

# Los Angeles County Vendor Registration Login Guide

## 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
  - Once successfully logged in, a verification code will be sent to vendor's registered account email. Vendor must use the code that was sent to verify their identity as part of 2-factor authentication process for accessing the system.

For extra security login, we've sent a verification code to your email: clam@isd.lacounty.gov

### Extra Security Login Verification

To verify your identity, please enter and verify the code we sent below.


Verify

Did not receive verification code?

Resend Verification Code

**ⓘ** In the event if you still haven't received the code after 5 minutes or if the email does not belong to you, please contact LA County Vendor Relations

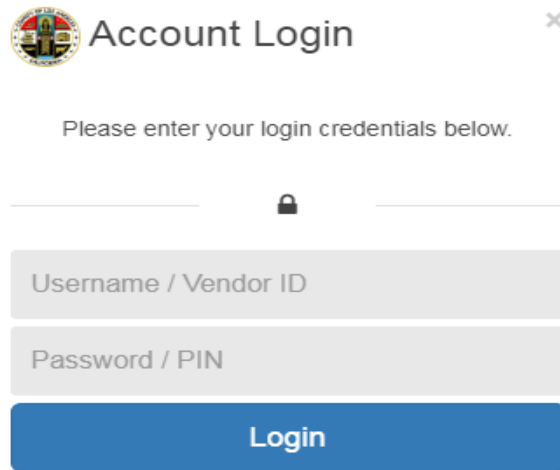
Hours: Monday - Thursday (7:00 a.m to 5:00 p.m PST)  
Email: [ISDVendorRelations@isd.lacounty.gov](mailto:ISDVendorRelations@isd.lacounty.gov)

An illustration showing a hand interacting with a tablet. The tablet screen displays a login form with fields for 'User Name' and a password (represented by asterisks), and a 'LOGIN' button. A smartphone next to the tablet also shows a 'VERIFY' screen with a lock icon.

You have **13:34** minutes to verify your identity.

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- For those vendors who have not created a user login account, they still can use their Vendor ID and PIN to login.



The 'Account Login' form features the Los Angeles County seal on the left and a close button (X) on the right. Below the title, it instructs users to enter their login credentials. The form includes two input fields: 'Username / Vendor ID' and 'Password / PIN'. A blue 'Login' button is positioned below these fields. A lock icon is centered above the input fields.

[Forgot your Password / PIN?](#)

- Once vendors have successfully logged in using their Vendor ID and PIN, they need to confirm their identity by selecting their registered email in the dropdown list and have the system send the verification code to the email address that they selected

☒ For extra security login, we will send a verification code to your registered email address listed below.

## Extra Security Login Verification

Please select an email address that the verification code will be sent to.



[Send Code](#)

 In the event if none of the email addresses listed above belong to you, to update your email address please contact LA County - ISD Vendor Relations:

Hours: Monday - Thursday (7:00 a.m to 5:00 p.m PST)

Email: [ISDVendorRelations@isd.lacounty.gov](mailto:ISDVendorRelations@isd.lacounty.gov)



- Once vendor received the verification code through their registered email, they must use the code to verify their identity as part of the 2-factor authentication process for accessing Webven.

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### Extra Security Login Verification

