



CITY OF SANTA FE

Vendor Access User Guide

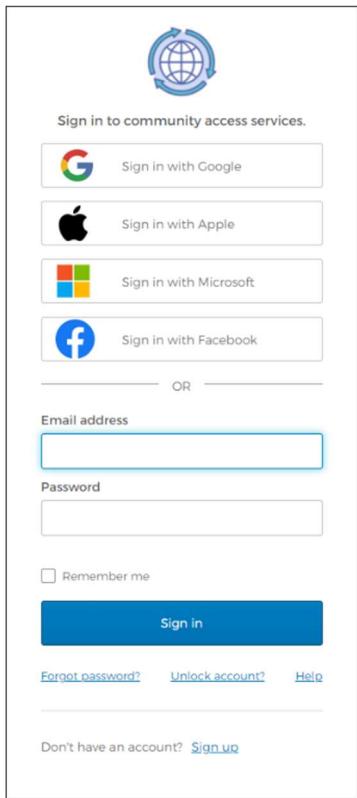
January 2026

Vendor/User Accounts

Vendors who access the City of Santa Fe's Vendor Access application portal must create an Identity log-in account. The log-in account **"requires"** an active email address and a password.

When accessing the Vendor Access portal, the application presents the Community Access sign-in screen with options to associate an existing log-in from Google®, Apple®, Microsoft®, or Facebook® with the City of Santa Fe's Identity account, or vendor/users can create a new account by clicking the Sign-Up link at the bottom of the screen. The Help link on this screen also provides detailed steps for password management, including setting up multi-factor authentication.

The link to the City of Santa Fe's Vendor Access application portal is:
<https://cityofsantafemn.tylerportico.com/va/vendor-access>



New First-Time Vendor/Users

For first-time vendor/users, clicking the Sign-Up link at the bottom of the sign-in screen presents the Create an Account dialog box.



Remember me

Sign in

[Forgot password?](#) [Unlock account?](#)

Don't have an account? [Sign up](#)

Create an account

Email *

Password *

First name *

Last name *

* indicates required field

Sign up

[Back to sign in](#)

Enter a valid email address, create a password, enter the first and last name, and click Sign-Up to create the vendor/user Identity account.



The application sends a confirmation email to the email address entered.



Hi TEST 12 11 25,

Welcome to your Community Access account!

Your organization uses Community Access and Tyler Technologies to manage access to applications which serve citizens.

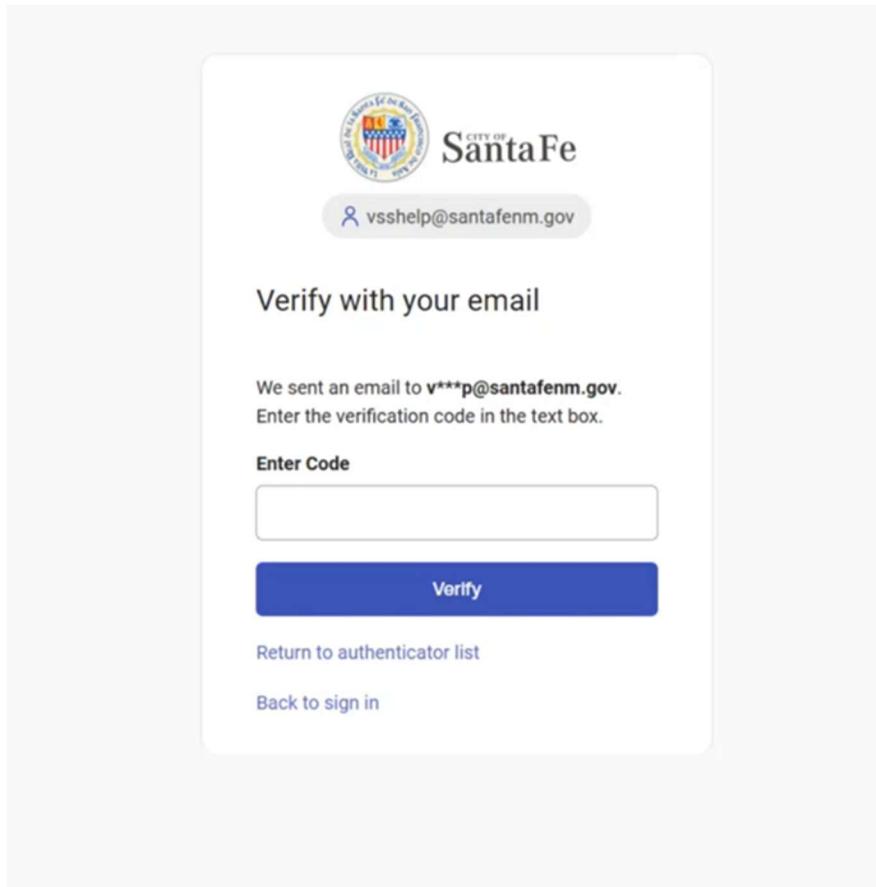
Community Access provides access to all of your citizen applications and connects you to other public applications within Tyler Technology's ecosystem.

[Learn more about Community Access.](#)

To verify your email address and activate your account enter the verification code: **293888**



Once the vendor/user receives the email and clicks the Verify Email link, Vendor Access presents verify your email code page ENTER CODE FROM EMAIL RECEIVED



NEXT : you will be prompted on MULT-FACTOR Authentication selection. **SELECT ONE OF 3 METHODS** and then select Continue.

venreg@santafemn.gov

Set up security methods

Security methods help protect your Tyler Portico Citizen account by ensuring only you have access.

Optional

Google Authenticator
Enter a temporary code generated from the Google Authenticator app.

