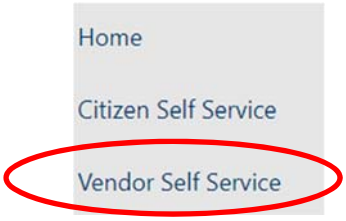
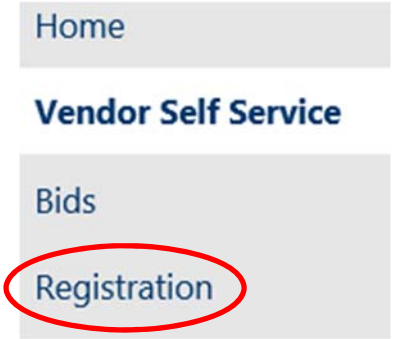
How Existing Vendors can Register for Onslow County's Vendor Self-Service

Go to: https://onslowco.munisselfservice.com

- Click on Vendor Self Service on the right side of the screen.



- If you are accessing the site for the first time, click on Registration on the right side of the screen



Fill in all required fields under Create user ID and password*.

IF YOU ARE AN EXISTING ONSLOW COUNTY VENDOR, PLEASE ENTER YOUR VENDOR NUMBER AND TAX ID OR SSN

New Vendor Registration

Step 1

Create user ID and password

Help

User ID (between 1 and 100 characters) *

Re-type user ID *

Password (between 8 and 15 characters) *

Re-type password *

Password hint *

Enter these validation numbers into the box below them

Default

EXISTING VENDORS ONLY

You must complete the following for initial registration.

Vendor ID

FID/SSN (Enter without dashes)

- Click on continue at the bottom of the page

- Enter User Contact Information

User Contact Information

Contact Person

* Contact Type

Select Type...

* Name

Description

* Phone

Text

Opt In

Fax

* E-mail

Continue

- Click on Continue

- Read the terms and conditions and select yes or no.

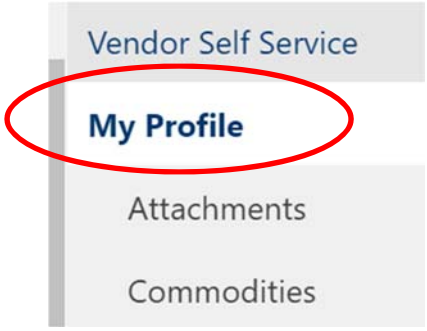
Invoicing Standards - In order to receive payment, all invoices must include a purchase order number provided by the purchasing department.

Vendors are responsible for updating their company information, including contact and remittance addresses through the Onslow County Vendor Self Service.

Electronic Funds Transfer (EFT) - I, on behalf of the vendor indicated above, hereby authorize Onslow County to initiate deposits to the account provided in Onslow County Vendor Self-Service. I authorize the vendor contact provided to receive information regarding any deposits made to this account by Onslow County via email. Onslow County reserves the right to initiate reversal transactions in the case of errors. This authority will remain in effect until the Onslow County Finance Office has been properly notified of termination or modification and in such a manner as to afford Onslow County a reasonable opportunity to act on it.

Yes No

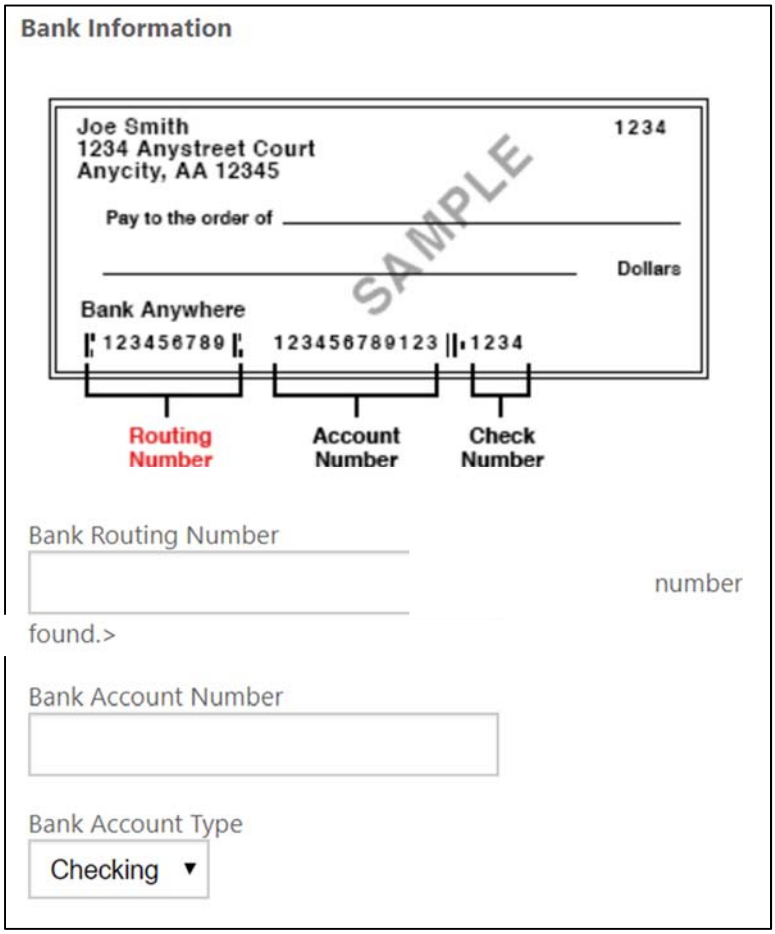
- Click on My Profile on the right side of the screen



