



Indiana Division of Disability and Rehabilitative Services

Vocational Rehabilitation Claim Payment System Vendor Registration User Guide: **Businesses**

May 2025

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How to Become a VR Vendor

Before Beginning:

Review the vendor manual at <https://www.in.gov/fssa/ddrs/5448.htm>.

Use the checklist at <https://www.in.gov/fssa/files/Business-checklist1.pdf> to gather the prerequisite information to complete the process.

To Begin:

1. Navigate to [The Claim Payment System](#).
2. Under the **Vendor Registration** section, follow instructions to request an account.

If you are interested in becoming a vendor, please email VRVendor@fssa.in.gov with the following information: Business Name, Business contact information (name, email, mobile phone number), Services available for VR participants and how did you hear about Vocational Rehabilitation Services.

Vendor Registration

[View All Links](#)

 **Vendor Registration Account Request**
If you are interested in becoming a vendor, please email VRVendor@fssa.in.gov with the following information:
Business Name, Business contact information (name, email, phone number), Services available for VR participants and how did you here about Vocational Rehabilitation Services.

 **W9 Form**
Current IRS W9 form

 **Request a Bidder #**
Use this link to request a bidder #.

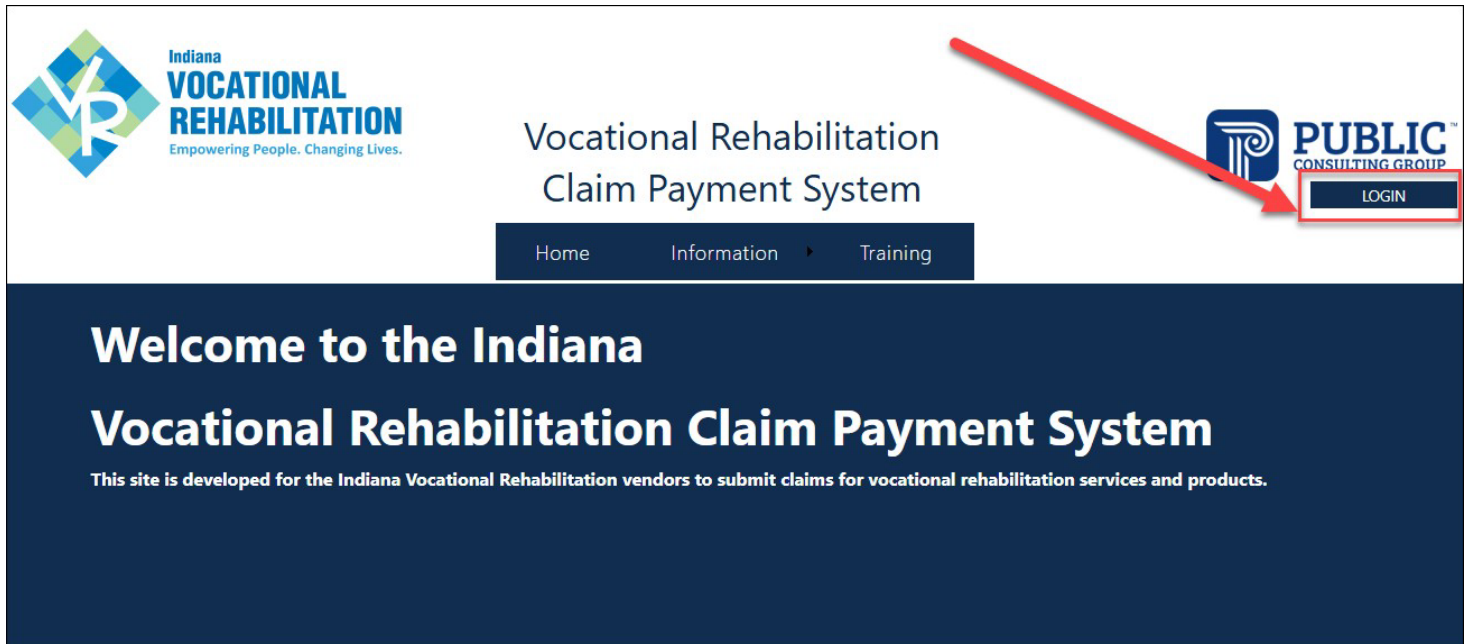
 **DUNS #**
Select the above link if you need to register for a DUNS number or look up your DUNS #.

 **Business Checklist**
Business vendors using Federal ID # when doing business.

If your vendor registration account request has been accepted, you should receive an email with your login credentials. If you do not see the e-mail in your Inbox, check your spam folder.

How to Login

1. Navigate to the Public Portal screen.
2. Click on the **'Login'** button.



3. Enter temporary credentials.
4. Click the **'Sign in'** button.

Sign in with your username and password

Username

test0513

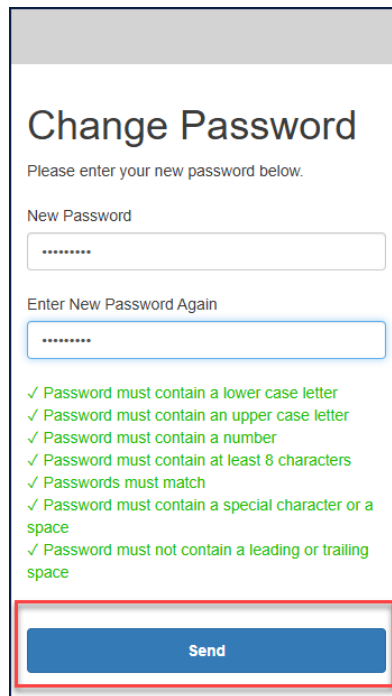
Password

.....