[Set up →](#)

Okta Verify
Okta Verify is an authenticator app, installed on your phone or computer, used to prove your identity

[Set up →](#)

Phone
Verify with a code sent to your phone

[Set up →](#)

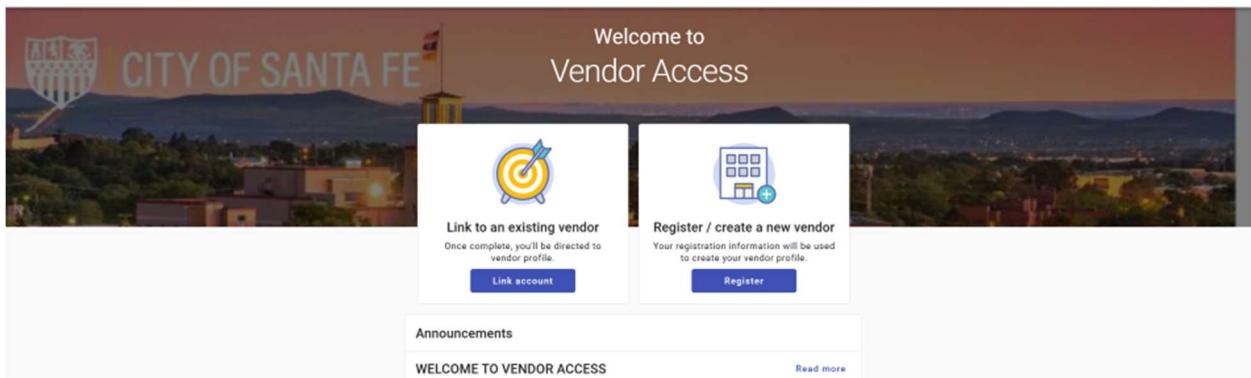
[Continue](#)



The Welcome Screen

When you log in to Vendor Access portal for the first time, the Welcome to Vendor Access screen provides options to establish a link to an existing vendor record, register or create a new vendor record.

Once a vendor profile is established, this screen is bypassed, and the vendor/users are taken directly to the home page.

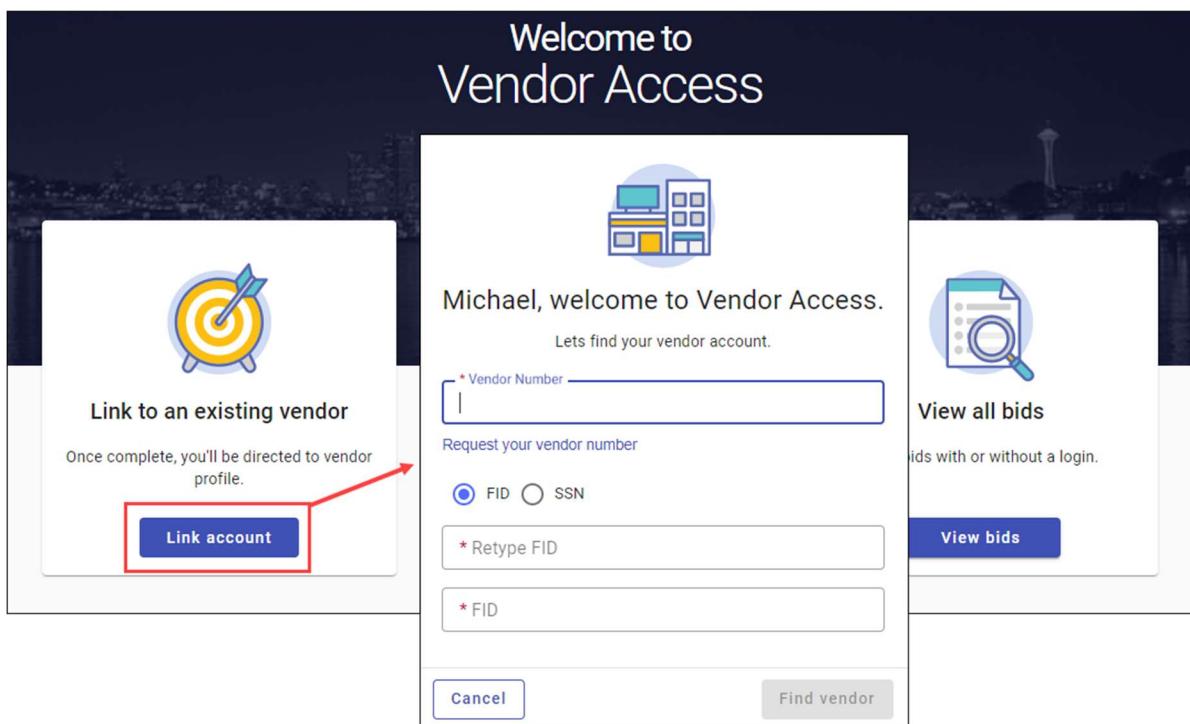


Linking to an Existing Vendor/User

If the logged-in vendor/user has an existing record in the Vendor portal, Vendor Access provides the Link Account option to establish the connection.

1. Click Link Account to associate the vendor/user who is currently logged in with an existing vendor record.

<https://cityofsantafemn.tylerportico.com/va/vendor-access>



2. Enter the vendor number (as established in the Vendor portal) and the vendor's federal identifier (FID) or Social Security number (SSN) to search for the existing vendor record.
The Request Your Vendor Number link provides the contact details for the person at your organization who handles these requests.
3. Click Find Vendor.
The application searches and retrieves the vendor information stored on the vendor record in the integrating Vendor portal.





We found a vendor, is this you?

Name
MARIA PEREZ, LLC

Address
123 INDUSTRIAL WAY
PORTLAND, ME 04101

Doing Business As
PEREZ PAVING

Email
PPAVING@GMAIL.COM

4. If this is the correct vendor, click Next. If not, click That's Not Me to return to the previous screen to re-enter the vendor information and correct any errors.
The application provides the name and email address of the logged-in user.



We have your contact information.

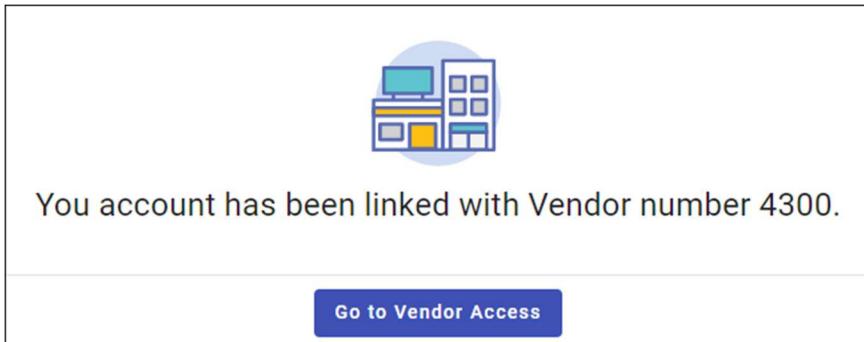
If it looks good, click Finish.

Name
Antonia Raoul-Smith

Email
ANTONIA.RAOULSMITH@GMAIL.COM



5. Enter at least one phone number to use for this email address and then click Finish. The Finish button is not available until the required fields are completed. The application saves the information and links the vendor account to the logged-in user.



6. Click Go to Vendor Access to open the home page. Invoices, purchase orders, and other such data that are associated with the existing vendor from the integrating system are now linked and searchable through Vendor Access.