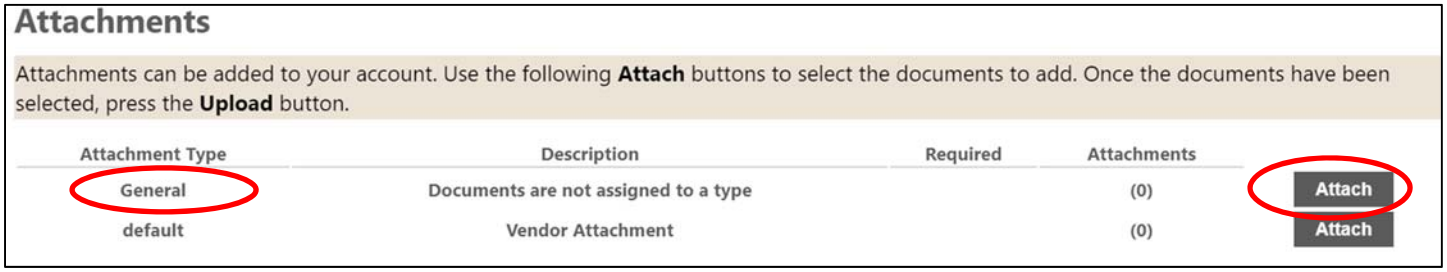
- Click on Change by General Information to update general information

- Please note: Information displayed is current, current remittance information for mailing payments is verified with each invoice, please do not update or change the mailing address information displayed unless absolutely necessary. Please do review and update the email address displayed if necessary.

- If you would like to receive payments via EFT enter bank information in the applicable fields (you may need to scroll down to see these fields):



- Click Update at the bottom of the screen.
- If you have any documentation that you would like to provide, such as a voided check to verify bank information, please attach by clicking on attachments (right side of the screen)



PLEASE USE THE GENERAL ATTACHMENT TYPE

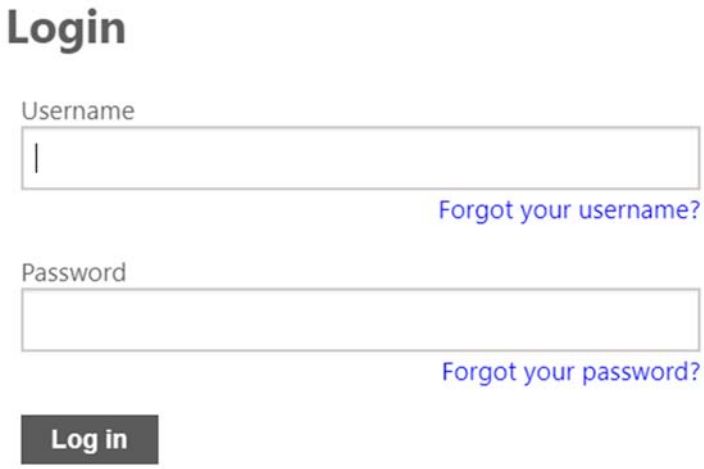
- Click on Attach
- Click on Browse or Choose File

- Select your file, click open then click save

Log out by clicking on your Username in the top right corner.

After the registration process has been successfully completed, updates can be made by logging back into Vendor Self Service.

- Click on Log In on the top right side of the screen



- Enter your Username and password and click on Log in
- The terms and conditions may display for your review.

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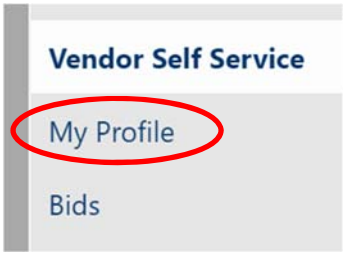
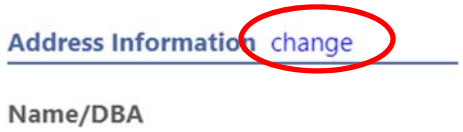
Yes **No**

- To update or modify existing data go to My Profile



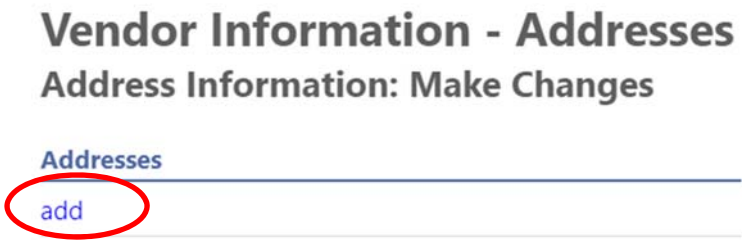
Under My Profile additional addresses and contact can be provided:

- To add an address Scroll to Address information and click change.



Name/DBA

Click on Add or change



When finished click update at the bottom, then back to go back to My Profile

- To add or update contact information click on change next to Contact

- After adding or changing information be sure to Click on Save
- Log out of Vendor Self Service by clicking on Icon in top right corner of screen.