[Forgot your password?](#)

Sign in

5. Enter your new password information.
6. Click on the **'Send'** button.

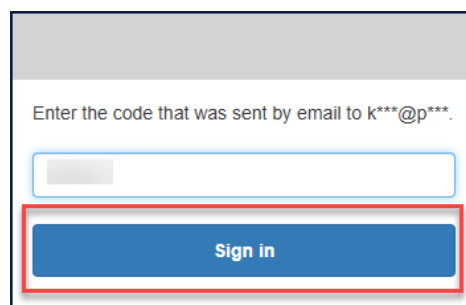


The screenshot shows a 'Change Password' form. At the top, it says 'Change Password' in a large font, followed by 'Please enter your new password below.' There are two input fields: 'New Password' and 'Enter New Password Again', both containing masked text (dots). Below the fields is a list of seven green checkmarks indicating password requirements: 'Password must contain a lower case letter', 'Password must contain an upper case letter', 'Password must contain a number', 'Password must contain at least 8 characters', 'Passwords must match', 'Password must contain a special character or a space', and 'Password must not contain a leading or trailing space'. At the bottom, there is a blue 'Send' button, which is highlighted with a red rectangular border.

After clicking on the **'Send'** button, you will receive an email with a multi-factor authentication (MFA) code. The multi-factor authentication or MFA method will only be accessible after you have received an email to set up your new account.

Note that the website will request your MFA code input each time you log in moving forward.

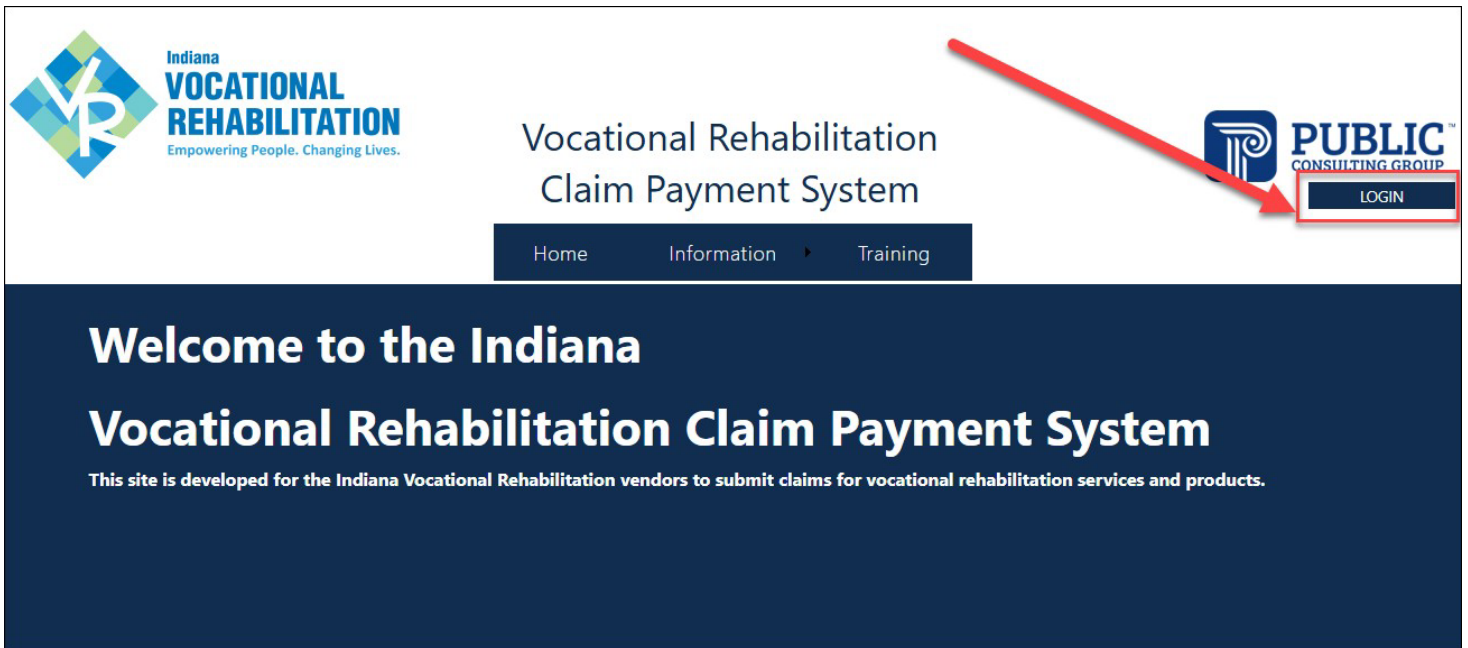
Next enter the authentication code and click 'Sign in' to continue to the [site](#).



The screenshot shows a form for entering a multi-factor authentication (MFA) code. It says 'Enter the code that was sent by email to k***@p***.' There is a single input field for the code. Below the field is a blue 'Sign in' button, which is highlighted with a red rectangular border.

How to Recover a Lost Password

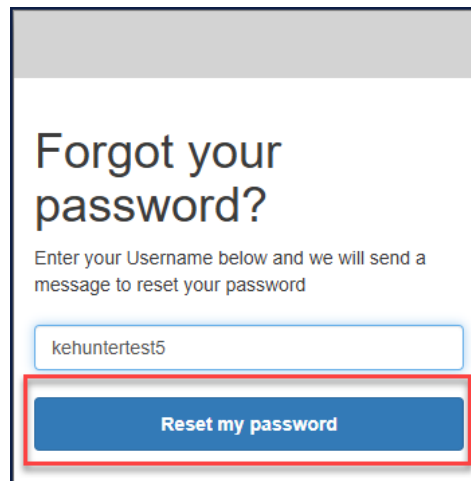
1. Navigate to the Public Portal screen.
2. Click on the '**Login**' button.



3. Select/Click on '**Forgot Your Password**' on the login screen.

A screenshot of the login form. It includes a title 'Sign in with your username and password', a 'Username' field with the text 'kehuntertest1', a 'Password' field with masked characters, a 'Forgot your password?' link highlighted with a red box, and a 'Sign in' button at the bottom.

