

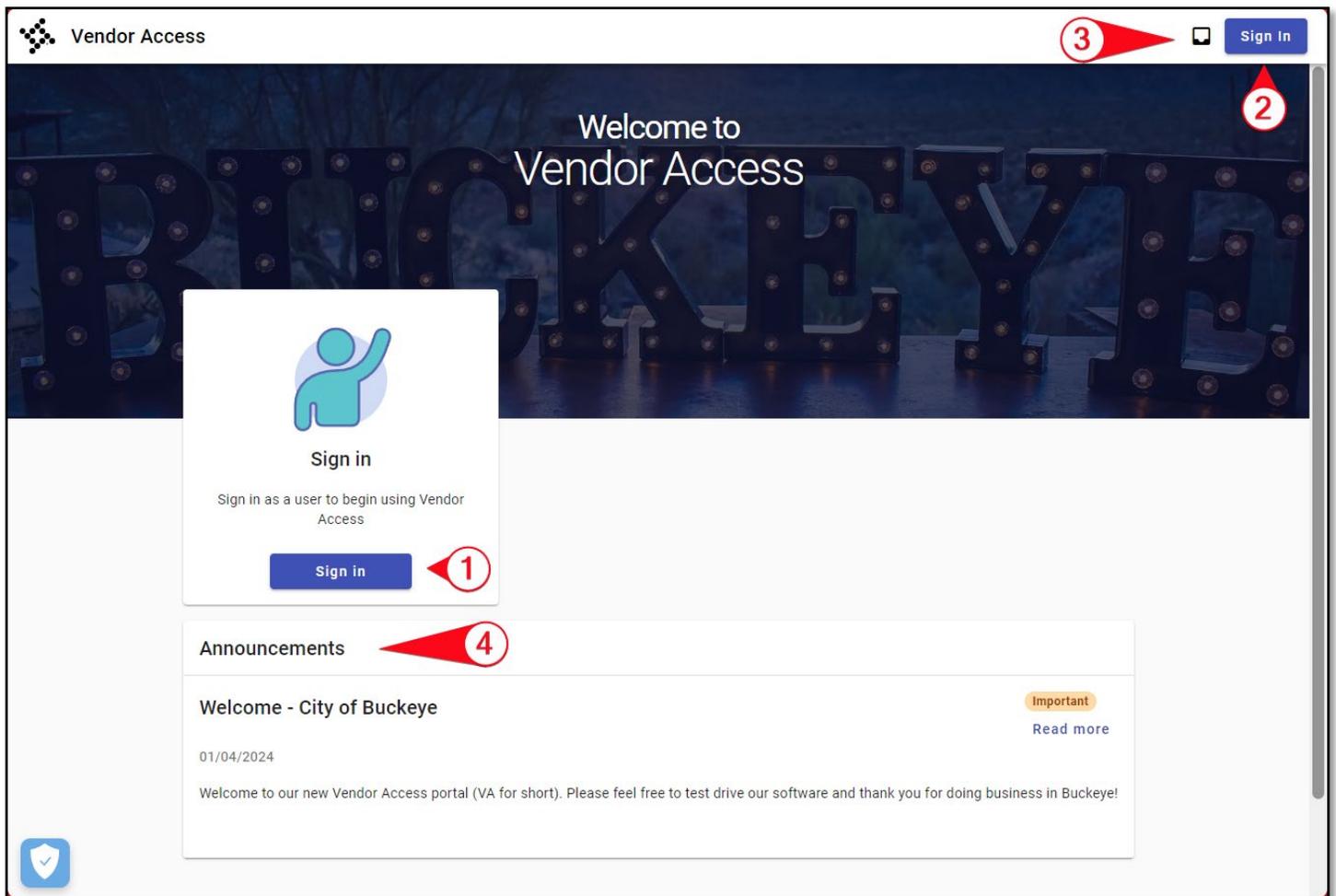
Vendor Access (VA), is the new and updated portal for vendor registration with the city of Buckeye. All account management will be completed through this portal. Please follow the below instructions to register your email address with an account to begin.

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

When going to the main portal page. Logging in can be done by clicking the “Sign In” button indicated by number 1, and number 2 on the screen below.

Number 3 is a list of all resource documents available such as the W-9 form from the IRS.

Number 4 is an announcement section; this will be used to convey any city related info to vendors such as maintenance windows.





