) 333-3333
* Job Title: Vendor Administrator-American Works
Vendor: AmericanWork, Inc.
* User Role: Vendor Administrator
Vendor FEIN: 58-2478281
Vendor Administrators:

* Contract Permissions
☐ View Only
☑ Add / Edit Invoice
☑ Add / Edit Report
☑ Approve / Submit Invoice
☑ Approve / Submit Report
☑ Execute Contract

6: On the Vendor Connect Application Access Request Form page:

- Enter Job Title
- Select Vendor Name
  - *If your name is NOT on the Vendor list, you do not have active AP Contracts*
- Select User Role
  - *VC Administrators will be required to enter the Vendor FEIN*
- Contract Permissions are auto selected for VC Administrators
- Vendor Users' will manually select Contract Permissions

* Your Phone: (333) 333-3333
* Job Title: Vendor Administrator-American Works
Vendor: -- Select --
* User Role
Vendor FEIN

-- Select --
A Helping Hand Personal Care Home, Inc.
AmericanWork, Inc.
Changing Lives Today, Inc.
Highland Rivers Community Service Board
Hi-Hope Service Center, Inc.
Horizons Family Services, Inc.
SeaJoy Family Service Center, LLC

Requesting Access to Vendor Connect

Vendor Connect Application Access Request Form

Success! Vendor Connect App Access Request Submitted Successfully.

* Account Type
Vendor

* Your Name
New VC Administrator

* Your Email
NewVCAdmn@gmail.com

* Your Phone
(333) 333-3333

* Job Title
Vendor Administrator-American Works

Vendor
AmericanWork, Inc.

* User Role
Vendor Administrator

Vendor FEIN
58-2478281

Vendor Administrators

* Contract Permissions
☐ View Only
☑ Add / Edit Invoice
☑ Add / Edit Report
☑ Approve / Submit Invoice
☑ Approve / Submit Report
☑ Execute Contract

7: Once your VC Request has been Submitted, a message will be displayed, Access Request Submitted Successfully
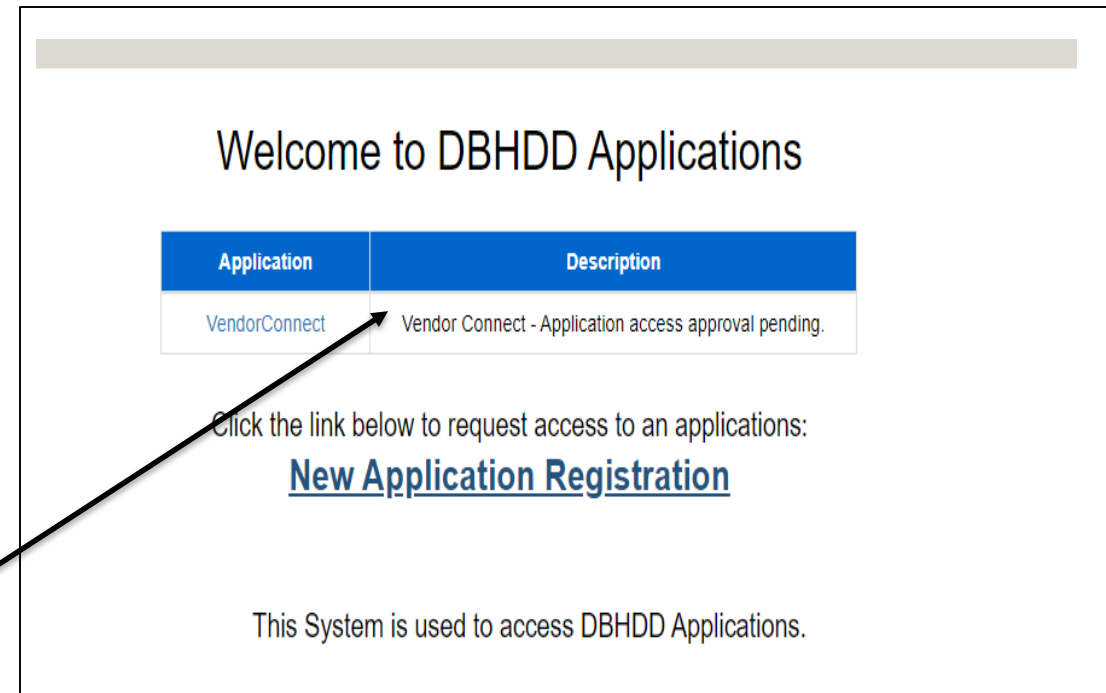
Approving Access to Vendor Connect

8: This is a 3 Step Process

1. For VC Administrators, when New Access Request has been successfully submitted, a DBDD staff or DBHDD designee will "Approve" access.

2. For VC Users, when New Access Request has been successfully submitted, your VC Administrator is responsible to approve the request.

3. When VC Administrators have approved a VC User, DBDD staff or DBHDD designee will "Approve" access.

**Note: Email Notifications will be sent for each step.

***Note: Indicates awaiting DBDD staff or DBHDD designee to "Approve" access.

Welcome to DBHDD Applications

Application	Description
VendorConnect	Vendor Connect - Application access approval pending.