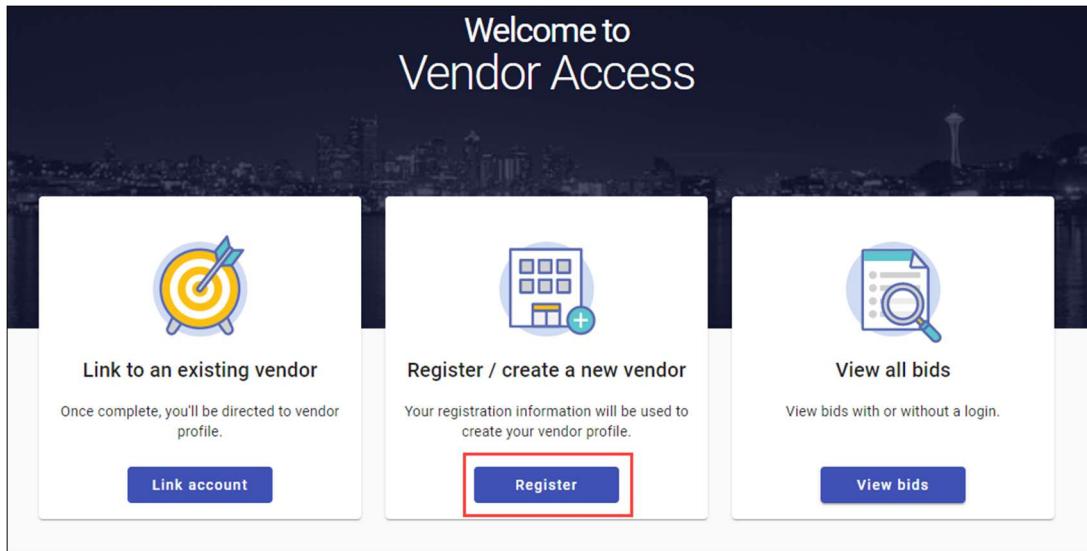
A screenshot of the 'Vendor Access' home page. The left sidebar contains a navigation menu with options: Home, Vendor profile, Bids, Commodities, Purchase Orders, Invoices, Checks, Form 1099, Contracts, and Work Orders. The main content area is titled 'Welcome! Antonia Raoul-Smith' and features several data modules: 'Purchase Orders' (listing one item), 'Invoices' (listing two items), 'Checks' (listing five items), 'Contracts' (listing one item), and 'Work orders' (listing one item). Each module has a 'Submit' button (e.g., 'Submit invoice', 'Submit a bid'). At the bottom of the page are links for 'City Website', 'Contact', 'Terms of Use', and 'Privacy Policy', along with a 'SUPPORTED BY TYLER TECHNOLOGIES' logo.



Registering/Creating a New Vendor

To register a new vendor:

1. On the Welcome screen after you log in to Vendor Access, click Register to create a profile for a new vendor.



The program provides step 1 of the Vendor Registration screen with fields to define the name of the business and the vendor's federal identification number (FID) or Social Security number (SSN). All fields marked with a red asterisk (*) are required.

The image shows the 'Vendor registration' step 1 screen. At the top, it says 'Vendor registration' and shows a progress bar with six steps: 1 Profile (highlighted in blue), 2 Location, 3 Information, 4 Contacts, 5 Documentation, and 6 Review. Below the progress bar, there's a greeting 'Hi there!' with a hand icon. The main area starts with the text 'Let's create your vendor profile. First, share some information about yourself.' followed by a 'Business name' input field with a red asterisk (*) next to it. Below that are two radio buttons for 'FID' and 'SSN'. Under 'FID', there are two input fields: one for 'FID' with a red asterisk (*) and another for 'Retype FID'. At the bottom, there are 'Cancel' and 'Next' buttons.

Note: Clicking Cancel at any point during the registration process exits the registration screens and removes all of the entered information.

2. Complete the fields and click Next to continue to step 2 of the registration process to define the location details, referring to the following table for information.

Vendor registration

1 Profile 2 Location 3 Information 4 Contacts 5 Documentation 6 Review

Great! Next, share a few details about your business

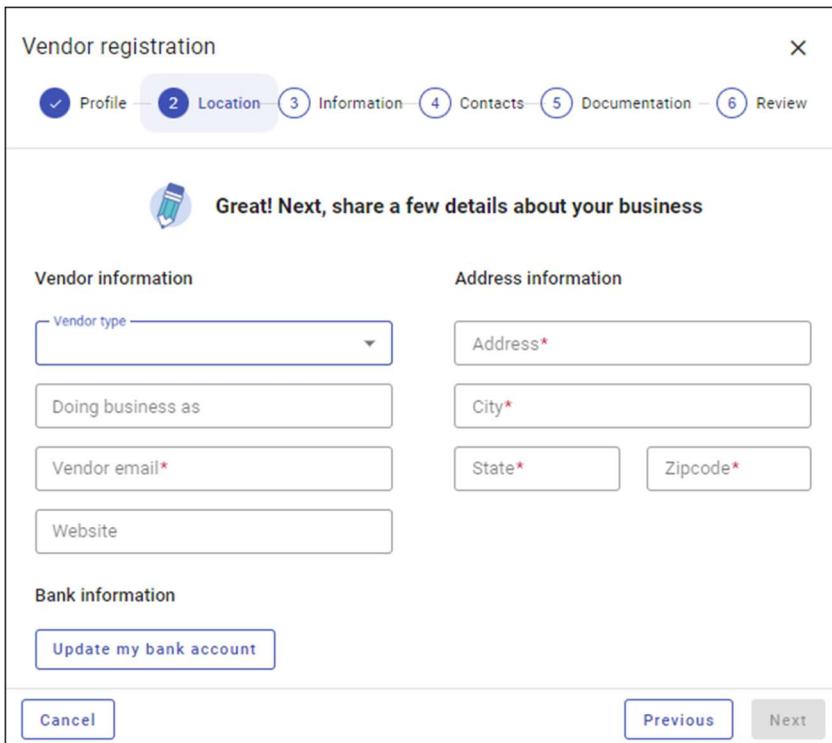
Vendor information Address information

Vendor type	Address*
Doing business as	City*
Vendor email*	State*
Website	Zipcode*

Bank information

Update my bank account

Cancel Previous Next



Field	Description
Vendor Information	
Vendor Type	Indicates the type of vendor, such as a payroll vendor, employee, or equipment vendor.
Doing Business As	Specifies the vendor's Doing Business As (DBA) name.
Vendor Email	Identifies the vendor's email address.
Website	Indicates the vendor's website address.
Address Information	



Field	Description
Address City State ZIP Code	Indicates the vendor's mailing address, including the city, state, and ZIP Code™.
Bank Information <i>Click Update My Bank Account to add vendor banking information, if applicable. The bank code and account information must exist in the ERP system. Vendor Access verifies the entered information matches the existing bank account information in the ERP system.</i>	

3. After completing the fields, click Next to proceed to step 3 to specify any applicable minority business enterprise (MBE) classifications and payment terms.