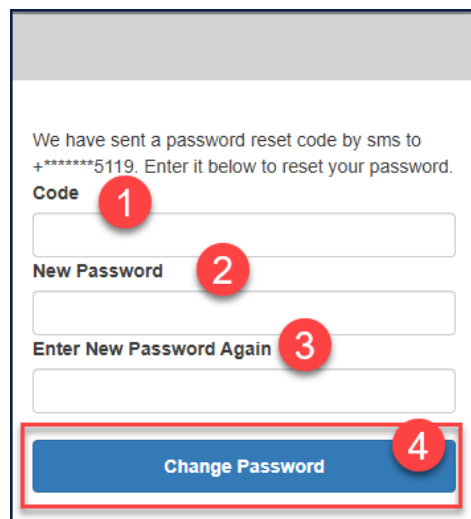
4. Enter '**Username**' and click '**Reset my password**'.



The screenshot shows a web form titled "Forgot your password?". Below the title, it says "Enter your Username below and we will send a message to reset your password". There is a text input field containing the username "kehuntertest5". Below the input field is a blue button labeled "Reset my password". A red rectangular box highlights the "Reset my password" button.

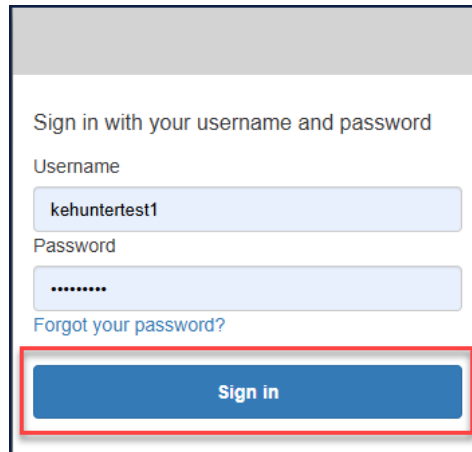
(If your mobile phone is on file, you will receive a code to change your password. If your mobile phone is not on file, please contact the support team for assistance)

5. Enter the code received into the '**Code**' field.
6. Add new passwords and click '**Change Password**'.



The screenshot shows a web form for changing a password. It starts with the text "We have sent a password reset code by sms to +*****5119. Enter it below to reset your password." followed by four numbered steps in red circles: 1. "Code" field, 2. "New Password" field, 3. "Enter New Password Again" field, and 4. "Change Password" button. The "Change Password" button is highlighted with a red rectangular box.

7. Login with your new password.



Sign in with your username and password

Username

kehuntertest1

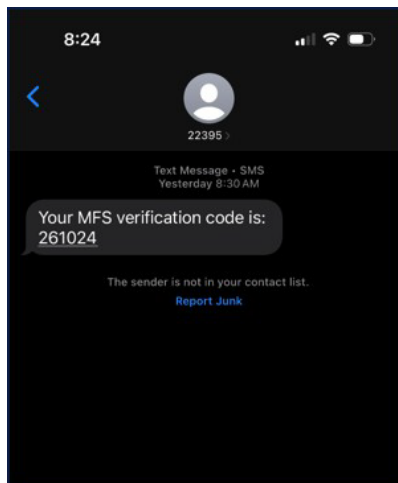
Password

.....

[Forgot your password?](#)