Click the link below to request access to an applications:

New Application Registration
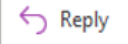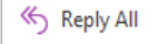
This System is used to access DBHDD Applications.

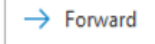# Approving Access-Vendor **Administrators**

1: VC Administrators will
Receive email notifications when VC Users have successfully
submitted their access request

DBHDD: Vendor Connect App user access request-New Vendor User

DA   DBHDD Apps User - Do Not Reply <DoNot.Reply@dbhdd.ga.gov>

    TO: App, Vendor Connect

⟲ Reply   ⟪ Reply All   → Forward   ··

Sat 6/27/2020 2:57

ⓘ You fc

Please do not reply to this email. This is an unmonitored email account, and replies to this email cannot be responded or read.

Hello Admin,

  Vendor Connect New user access request is submitted by:

  F.Flinstone@AmericanWork.org

Thanks

This message and any included attachments are from the Department of Behavioral Health and Developmental Disabilities and are intended only for the addressee(s). The information contained herein may include privileged and otherwise confidential information. Unauthorized review, forwarding printing, copying, distributing, or use of information is strictly prohibited. If you receive this message in error or have reason to believe you are not authorized to receive it, please promptly delete this message and notify dbhdd.applications@dbhdd.ga.gov by e-mail.

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Approving Access-Vendor **Administrators**

2: VC Administrators will navigate to VC:

- On the Nav bar, select Management>**Manager Users**
- In the User Management screen VC Administrators have the capability to approve or change a VC User permissions by clicking on **Manage** button
  - Approval Workflow column will display the current users' status.
- Accounts needing approval have a status of "Vendor Administrator Approval"
- VC Administrators are to review the **"Contact Permission"** a VC User has requested. These can be changed accordingly. When the correct permission have been selected for the VC User, the VC Administrator will click the **Approve** button.
- Approver Name & Date/Time of approval will be displayed

**VC Administrators also have the capability to "Deactivate" a user's permissions. This should be used for off boarding purposes

Requesting Access to Vendor Connect: Access Approved
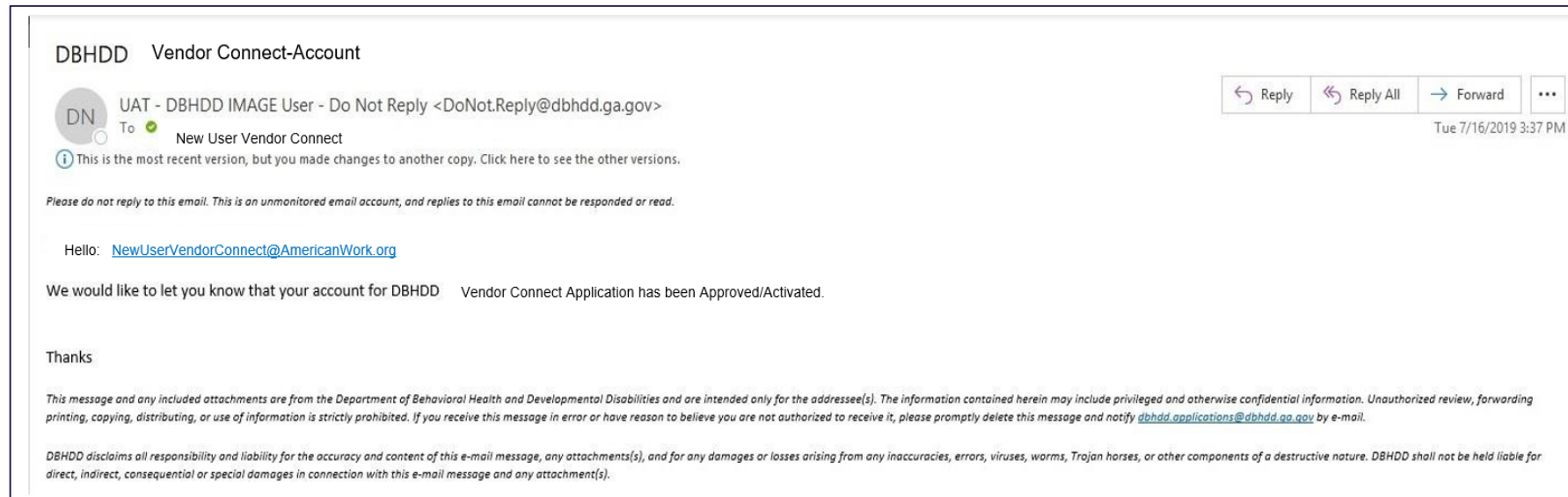
3: VC Users will receive an email notification when your access to Vendor Connect access has been approved. Keep in mind that even if your access has been approved, you will not be able to log in to Vendor Connect until **August 2020**.

If you have any questions about Vendor Connect registration, please email VendorConnect.app@dbhdd.ga.gov.