Vendor registration

Profile Location 3. Information 4. Contacts 5. Documentation 6. Review

 **Minority business enterprise**

Do any of the following MBE classifications apply to your business?

Applies	Description	Certifications	Actions
<input type="checkbox"/>	African-American Owned	0	▼
<input type="checkbox"/>	Asian-American Owned	0	▼
<input type="checkbox"/>	Woman Owned	0	▼
<input type="checkbox"/>	Native American Owned	0	▼

 **Payment terms**

Do you have any payment discounts?

Discount percent
Days to discount
Days to net

Which delivery methods do you accept?

Accounts payable *	Purchasing *
<input type="checkbox"/> Printed	<input type="checkbox"/> Printed
<input type="checkbox"/> Fax	<input type="checkbox"/> Fax
<input type="checkbox"/> Email	<input type="checkbox"/> Email

Cancel **Previous** **Next**



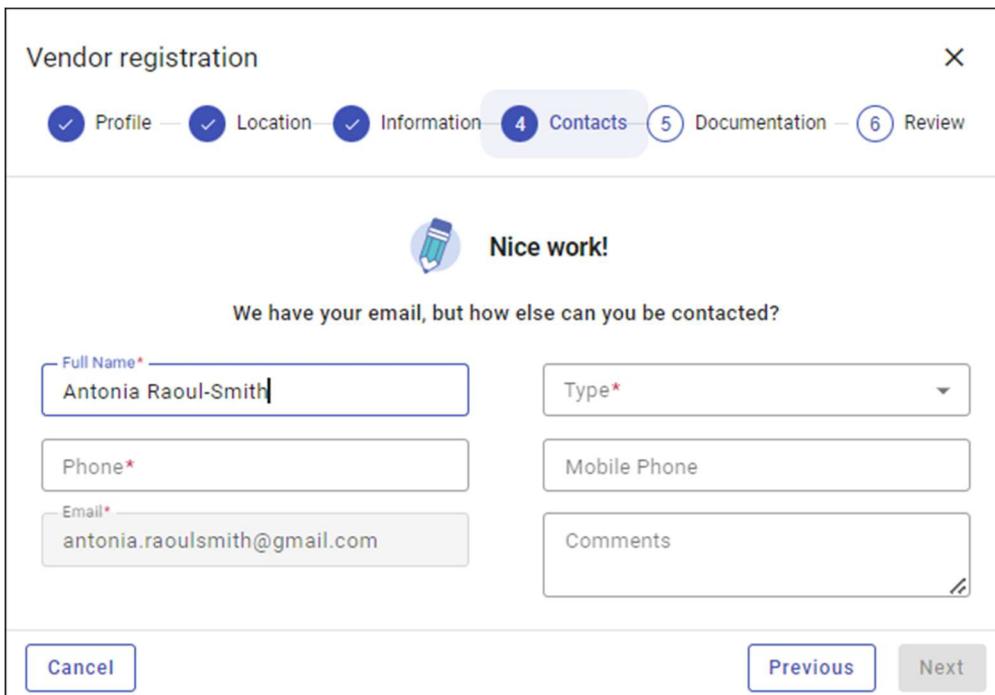
- If the payment terms are known, complete the fields, referring to the following table for specific field details.
- If the payment terms are not known at this time, click Next to skip this step and proceed to step 4.

Field	Description
Minority Business Enterprise <i>These options vary depending on your organization's setup.</i>	
Do any of the following MBE classifications apply to your business?	
Applies Description Certifications Actions	If MBE classifications are enabled, this table provides the available MBE classifications with options to select any that apply. Once selected, an Add (+) option is available to add a certificate that includes the following fields: <ul style="list-style-type: none"> • Agency • Issue Date • Expiration Date • Notes
Payment Terms	
Do you have any payment discounts?	
Discount Percent	Sets the discount percentage offered by the vendor if the invoice is paid within the Days to Discount timeframe.
Days to Discount	Contains the number of days within which the invoice must be paid to qualify for the vendor discount.
Days to Net	Holds the number of days allowed from the invoice date to pay the full invoice.
Which delivery methods do you accept?	
Accounts Payable	Provides options to select one or more accepted delivery methods for accounts payable: <ul style="list-style-type: none"> • Printed—The vendor accepts printed delivery. • Fax—The vendor accepts delivery by fax. • Email—The vendor accepts delivery by email.



Field	Description
Purchasing	<p>Provides options to select one or more accepted delivery methods for purchasing:</p> <ul style="list-style-type: none"> Printed—The vendor accepts printed purchase orders. Fax—The vendor accepts purchase orders by fax. Email—The vendor accepts purchase orders by email.

4. Click Next to proceed to step 4 to define the contacts.



Vendor registration

Profile — Location — Information — **4 Contacts** — Documentation — 6 Review

Nice work!

We have your email, but how else can you be contacted?

Full Name*	Type*
Antonia Raoul-Smith	▼
Phone*	Mobile Phone
Email*	Comments
antonia.raoulsmith@gmail.com	

Cancel Previous Next

Field	Description
Full Name	<p>Indicates the full name of the person registering as a vendor.</p> <p>The app automatically completes this information based on the email address you provided when logging in. For example, if you logged in through Google, the full name associated with your Google account is provided in this field.</p>



Field	Description
Type	Specifies the type of contact: <ul style="list-style-type: none"> General Contacts Accounts Payable Contacts Purchasing Contacts
Phone	Establishes the phone number of the contact. A phone number is required.
Mobile Phone	Indicates the mobile phone number of the contact, if different from the phone number entered in the Phone field.
Email	Identifies the email address of the contact. The app automatically completes this information based on the email address you provided when logging in.
Comments	Provides a text box to enter any comments associated with the contact information. For example, the contact's job role or preferred contact method.

- Click Next to proceed to step 5 to provide any relevant documents, if applicable.