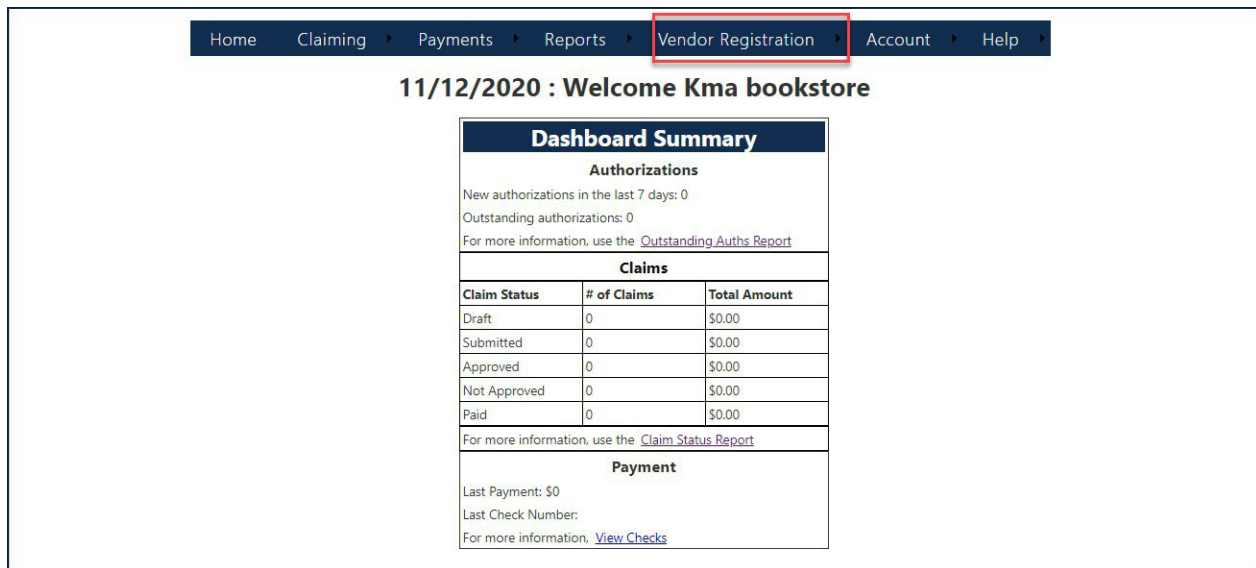
Sign in

8. Enter the multi-factor authentication code to navigate to the [site](#).



How to Complete a Vendor Registration

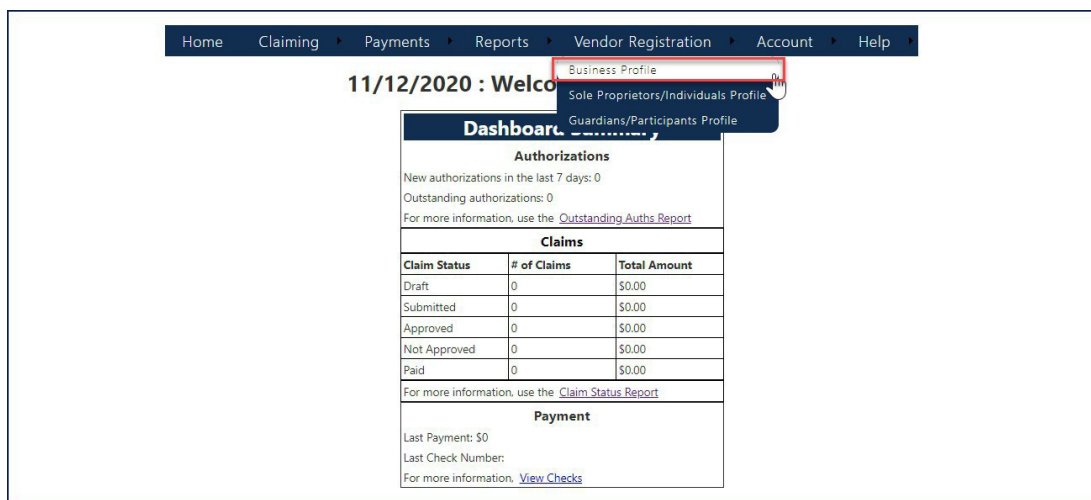
1. Select/Click on **Vendor Registration**.



The screenshot shows the top navigation bar with the following items: Home, Claiming, Payments, Reports, Vendor Registration, Account, and Help. The 'Vendor Registration' item is highlighted with a red box. Below the navigation bar, the page title is '11/12/2020 : Welcome Kma bookstore'. The main content area displays a 'Dashboard Summary' with sections for Authorizations, Claims, and Payment.

Dashboard Summary		
Authorizations		
New authorizations in the last 7 days: 0		
Outstanding authorizations: 0		
For more information, use the Outstanding Auths Report		
Claims		
Claim Status	# of Claims	Total Amount
Draft	0	\$0.00
Submitted	0	\$0.00
Approved	0	\$0.00
Not Approved	0	\$0.00
Paid	0	\$0.00
For more information, use the Claim Status Report		
Payment		
Last Payment: \$0		
Last Check Number:		
For more information, View Checks		

2. Select/Click on **Business Profile**.



The screenshot shows the top navigation bar with the following items: Home, Claiming, Payments, Reports, Vendor Registration, Account, and Help. The 'Vendor Registration' item is highlighted with a red box. Below the navigation bar, the page title is '11/12/2020 : Welcome Kma bookstore'. The main content area displays a 'Dashboard Summary' with sections for Authorizations, Claims, and Payment. A dropdown menu is open under the 'Vendor Registration' item, showing the following options: Business Profile, Sole Proprietors/Individuals Profile, and Guardians/Participants Profile. The 'Business Profile' option is highlighted with a red box.

Dashboard Summary		
Authorizations		
New authorizations in the last 7 days: 0		
Outstanding authorizations: 0		
For more information, use the Outstanding Auths Report		
Claims		
Claim Status	# of Claims	Total Amount
Draft	0	\$0.00
Submitted	0	\$0.00
Approved	0	\$0.00
Not Approved	0	\$0.00
Paid	0	\$0.00
For more information, use the Claim Status Report		
Payment		
Last Payment: \$0		
Last Check Number:		
For more information, View Checks		

General Information Tab

1. Select/Click on the **General Information** tab.
2. Enter information in the Business Name, Business Website, First Name, Last Name, Doing Business As (DBA), FEIN/Federal ID (do not use dashes), Vendor Bidder Number, Vendor Classification, DUNS Number, Agency Primary Contact First Name, Agency Primary Contact Last Name, Agency Primary Contact Title and Agency Primary Contact Email fields.

If you do not know your DUNS number you can find it at <https://www.dnb.com/duns-number/lookup.html>.

If you do not know or need to request your Bidder number, you can find it at <https://www.in.gov/idoa/2464.htm>. For additional assistance needed, please email Vrvendor@fssa.in.gov.

Business - Profile
This registration is divided into seven tabs. Click on the tab you need to complete. When you are finished making updates, click 'Submit Registration' on the upper right-hand side of the 'General Information' tab.

General Information

AddressesPhone NumbersCurrent Service LocationBanking InformationCredentialsServices/Goods

Please complete or update the general information tab with the relevant information. When complete, click 'Update'. Be advised - Changes to certain information must be verified by State of Indiana before payments will be released

Certification Status
Not Certified

Approval Status
In Process

Submit Registration ?

Update

Business Name
Kma bookstore

Business Website

Doing Business As (DBA)

First Name

Middle Initial

Last Name

PeopleSoft ID

FEIN/Federal ID

Vendor Bidder Number

Vendor Classification
Vendor Type 3

DUNS Number

Primary Contact

First Name

Last Name

Title

Email

3. Enter information in the **Secondary Contact** section (if applicable). Enter information in the **Pay-To Address and Primary Phone Number** section.

Note: Do NOT use dashes (-) in Primary Phone Number.

The screenshot shows three sections of a form, each outlined with a red border. The **Secondary Contact** section contains fields for Contact Type (a dropdown menu), First Name, Last Name, Title, and Email. The **Pay-To Address** section contains fields for Address 1, Address 2, City, State (a dropdown menu), Zip, and Country (a dropdown menu). The **Primary Phone Number** section contains fields for Area Code, Phone Number, and Extension.