## VENDOR ACCESS – NEW REGISTRATION

You can create a login specific to the Tyler ID portal utilized by the City of Buckeye by clicking the "[Create an account](#)" link located at the bottom of the selection screens.

As an alternative, you can sign into the portal using any of the methods shown to the right. These use major 3<sup>rd</sup> party validators such as Google, Apple, Microsoft, and Facebook.



Sign in to community access services for City of Buckeye.

 Sign in with Google

 Sign in with Apple

 Sign in with Microsoft

 Sign in with Facebook

OR

Email address

! This field cannot be left blank

Keep me signed in

**Next**

[Unlock account?](#) [Help](#)

[Create an account](#)

Fill in all the requested fields as shown to the right. eMail, First name, Last name, Mobile Phone and Password. Please note the password requirements as shown below per current industry standards.

**NOTE: PASSWORD REQUIREMENTS**

When creating an account using Tyler ID, make sure and provide a password that meets the below requirements.

1. At least 8 Characters
2. At least 1 Number(S)
3. At least 1 lower case letter(s)
4. At least 1 uppercase letter(s)
5. Does not contain part of the email/username provided.



Create an account

Email

First name

Last name

Mobile phone Optional

Password

! This field cannot be left blank

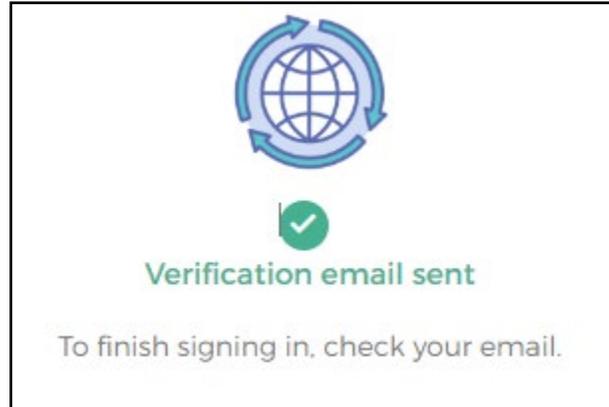
Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username

**Sign up**

[Already have an account?](#)

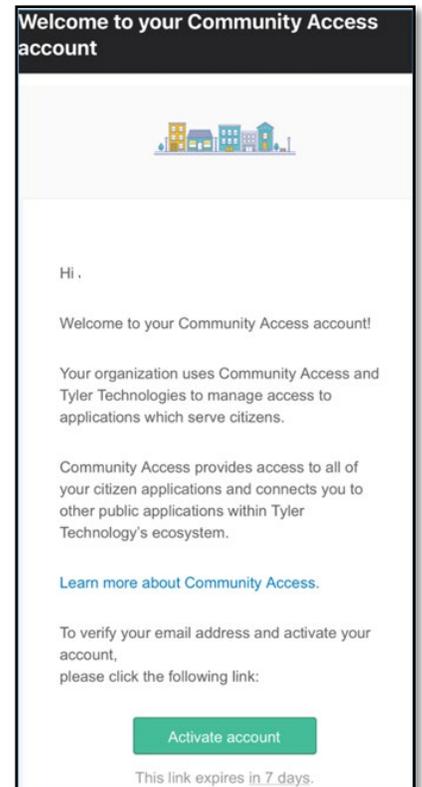
You will receive a verification email to the email address you provided at account sign up.



Click the link located in the email the green button labeled “**Activate Account**”. It is important to note that this email is only good for 7 days then it will need to be re-sent. This can be done by completing the “[Forgot Password](#)” automated process located at the login screen.

If you do not receive the e-mail, please check your spam, and junk filters.