Vendor registration X

Profile Location Information Contacts **5 Documentation** 6 Review

 Upload attachments relevant to your vendor activity

Required documentation

Type	Document name
------	---------------

General documentation (optional)

Type	Document name
------	---------------

Cancel Previous Next

- Click Next to proceed to the final step to review the entered information.



Vendor registration
X

Profile
 Location
 Information
 Contacts
 Documentation
6 Review

 **Review and submit**

Profile 

Business name	FID	Vendor email
Antonia's Consulting	98-7456123	antonia.raoulsmith@gmail.com

Are you a minority business enterprise?

No

Location 

Doing business as	Vendor type	Address
Antonia's Consulting	Supply Vendor	135 Meadow Lane

City	State	Zipcode
Portland	ME	04101

Payment methods 

Discount percent	Days to discount	Days to net
------------------	------------------	-------------

Accounts Payable	Purchasing
Printed	Printed
Yes	Yes
Fax	Fax
No	Yes
Email	Email
Yes	Yes

Contact 

Full Name	Type	Phone
Antonia Raoul-Smith	1	9995551212

Email

antonia.raoulsmith@gmail.com

Attachments 

Vendor attachments

Type	Document name
------	---------------

Cancel
Submit



7. Review the information and click Submit to complete the registration. To make changes, either click the step or click the Edit option beside the step heading to return to that step to update the information. Click Review to return to the final step.

The image shows a vendor registration process with a main flow and a modal window.

Main Flow: The top window is titled "Vendor registration" and shows a progress bar with six steps: Profile, Location, Information, Contacts, Documentation, and Review. The "Profile" step is highlighted with a red box and a red arrow points from it to the "Profile" section in the modal window.

Modal Window: The bottom window is also titled "Vendor registration" and shows a progress bar with five steps: Profile, Location, Payment, Contacts, Documentation, and Review. The "Profile" step is highlighted with a red box and a red arrow points from it to the "Profile" section in the modal window.

Profile Section: Both windows show a "Profile" section with a "Business name" field containing "Fritz Fencing".

Location Section: Both windows show a "Location" section with a "Doing business as" field.

Review and Submit: Both windows have a "Review and submit" button.

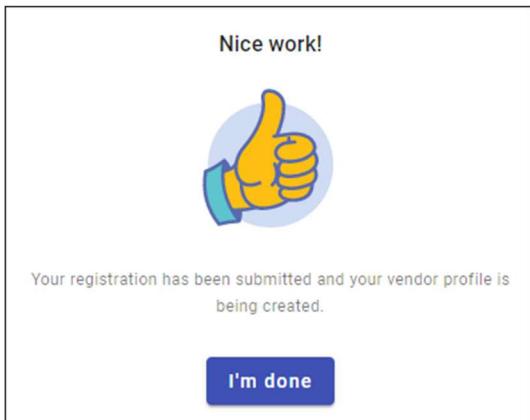
Modal Content: The modal window contains a greeting "Hi there!" with a hand icon, a message "Let's create your vendor profile. First, share some information about yourself.", and a form with the following fields:

- * Business name: Fritz Fencing
- FID SSN
- * FID: 55-4261800
- * Retype FID: 55-4261800

Buttons: Both windows have "Cancel" and "Review" buttons.

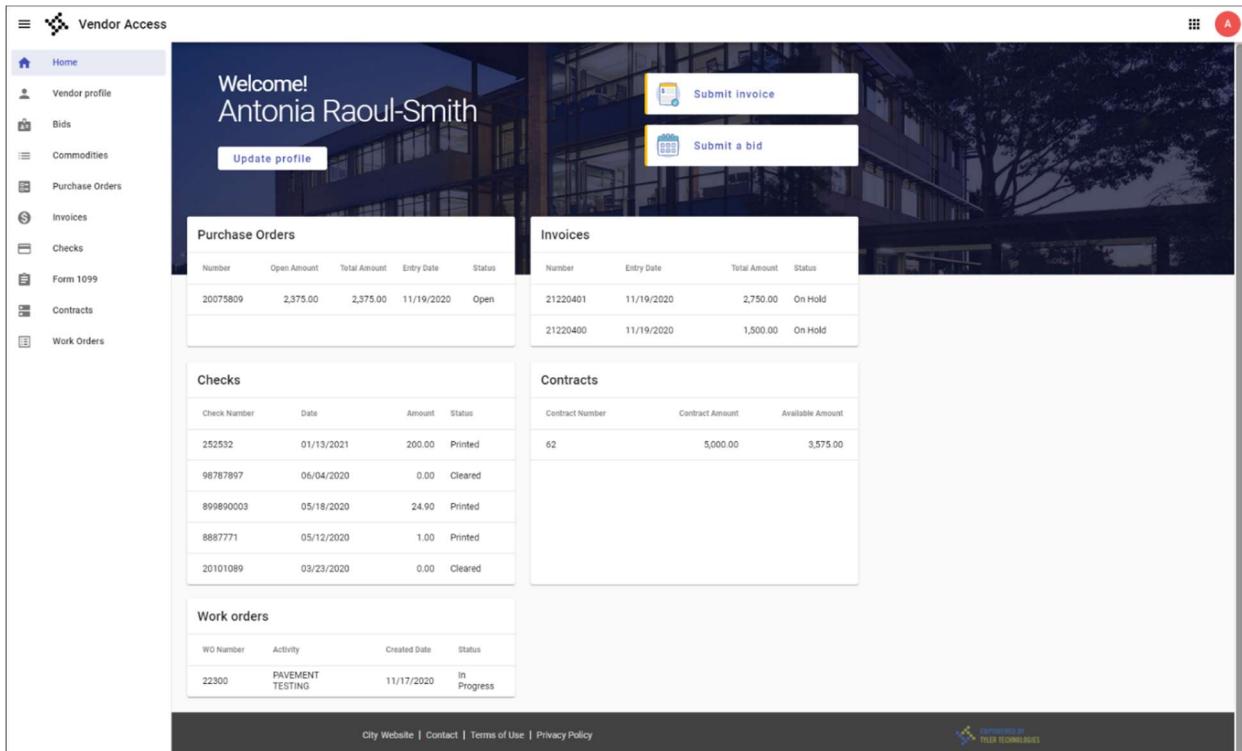


- Once the vendor registration is submitted, the program provides a confirmation message. Click I'm Done to continue to the Vendor Access home page.