4. Complete the Business Classification Section. Select/Click on a **Business Classification**. Select/Click on Yes or No in response to the drop-down menus for **Current Vocational Rehabilitation Services Vendor** and **Outstanding Federal and State Tax Debt**.

The screenshot shows the **Business Classification** section of the form, outlined with a red border. It includes three radio button options: Private Community Rehabilitation Program (CRP), Public Service Provider, and Other Private Service Provider. Below these are two dropdown menus: Current Vocational Rehabilitation Services Vendor? and Outstanding Federal or State Tax Debt?.

5. Upload registration documents in the Supporting Documentation section. Select/Click on the arrow in the **Valid files: Any** drop-down menu to choose a **Document Type**. Select/Click on **Browse**. Enter a **File Name**, then select/click on the **Upload** button.

Please refer to the Vendor Registration Manual at

<https://vrcps.fssa.in.gov/Public/Documents/ImportantLink/VR%20Services%20Manual%20-%20Version%204.0.pdf> to determine which documents are required for upload based on the Vendor Classification Type selected in Step 2.

The screenshot shows the **Supporting Documentation** section of the form, outlined with a red border. It includes a message "No registration documents found." and a section for uploading files. The upload section has a dropdown menu for "Valid files: Any" with "Business Entity Form from Secretary of State" selected. To the right of the dropdown is a "Choose File" button, followed by the text "No file chosen". Further right is an "Enter file name" input field and an "Upload" button.

6. Select/Click on the **View** button to view the uploaded document.

7. Select/Click on the **Delete** button to remove the uploaded document.

Supporting Documentation

Name	Type	Uploaded Date	View Document	Delete Document
w9	Completed IRS Form W-9	11/16/2020 12:53 PM	View	Delete

Valid files: Any
Business Entity Form from Secretary of State No file chosen

☐ Uploaded Business Entity Form
☒ Uploaded IRS Form W-9

8. Select/Click on the **Update** button (top right of the screen) to save information entered.

Business - Profile

✔ Provider profile successfully updated!

✔ Document uploaded successfully.

This registration is divided into seven tabs. Click on the tab you need to complete. When you are finished making updates, click 'Submit Registration' on the upper right-hand side of the 'General Information' tab.

General Information | Addresses | Phone Numbers | Current Service Location | Banking Information | Credentials | Services/Goods

Please complete or update the general information tab with the relevant information. When complete, click 'Update'. Be advised - Changes to certain information must be verified by State of Indiana before payments will be released

Certification Status
Not Certified

Approval Status
In Process

?

Addresses Tab

1. Enter Address information. Select/Click on the **Addresses** tab. Each vendor must enter at least one physical address by choosing '**Physical Address**' from the address type dropdown.

Business - Profile

This registration is divided into seven tabs. Click on the tab you need to complete. When you are finished making updates, click 'Submit Registration' on the upper right-hand side of the 'General Information' tab.

General Information | **Addresses** | Phone Numbers | Current Service Location | Banking Information | Credentials | Services/Goods

To add a new address, click 'Add New Address'. At least one physical address must be added to this tab.

No addresses found.

2. Select/Click on the **Add New Address** button.

Business - Profile

This registration is divided into seven tabs. Click on the tab you need to complete. When you are finished making updates, click 'Submit Registration' on the upper right-hand side of the 'General Information' tab.

General Information **Addresses** Phone Numbers Current Service Location Banking Information Credentials Services/Goods

To add a new address, click 'Add New Address'. At least one physical address must be added to this tab.

Add New Address

No addresses found.

3. Enter **Vendor Address**. Select/Click on an **Address Type**, indicate if address is primary, and enter address details. Select/Click on the **Add** button.

Add Vendor Address

Address Type Primary? ☐

Address 1 Address 2

City State Zip

Country United States

Cancel **Add**

4. Multiple addresses can be added to a vendor's Address tab by selecting/clicking on the **Add** button and repeating the previous steps.
5. Select/Click on the **Edit** link to update or correct address information entered.
6. Select/Click on the **Delete** link to remove address information entered.

Business - Profile

This registration is divided into seven tabs. Click on the tab you need to complete. When you are finished making updates, click 'Submit Registration' on the upper right-hand side of the 'General Information' tab.

General Information **Addresses** Phone Numbers Current Service Location Banking Information Credentials Services/Goods

To add a new address, click 'Add New Address'. At least one physical address must be added to this tab.

Add New Address

Primary?	Type	Address 1	Address 2	City	State	Zip	Country	Edit Address	Delete Address
☒ Is Primary	Physical	1313 south st		Indianapolis	Indiana	46250	United States	Edit	Delete

Phone Numbers Tab

1. Enter Phone Number information. Select/Click on the **Phone Number** tab.

The screenshot shows the 'Business - Profile' page with the 'Phone Numbers' tab selected. The tab bar at the top includes 'General Information', 'Addresses', 'Phone Numbers' (highlighted with a red box), 'Current Service Location', 'Banking Information', 'Credentials', and 'Services/Goods'. Below the tabs, a message states: 'To add a new phone number, click 'Add New Phone Number'.' A button labeled 'Add New Phone Number' is visible, and a message at the bottom says 'No phone numbers found.'

2. Select/Click on the **Add New Phone Number** button.

This screenshot is identical to the previous one, but the 'Add New Phone Number' button is highlighted with a red box to indicate the next step in the process.

3. Enter **Provider Phone Number**. Select/Click on a **Phone Type**, indicate if phone number is primary, and enter phone number details. Select/Click on the **Add** button.