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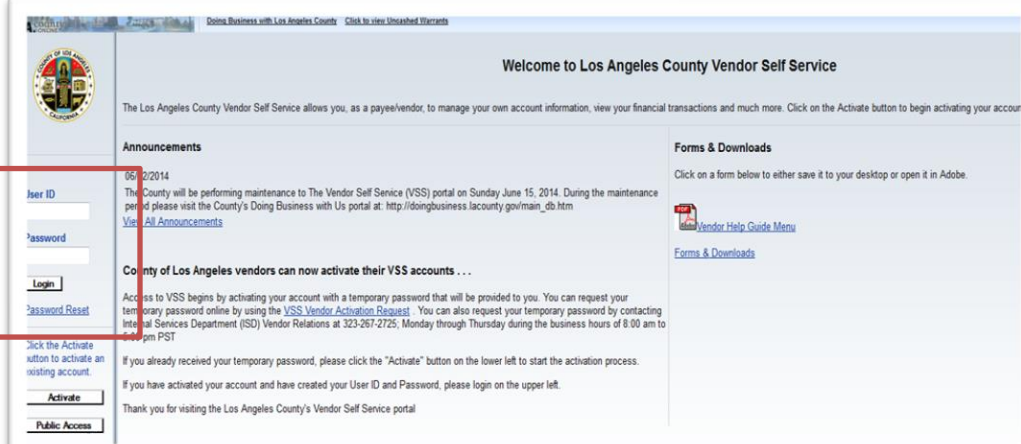
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## Vendor Login to Webven through Vendor Self Service Portal

- 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



Doing Business with Los Angeles County [Click to view Unreleased Warrants](#)

### Welcome to Los Angeles County Vendor Self Service

The Los Angeles County Vendor Self Service allows you, as a payee/vendor, to manage your own account information, view your financial transactions and much more. Click on the Activate button to begin activating your account.

**Announcements**

06/12/2014  
The County will be performing maintenance to The Vendor Self Service (VSS) portal on Sunday June 15, 2014. During the maintenance period please visit the County's Doing Business with Us portal at: [http://doingbusiness.lacounty.gov/main\\_db.htm](http://doingbusiness.lacounty.gov/main_db.htm)  
[View All Announcements](#)

**County of Los Angeles vendors can now activate their VSS accounts . . .**

Access to VSS begins by activating your account with a temporary password that will be provided to you. You can request your temporary password online by using the [VSS Vendor Activation Request](#). You can also request your temporary password by contacting Internal Services Department (ISD) Vendor Relations at 323-267-2725, Monday through Thursday during the business hours of 8:00 am to 5:00 pm PST.

If you already received your temporary password, please click the "Activate" button on the lower left to start the activation process.

If you have activated your account and have created your User ID and Password, please login on the upper left.

Thank you for visiting the Los Angeles County's Vendor Self Service portal.

**Forms & Downloads**

Click on a form below to either save it to your desktop or open it in Adobe.

[Vendor Help Guide Menu](#)

[Forms & Downloads](#)

User ID

Password

Login

Password Reset

Click the Activate button to activate an existing account.

Activate

Public Access

- Once vendor successfully logged on to VSS, on the Account Summary page, click on the "Edit Vendor Information" link

# Los Angeles County Vendor Registration Login Guide

Account Information

Financial Transactions

Business Opportunities

Solicitation Responses

SummaryUsers

## Account Summary

This page displays a summary of your account information. If you have any questions please contact your Primary Account Administrator or submit a question using the "Help" link at the top of this page.

▼ Announcements

Type Date Message

First Prev Next Last

▼ Primary Account Administrator

Primary Account Administrator : Primary Account

Phone : 323-881-3758

Email : bbailey@isd.lacounty.gov

Ext :

▼ Vendor Information

Vendor Code : 526256

Legal Business Name : CIT COMMUNICATIONS  
FINANCE

Alias/DBA :

Vendor Status : Active

1099 Reportable : No

Vendor Registration Information Link.  
[Edit Vendor Information](#)

▼ EFT Information

Account Level EFT Status : Not Eligible for EFT

▼ Prevent New Spending

Prevent New Spending may be applied at the account level. This section indicates if new spending is allowed at the account level.

Account Level : No

▼ Financial Balance Overview

Open Awards :

Scheduled Payments :

Total Payments Issued :

Total Payments Issued (Calendar Year) :

Total Payments Issued (Prior Years) :

- Once vendor click on the “Edit Vendor Information” link they will be sent with a verification code to their logged in account’s registered email.
- Vendor must use the verification code to verify their identity as part of 2-factor authentication process for accessing the Webven.

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- **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.