Home Page

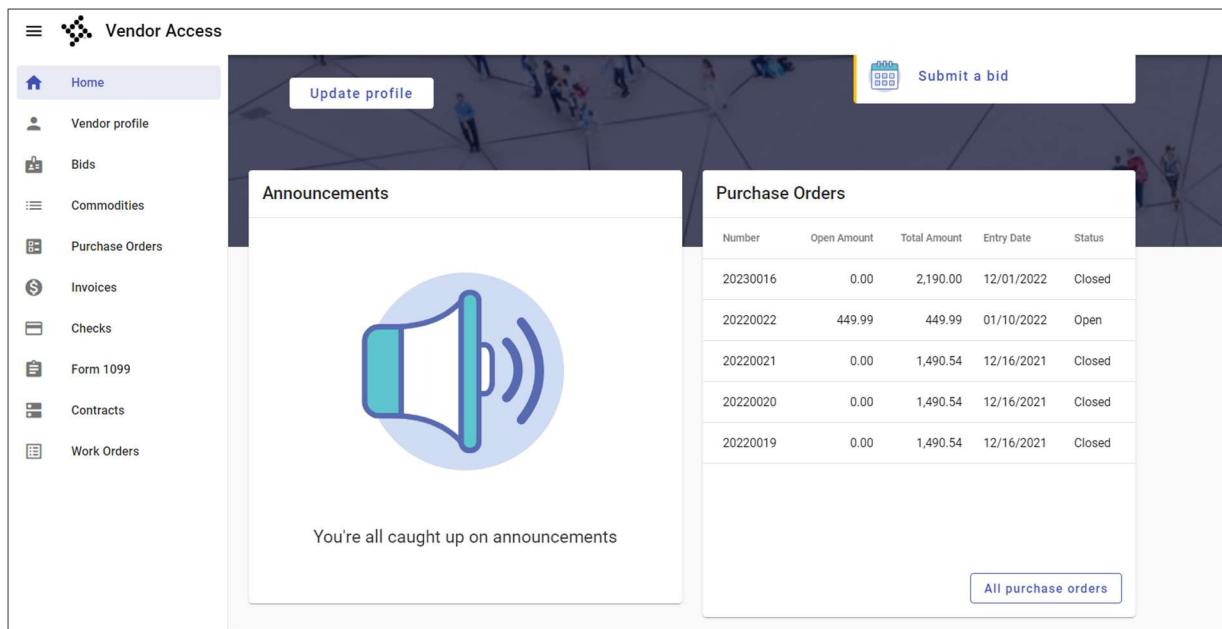
Once a vendor profile is established, the Vendor Access home page serves as the primary landing page when users log in to Vendor Access. It provides the vendor's profile information and access to other options, such as Commodities, Purchase Orders, Invoices, Checks, 1099 Forms, and Contracts.



The screenshot shows the Vendor Access home page with a dark blue header and sidebar. The sidebar on the left includes links for Home, Vendor profile, Bids, Commodities, Purchase Orders, Invoices, Checks, Form 1099, Contracts, and Work Orders. The main content area features a welcome message for Antonia Raoul-Smith and buttons for 'Submit invoice' and 'Submit a bid'. Below these are sections for Purchase Orders, Invoices, Checks, Contracts, and Work orders, each displaying a table of data. At the bottom, there are links for City Website, Contact, Terms of Use, and Privacy Policy, along with a Tyler Technologies logo.



This screen also provides any announcements, if applicable.



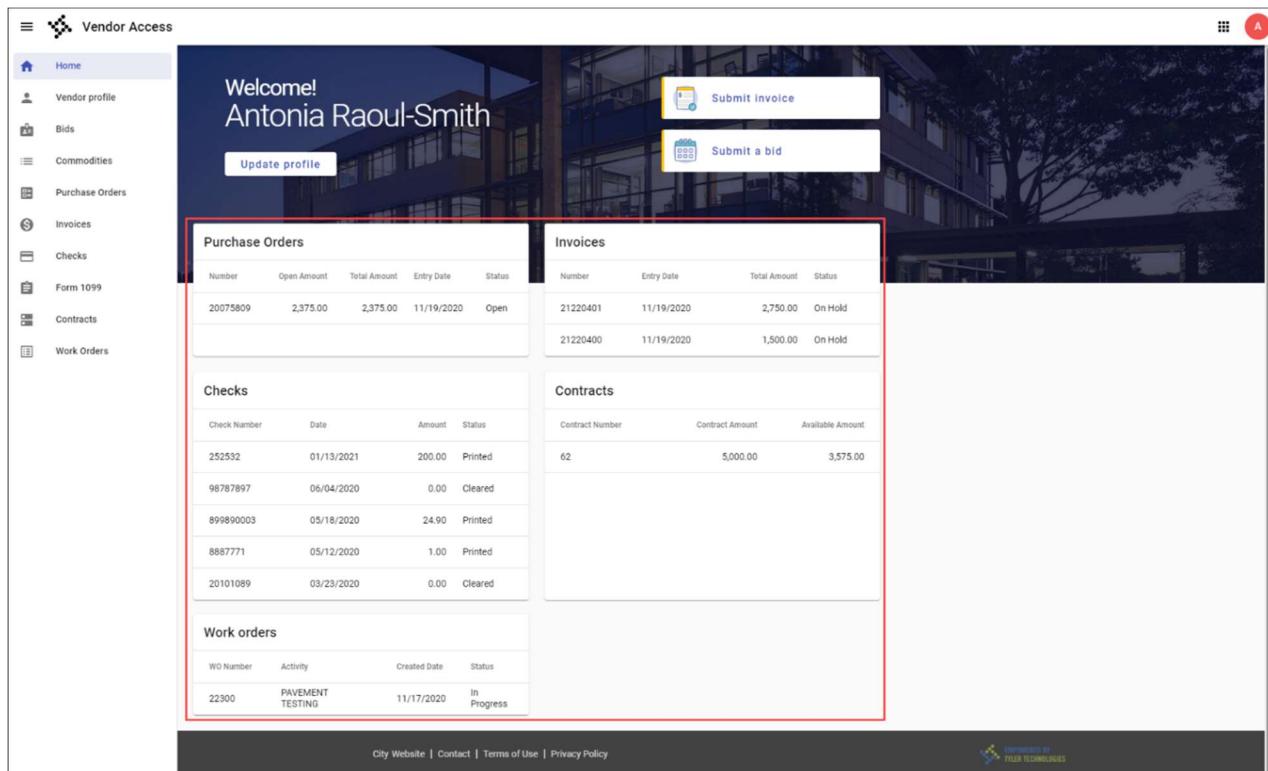
The screenshot shows the 'Vendor Access' interface. On the left is a sidebar with icons and labels: Home (selected), Vendor profile, Bids, Commodities, Purchase Orders (selected), Invoices, Checks, Form 1099, Contracts, and Work Orders. At the top right are 'Update profile' and 'Submit a bid' buttons. The main area has a dark background with a network of people icon. It features two cards: 'Announcements' with a speaker icon and the message 'You're all caught up on announcements', and 'Purchase Orders' with a table showing five rows of data.