The screenshot shows a modal form titled 'Add Provider Phone Number'. It contains the following fields: 'Phone Type' (a dropdown menu), 'Primary?' (a checkbox), 'Area Code' (a text input), 'Phone Number' (a text input), and 'Extension' (a text input). These fields are grouped within a red-bordered box. At the bottom right of the modal, there are two buttons: 'Cancel' and 'Add', with the 'Add' button highlighted by a red box.

4. Multiple phone numbers can be added to a Vendor's **Phone Numbers** tab by selecting/clicking on the **Add** button and repeat the previous steps.
5. Select/Click on the **Edit** link to update or correct phone information entered.
6. Select/Click on the **Delete** link to remove phone information entered.

Business - Profile

This registration is divided into seven tabs. Click on the tab you need to complete. When you are finished making updates, click 'Submit Registration' on the upper right-hand side of the 'General Information' tab.

General Information Addresses **Phone Numbers** Current Service Location Banking Information Credentials Services/Goods

To add a new phone number, click 'Add New Phone Number'.

[Add New Phone Number](#)

Primary?	Type	Area Code	Phone Number	Extension	Edit Phone Number	Delete Phone Number
☒ Is Primary	Mobile	219	3133113		Edit	Delete

Current Service Location Tab

1. Add Current Service Location information. Select/Click on the **Current Service Location** tab. At least one service location must be entered. Note: This should include all Indiana counties that you are willing to serve.

Business - Profile

This registration is divided into seven tabs. Click on the tab you need to complete. When you are finished making updates, click 'Submit Registration' on the upper right-hand side of the 'General Information' tab.

General Information Addresses Phone Numbers **Current Service Location** Banking Information Credentials Services/Goods

Select Indiana counties where you will serve VR participants from 'Available Service Locations'. Click 'Add' to add the counties. To remove a current service location, click the 'Delete' hyperlink next to the county you wish to remove under 'Current Service Locations'.

☒ Select All	Available Service Locations
☐ Select	ADAMS
☐ Select	ALLEN
☐ Select	BARTHOLOMEW
☐ Select	BENTON
☐ Select	BLACKFORD
☐ Select	BOONE

[Add](#)

[Delete](#)

2. Select/Click on the checkbox to select a **County Name(s)**, then select/click on the **Add** button.

Business - Profile

This registration is divided into seven tabs. Click on the tab you need to complete. When you are finished making updates, click 'Submit Registration' on the upper right-hand side of the 'General Information' tab.

General Information Addresses Phone Numbers **Current Service Location** Banking Information Credentials Services/Goods

Select Indiana counties where you will serve VR participants from 'Available Service Locations'. Click 'Add' to add the counties. To remove a current service location, click the 'Delete' hyperlink next to the county you wish to remove under 'Current Service Locations'.

☒ Select All	Available Service Locations
☐ Select	ADAMS
☐ Select	ALLEN
☐ Select	BARTHOLOMEW
☐ Select	BENTON
☐ Select	BLACKFORD
☐ Select	BOONE

[Add](#)

[Delete](#)

3. Select/Click on the **Delete** link to remove the selected county.

Business - Profile

This registration is divided into seven tabs. Click on the tab you need to complete. When you are finished making updates, click 'Submit Registration' on the upper right-hand side of the 'General Information' tab.

General Information Addresses Phone Numbers **Current Service Location** Banking Information Credentials Services/Goods

Select Indiana counties where you will serve VR participants from 'Available Service Locations'. Click 'Add' to add the counties. To remove a current service location, click the 'Delete' hyperlink next to the county you wish to remove under 'Current Service Locations'.

■ Select All Available Service Locations	
☐ Select	ADAMS
☐ Select	ALLEN
☐ Select	CASS
☐ Select	CLARK
☐ Select	CLAY
☐ Select	CLINTON
☐ Select	CRAWFORD

Add

Delete

■ Select All Current Service Locations	
☐ Select	BARTHOLOMEW
☐ Select	BENTON
☒ Select	BLACKFORD
☒ Select	BOONE
☐ Select	BROWN
☐ Select	CARROLL

Banking Information

1. Select/Click on the **Banking Information** tab.

Business - Profile

✔ Provider profile successfully updated!

✔ Document uploaded successfully.

This registration is divided into seven tabs. Click on the tab you need to complete. When you are finished making updates, click 'Submit Registration' on the upper right-hand side of the 'General Information' tab.

General Information Addresses Phone Numbers Current Service Location **Banking Information** Credentials Services/Goods

Electronic Fund Transfer Information

To request a new EFT Account Setup, click the button below. To revise an existing EFT set up, click 'Edit EFT Request'. Forms may be uploaded in the section, 'Upload Bank Information Documents.'

No EFT Bank Accounts setup.

Request New EFT Account Setup

Upload Bank Information Documents

Filter

No banking documents found.

Valid files: Any

Waiver Direct Deposit Form Choose File No file chosen Enter file name Upload Document

2. Select/Click on the **Request New EFT Account Setup** button.

Business - Profile

✔ Provider profile successfully updated!

✔ Document uploaded successfully.

This registration is divided into seven tabs. Click on the tab you need to complete. When you are finished making updates, click 'Submit Registration' on the upper right-hand side of the 'General Information' tab.

General Information | Addresses | Phone Numbers | Current Service Location | **Banking Information** | Credentials | Services/Goods

Electronic Fund Transfer Information

To request a new EFT Account Setup, click the button below. To revise an existing EFT set up, click 'Edit EFT Request'. Forms may be uploaded in the section, 'Upload Bank Information Documents.'

No EFT Bank Accounts setup.

Request New EFT Account Setup

Upload Bank Information Documents

Filter

No banking documents found.

Valid files: Any
Waiver Direct Deposit Form Choose File No file chosen Enter file name Upload Document

3. Enter banking information in the **Routing Number, Confirm Routing Number, Account Number, Confirm Account Number, Account Description** fields.
4. Select/Click on the **Submit** button.

EFT Setup Request

Complete the following fields and click submit, located on the bottom of the screen.

