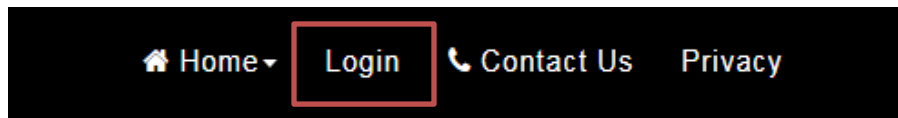


Vendor Registration Login

- **Registered Vendor Login to Webven**
 - Vendors can login to Webven by:
 - Click the “LOGIN / UPDATE” button on the Registration Home page



- Or click the “Login” link on the top menu to bring up the Login screen



- Vendor will be presented with the Login screen shown below once they clicked on the login button/link
 - If vendors already have a user login account they can use their Username and password to login
 - For those vendors who did not create user login account, they still can use their Vendor ID and PIN to login.

A login form titled "Account Login" with a close button (x) in the top right. Below the title is the instruction "Please enter your login credentials below." There are two input fields: "Username / Vendor ID" and "Password / PIN". Below the fields is a blue "Login" button. A lock icon is positioned above the password field.

[Forgot your Password / PIN?](#)

Los Angeles County Vendor Registration Login Guide

Vendor Login to Webven through Vendor Self Service Portal

- VSS activated vendors can login to Webven through VSS using the VSS user account
 - Enter your VSS user ID and the password on the login boxes and click the “Login” button

The screenshot shows the 'Welcome to Los Angeles County Vendor Self Service' page. It includes a header with the county logo and navigation links. The main content area has a 'Welcome' message, an 'Announcements' section with a date of 06/02/2014, and a 'Forms & Downloads' section. A red box highlights the login fields: 'User ID', 'Password', 'Login', and 'Password Reset'.

- Once vendor successfully logged on to VSS, on the Account Summary page, click on the “Edit Vendor Information” link which will automatically log vendor into Webven

The screenshot shows the 'Account Summary' page with a navigation bar for 'Account Information', 'Financial Transactions', 'Business Opportunities', and 'Solicitation Responses'. The 'Account Summary' section is active. It contains several sections: 'Announcements', 'Primary Account Administrator' (with contact info for bbailey@isd.lacounty.gov), 'Vendor Information' (with Vendor Code 526256, Vendor Status Active, and a red box around the 'Edit Vendor Information' link), 'EFT Information' (Account Level EFT Status: Not Eligible for EFT), 'Prevent New Spending' (Account Level: No), and 'Financial Balance Overview' (listing Open Awards, Scheduled Payments, Total Payments Issued, etc.).

Los Angeles County Vendor Registration Login Guide

- **Non-procurement Vendors Login**

- If vendor is a VSS activated vendor and would like to update registration information but once vendor clicked on “Edit Vendor Edit Information” link to log into Webven and got the message “**Our records indicate you have not registered on Webven as a Procurement vendor**” along with County Vendors Relations contact information in case vendors need assistance on how to update these non-procurement vendor registration information.

NOTE:

A Los Angeles County procurement vendor is a vendor who normally has an 8-digit (or 6-digit) vendor code.

If vendors who have vendor codes consist of alpha-numeric (for example WCBILLERB7868) then those vendors are what the County considers a Non-Procurement vendor.