Number	Open Amount	Total Amount	Entry Date	Status
20230016	0.00	2,190.00	12/01/2022	Closed
20220022	449.99	449.99	01/10/2022	Open
20220021	0.00	1,490.54	12/16/2021	Closed
20220020	0.00	1,490.54	12/16/2021	Closed
20220019	0.00	1,490.54	12/16/2021	Closed

All purchase orders



The bottom of the home page provides overview information about the records that are associated with the vendor. These are informational only. To access the records, use the navigation menu.



The screenshot shows the Vendor Access home page. On the left is a navigation menu with links: Home, Vendor profile, Bids, Commodities, Purchase Orders, Invoices, Checks, Form 1099, Contracts, and Work Orders. The main content area features a welcome message for Antonia Raoul-Smith and two buttons: 'Submit invoice' and 'Submit a bid'. Below this are five summary tables, each with a red border:

- Purchase Orders**

Number	Open Amount	Total Amount	Entry Date	Status
20075809	2,375.00	2,375.00	11/19/2020	Open
- Invoices**

Number	Entry Date	Total Amount	Status
21220401	11/19/2020	2,750.00	On Hold
21220400	11/19/2020	1,500.00	On Hold
- Checks**

Check Number	Date	Amount	Status
252532	01/13/2021	200.00	Printed
98787897	06/04/2020	0.00	Cleared
899890003	05/18/2020	24.90	Printed
8887771	05/12/2020	1.00	Printed
20101089	03/23/2020	0.00	Cleared
- Contracts**

Contract Number	Contract Amount	Available Amount
62	5,000.00	3,575.00
- Work orders**

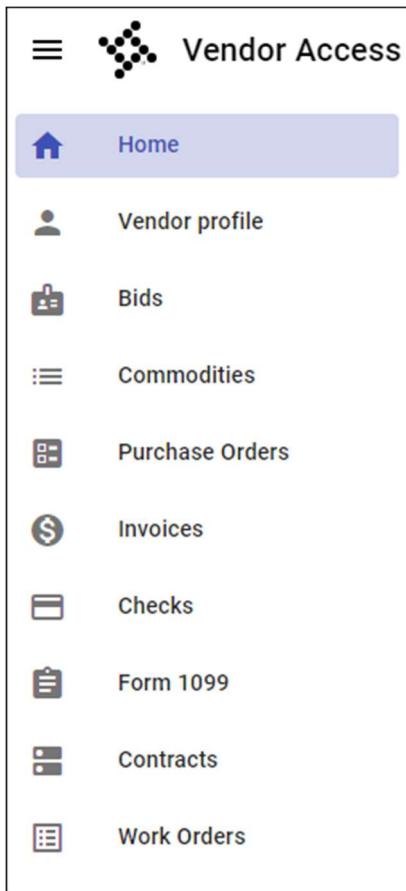
WO Number	Activity	Created Date	Status
22300	PAVEMENT TESTING	11/17/2020	In Progress

At the bottom of the page are links: City Website | Contact | Terms of Use | Privacy Policy. On the right is a 'EMPLOYED BY TYLER TECHNOLOGIES' logo.

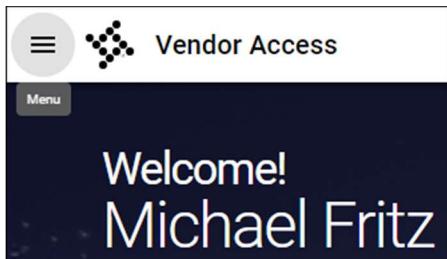


Using the Navigation Menu

The navigation menu serves as the primary means of navigating through the Vendor Access application. Available options vary depending on your organization's settings.

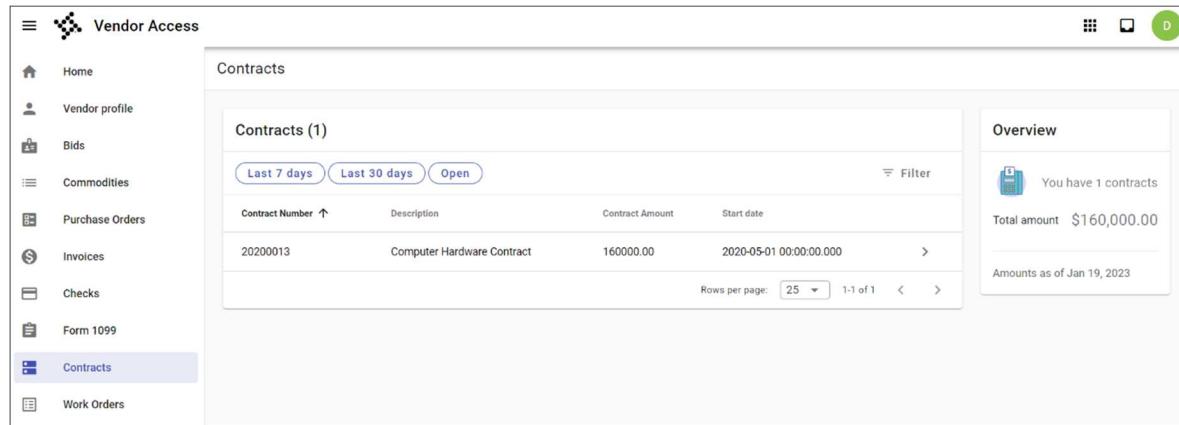


Clicking the Menu button at the top of the page hides or displays the navigation menu.