Routing Number Confirm Routing Number

Account Number Confirm Account Number

Account Description

SAMPLE CHECK 0101

DATE

PAY TO THE ORDER OF \$ DOLLARS

MEMO SIGNATURE

286582805 0123456789 0101

ROUTING NUMBER ACCOUNT NUMBER

Submit

Credentials Tab

1. Enter Credential Information (*if applicable*). Select/Click on the **Add New Credentials** tab.

See the Vendor Registration Manual

<https://vrcps.fssa.in.gov//Public/Documents/ImportantLink/VR%20Services%20Manual%20-%20Version%204.0.pdf> page 3 for information on credentials.

Business - Profile

This registration is divided into seven tabs. Click on the tab you need to complete. When you are finished making updates, click 'Submit Registration' on the upper right-hand side of the 'General Information' tab.

General Information Addresses Phone Numbers Current Service Location Banking Information **Credentials** Services/Goods

To add a new credential, click 'Add New Credential'. To edit or delete a credential already populated, select the appropriate action on the credential you want to change.

Add New Credential

2. Select/Click on **Add New Credential**.

Business - Profile

This registration is divided into seven tabs. Click on the tab you need to complete. When you are finished making updates, click 'Submit Registration' on the upper right-hand side of the 'General Information' tab.

General Information Addresses Phone Numbers Current Service Location Banking Information **Credentials** Services/Goods

To add a new credential, click 'Add New Credential'. To edit or delete a credential already populated, select the appropriate action on the credential you want to change.

Add New Credential

3. Select/Click on a **Credential Type**. Select/Click on a **Credential Status**. Enter information in the **Issued By**, **Issue Date**, **Expiration Date**, **Staff Name** and **License Number** fields (*as applicable*). Select/Click on the **Add** button.

Add Provider Credential Number

Credential Type:

Credential Status:

Issued By: Issue Date: Expiration Date:

Staff Name: License Number:

4. Multiple **Credentials** can be added to a Vendor's **Credentials** tab by selecting/clicking on the **Add New** button and repeat the previous steps.
5. Select/Click on the **Edit** link to update or correct credentials information entered.
6. Select/Click on the **Delete** link to remove credentials information entered.

Business - Profile

This registration is divided into seven tabs. Click on the tab you need to complete. When you are finished making updates, click 'Submit Registration' on the upper right-hand side of the 'General Information' tab.

General Information | Addresses | Phone Numbers | Current Service Location | Banking Information | **Credentials** | Services/Goods

To add a new credential, click 'Add New Credential'. To edit or delete a credential already populated, select the appropriate action on the credential you want to change.

Credential Type	Credential Status	Issued By	Issue Date	Expiration Date	Staff Name	License Number	Edit Credential	Delete Credential
Accreditation	Active	Indiana	11/17/2020	11/17/2020	Michelle Hunter	67765543689	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Services/Goods Tab

If you need assistance in determining which Services/Goods should be added to your registration, please email rvvendor@fssa.in.gov.

1. Select/Click on the **Services/Goods** tab.

Business - Profile

This registration is divided into seven tabs. Click on the tab you need to complete. When you are finished making updates, click 'Submit Registration' on the upper right-hand side of the 'General Information' tab.

General Information Addresses Phone Numbers Current Service Location Banking Information Credentials **Services/Goods**

To add a new service or good, click 'Add New Service or Good'. To delete a current service or good, click the 'delete' hyperlink for the item.

Add New Service/Good

No goods and services found.

2. Select/Click on the **Add New Service/Good** button.

Business - Profile

This registration is divided into seven tabs. Click on the tab you need to complete. When you are finished making updates, click 'Submit Registration' on the upper right-hand side of the 'General Information' tab.

General Information Addresses Phone Numbers Current Service Location Banking Information Credentials **Services/Goods**

To add a new service or good, click 'Add New Service or Good'. To delete a current service or good, click the 'delete' hyperlink for the item.

Add New Service/Good

No goods and services found.

3. Enter Services/Goods information. Select/Click on a **Service Category**, **Service Type** and **Service Sub-Type** and select/click on the **Add** button.

Add Service and Good ✕

Service Category: ▼

Service Type: ▼

Service Sub-Type: ▼

Cancel **Add**

4. Select/Click on the **Delete** link to remove a service/good. Add all the services your agency will provide.

Business - Profile

This registration is divided into seven tabs. Click on the tab you need to complete. When you are finished making updates, click 'Submit Registration' on the upper right-hand side of the 'General Information' tab.

General Information Addresses Phone Numbers Current Service Location Banking Information Credentials **Services/Goods**

To add a new service or good, click 'Add New Service or Good'. To delete a current service or good, click the 'delete' hyperlink for the item.

[Add New Service/Good](#)

Service Category	Service Type	Service Sub-Type	Description	Last Modified	Delete Service/Good
Diagnostic and Evaluation	Assessment			11/16/2020	Delete

5. Select/Click on the **Submit Registration** button. (*The registration is not complete until you click on submit registration.*)

Business - Profile

This registration is divided into seven tabs. Click on the tab you need to complete. When you are finished making updates, click 'Submit Registration' on the upper right-hand side of the 'General Information' tab.

General Information Addresses Phone Numbers Current Service Location Banking Information Credentials Services/Goods

Please complete or update the general information tab with the relevant information. When complete, click 'Update'. Be advised - Changes to certain information must be verified by State of Indiana before payments will be released

Certification Status
Not Certified
Approval Status
In Process

[Submit Registration](#) ?