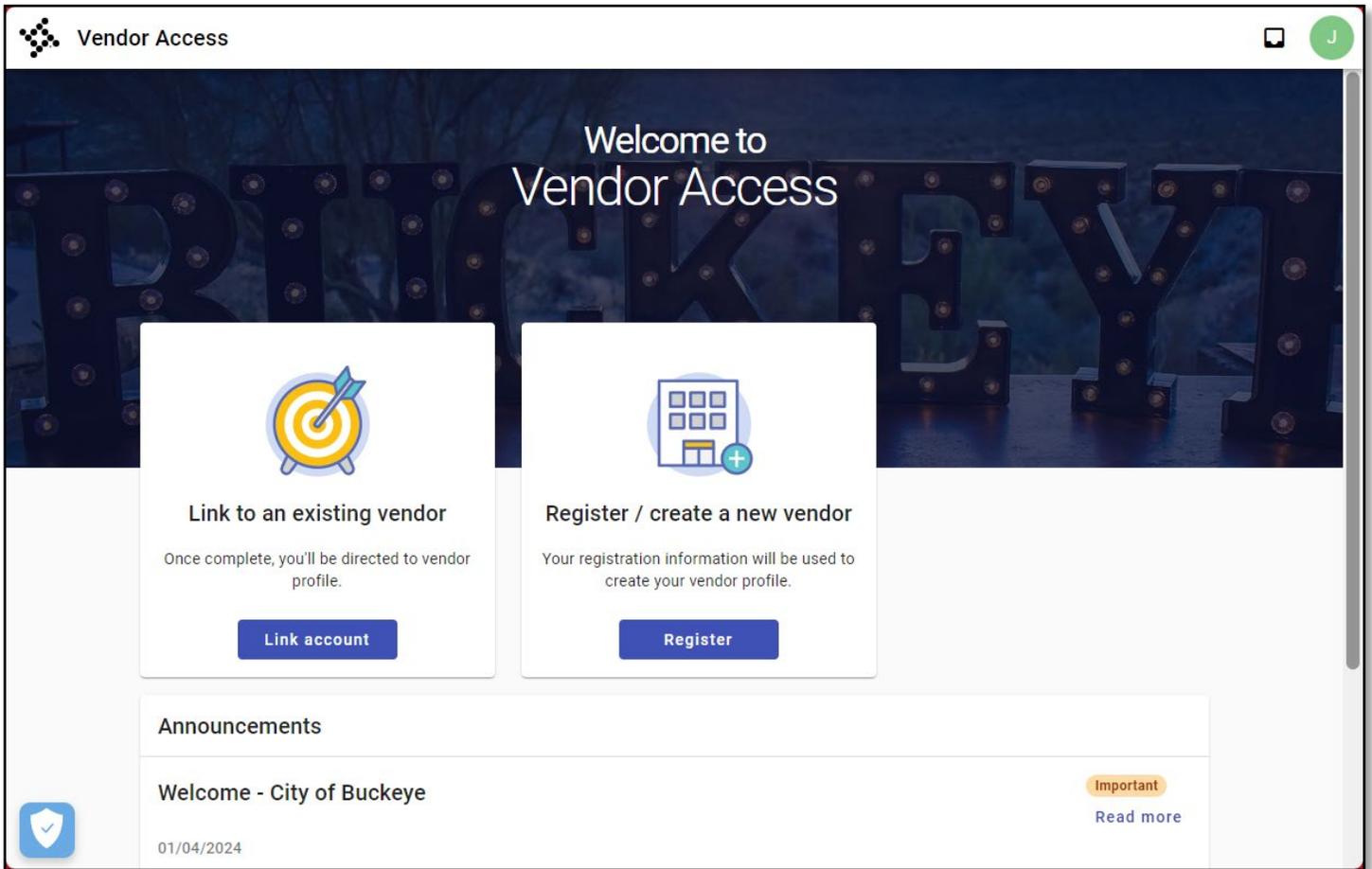
The e-mail will come from Community Access Identity  
[noreply@identity.tylerportico.com](mailto:noreply@identity.tylerportico.com)



Once your account is activated: you can now log into VSS and submit your required documentation as well as monitor your account as needed.

Once logged in to the portal you can either “**Create New Vendor**” if you are new and have not done business with the city before. If you are a current vendor with the city, then you can click “**Link to Existing**” vendor account.

You will need to put in the TIN and Vendor ID number to get linked to an existing Vendor account.



The screenshot shows the Vendor Access portal interface. At the top left, there is a logo and the text "Vendor Access". The main header area features a large, illuminated sign that reads "BUCKEYE" in a dark, outdoor setting. Below the sign, the text "Welcome to Vendor Access" is displayed. Two main action cards are present: "Link to an existing vendor" with a target icon and a "Link account" button, and "Register / create a new vendor" with a building icon and a "Register" button. Below these cards is an "Announcements" section with a "Welcome - City of Buckeye" message dated 01/04/2024, marked as "Important" with a "Read more" link.