

ATTACHMENT 1

If you are not a vendor/do not receive payments from the State of Alaska you will need to register with the State of Alaska to become a new vendor.

There are two ways to register as a **new** vendor with the State of Alaska:

1. You may register online through the Vendor Self Service (VSS) portal at <https://iris-vss.alaska.gov/webapp/PRDVSS1X1/AltSelfService>. Once on the VSS home page, look to our Job Aids/Registration section, and download the **Create a New Account** job aid in order to start the registration process. Once your profile is established via VSS you will become a new active vendor in the State of Alaska accounting system. Registering via VSS will also allow you to view payments and track/update some of your vendor information directly online.
2. *If you choose not to register as a new vendor through the online VSS portal* you must complete a paper State of Alaska Substitute W9 form and mail or fax it directly to the Vendor Help Desk at 907-465-2169. The link to the Substitute W9 is: http://doa.alaska.gov/dof/forms/resource/sub_form_w9.pdf. The Vendor Help Desk will register you as a new vendor manually in the State of Alaska accounting system.

If you have trouble registering via VSS or have general vendor questions please contact the State of Alaska Department of Administration, Division of Finance, Vendor Help Desk at (907) 465-5555, or email doa.dof.vendor.helpdesk@alaska.gov.