[Update](#)

6. Almost finished, please read the agreement and acknowledge that you agree!

If you do not see the agreement, make corrections based on missing items identified in the message and submit them again. The red text will be specific to the fields that require corrections. Here is an example:

Business - Profile

FEIN/Federal ID must have a length of 9 numeric digits.
Bidder Number Required
You must select a vendor classification type.
DUNS Number must be 9 numeric digits in length.
First Name Required
Last Name Required
Contact Title Required
Email Address Required
Please enter a valid phone number and area code.
At least one business classification must be selected.
Select Yes or No for Current Rehab Services Vendor
Select Yes or No for Outstanding Debt.
At least one Physical address is required in order to submit successfully.
Must select and add at least 1 service location.

This registration is divided into seven tabs. Click on the tab you need to complete. When you are finished making updates, click 'Submit Registration' on the upper right-hand side of the 'General Information' tab.

General Information Addresses Phone Numbers Current Service Location Banking Information Credentials Services/Goods

Please complete or update the general information tab with the relevant information. When complete, click 'Update'. Be advised - Changes to certain information must be verified by State of Indiana before payments will be released

Indiana FSSA staff will review your registration. The approval process can take up to 5 business days. Once the registration review is completed, the primary contact will receive an auto-generated email from VRNOREPLY@fssa.in.gov.

✓ Your registration has been submitted successfully. Vocational Rehabilitation will review your registration. After this review, you will receive an email with next steps.

This registration is divided into seven tabs. Click on the tab you need to complete. When you are finished making updates, click 'Submit Registration' on the upper right-hand side of the 'General Information' tab.

Applications that are submitted successfully will have an updated Approval Status of *Pending Review* and an inactive **Submit Registration** button until Indiana FSSA staff approves or not approves the application.

The screenshot shows the 'General Information' tab of the Vendor Registration system. At the top, there are tabs for 'General Information', 'Addresses', 'Phone Numbers', 'Current Service Location', 'Banking Information', 'Credentials', and 'Services/Goods'. Below the tabs, a message states: 'Please complete or update the general information tab with the relevant information. When complete, click 'Update'. Be advised - Changes to certain information must be verified by State of Indiana before payments will be released.' On the left, the 'Certification Status' is 'Certified' and the 'Approval Status' is 'PendingReview'. On the right, the 'Submit Registration' button is highlighted with a red box and a question mark icon, and the 'Update' button is also highlighted.

Post Approval

You are responsible for keeping your registration information up to date. Please note that there are 5 changes that will trigger the need for re-submission of a previously approved vendor registration. If any of the 5 changes are made, re-submission will be required if the vendor was previously approved. These 5 changes include:

1. When a service/ good is added or deleted to the profile
2. When current service location is added or deleted from the profile
3. When the FEIN/Federal ID is modified in the profile
4. When the Pay-To Address on the General Information Tab
5. Adding or modifying credential information

After initial submission, you can change the information in the registration, then click 'Submit Registration' on the general information page. A message indicating the modification will appear and The Approval Status is updated to *"In Process"* in the VR-CPS. The service vendor must resubmit the registration.

The screenshot shows the 'General Information' tab of the Vendor Registration system after a submission. At the top, there are tabs for 'General Information', 'Addresses', 'Phone Numbers', 'Current Service Location', and 'Banking Information'. Below the tabs, a message states: 'Please complete or update the general information tab with the relevant information. When complete, click 'Update'. Be advised - Changes to certain information must be verified by State of Indiana before payments will be released.' On the left, the 'Certification Status' is 'Not Certified' and the 'Approval Status' is 'In Process'. On the right, the 'Submit Registration' button is highlighted with a red box and a question mark icon, and the 'Update' button is also highlighted.

Not Approved

If a vendor's registration is not approved the primary contact will receive a Not Approved email.

Hello Michelle Hunter:

The Indiana Vocational Rehabilitation Vendor registration that was recently submitted has been reviewed and cannot be approved at this time. We ask that you log into the claim payment system, VR-CPS, at <https://vrcps.fssa.in.gov/Public/Portal.aspx> to determine the Not Approved reason(s). After making the requested corrections and/or additions, the profile may be re-submitted for review.

For further information or assistance, visit the VR Vendor Information website at <http://www.in.gov/fssa/ddrs/5448.htm> or email the vendor helpdesk at VRVendor@fssa.in.gov.

NOTE: This is an automated email and should not be replied to.

1. The Vendor must log into the VR-CPS to review Not Approved reasons indicated in red font. After edits are addressed in the VR-CPS the vendor **MUST** resubmit the registration - Select/Click **Submit Registration** and agree to the **Vendor Profile agreement**.

General Information | Addresses | Phone Numbers | Current Service Location | Banking Information

Please complete or update the general information tab with the relevant information. When complete, click 'Update'. Be advised - Changes to certain information must be verified by State of Indiana before payments will be released.

Certification Status
Certified

Approval Status
NotApproved
uploaded incorrect documents

Submit Registration ?

Update

2. Select/Click **Agree** the Vendor Provider Agreement

Vendor Provider Agreement x

VENDOR OBLIGATIONS

- The Vendor shall abide by all of the terms and conditions set forth in the Vocational Rehabilitation (VR) Services Manual.
- The Vendor shall abide by all ethical requirements that apply to persons who have a business relationship with the State as set forth in IC 4-2-6, et seq., IC 4-2-7, et seq., the regulations promulgated thereunder, and Executive Order 04-08, dated April 27, 2004.
- The Vendor shall renew his or her Vendor registration annually and in accordance with the VR Services Manual.
- The Vendor shall comply with all applicable Federal and State laws pertaining to the provision of VR services, including, without limitation, laws applicable to accessibility, discrimination and unfair employment practices.
- The Vendor shall notify VR at VRVendor@fssa.in.gov within ten (10) calendar days of any change in status of the Vendor's license, certification, accreditation or permit to provide services in the State of Indiana.
- The Vendor shall not provide services to any individual who is a family member or has a financial interest or business relationship with the Vendor.
- Vendor shall perform work as indicated on the Authorization for services and within the start and end dates indicated on the Authorization for services.

Cancel Agree