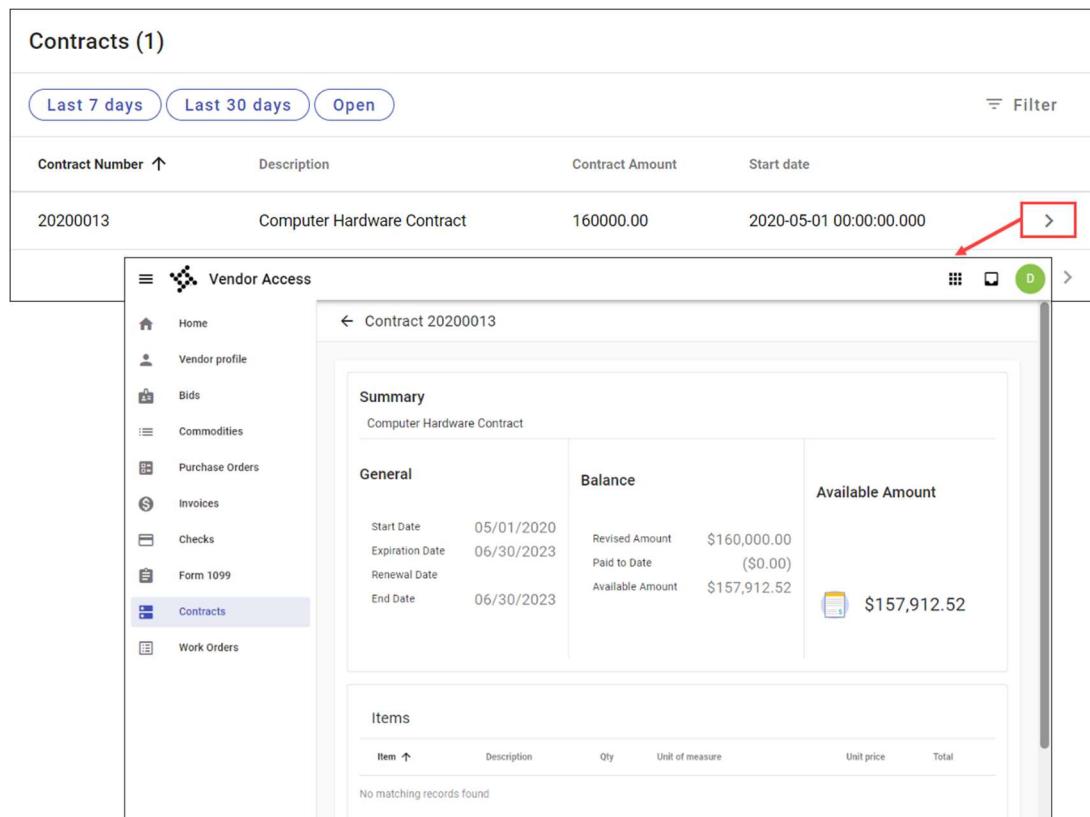


Contracts

The vendor's associated contracts are provided in the Contracts section.



Click the arrow for a contract to view the contract details, including a summary, general information, the contract balance, available amount, and any associated items.

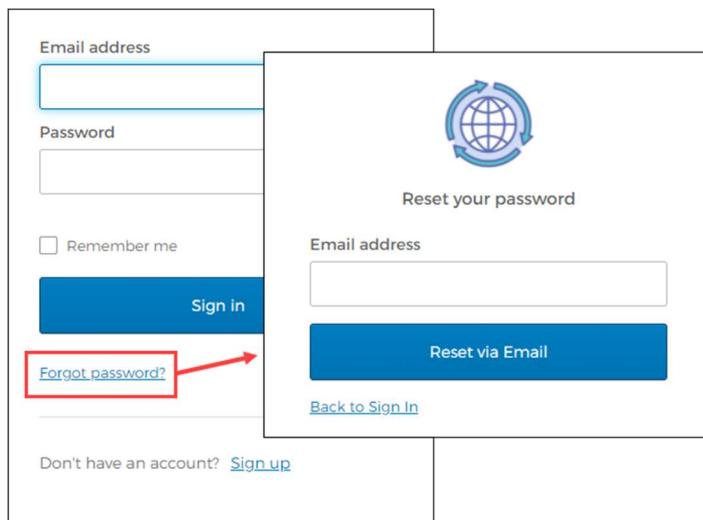


The remaining tabs provide information about inspections, data, and attachments associated with the work order.

Password Resets

If a vendor/user forgets their assigned password, clicking the Forgot Password? link on the Sign-in screen provides the steps to reset the password.

The Help link on the Sign-In screen also provides detailed password retrieval instructions.



The image shows a two-panel interface. The left panel is a sign-in form with fields for 'Email address' and 'Password', a 'Remember me' checkbox, and a 'Sign in' button. A red box highlights the 'Forgot password?' link below the sign-in button. The right panel is a password reset form with a globe icon, a 'Reset your password' button, an 'Email address' input field, a 'Reset via Email' button, and a 'Back to Sign In' link.

Email address

Password

Remember me

Sign in

[Forgot password?](#)

Reset your password

Email address

Reset via Email

[Back to Sign In](#)

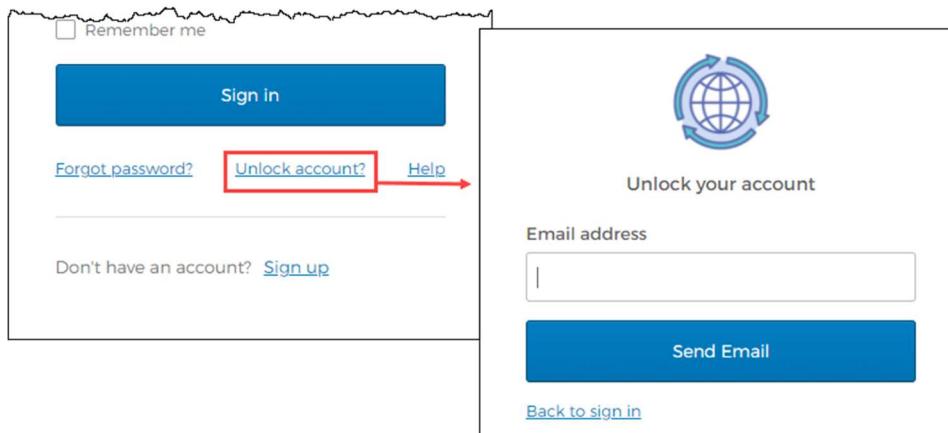
Don't have an account? [Sign up](#)



Locked Accounts

If a vendor/user's account is locked, clicking the Unlock Account?

Link on the Sign-in screen provides the steps to unlock the account.



The image displays two side-by-side screenshots of a web application's sign-in and unlock account pages.

Left Screenshot (Sign-in Page):

- Header: "Remember me" checkbox.
- Central button: "Sign in" (blue).
- Links: "Forgot password?", "Unlock account?", "Help".
- Text: "Don't have an account? [Sign up](#)".

Right Screenshot (Unlock Account Page):

- Header: "Unlock your account" with a globe icon.
- Text: "Email address" with an input field containing a placeholder "Email address".
- Button: "Send Email" (blue).
- Text: "Back to sign in" (link).

