

## VR CLAIMS PAYMENT SYSTEM

**BUSINESS VENDOR PROFILE:** Please use steps below to register.

### 1. Review Vendor Service Manual:

- ☐ Click [here](#) and go to Important Links → VR Vendor Service Manual

### 2. Collect Items Prior:

- ☐ FEIN# (Federal ID is required on a Business Vendor Profile)
- ☐ Bidder#: Don't have a Bidder ID? Apply [here](#)
- ☐ DUNS#: Don't have a DUNS#? Apply [here](#)
- ☐ Agency primary contact name, email, and title
- ☐ Agency secondary contact name, email, and title
- ☐ Bank Account Information: Account # and Routing #
- ☐ Credential Information (Professional License, Accreditation, Certificate and/or Resume)
- ☐ W-9: current IRS form completed, signed, and dated.
- ☐ Business Entity Form from Secretary of the State: *Required for Vendor Type 1 and 2 ONLY*

### 3. Request an account:

- ☐ By emailing [VRVendor@fssa.in.gov](mailto:VRVendor@fssa.in.gov) with the following information:
  - Business name
  - Business phone number and address
  - Contact name, email, and mobile phone number
  - FEIN
  - Completed and updated W-9 form
  - Services you have to provide VR participants
  - How you heard about Vocational Rehabilitation

### 4. Log into VR-CPS:

- ☐ Use new account information emailed to you from [HUSData@pcgus.com](mailto:HUSData@pcgus.com) , to log into: [Claim Payment System](#)
- ☐ Enter the required information in **all** seven TABS.
- ☐ To finish click 'Submit Registration'.
- ☐ Review Vendor Agreement and click 'Agree' to submit for review by VR Vendor staff.

**NOTE:** The email address used when setting up the account will receive an email once the registration is approved. If the registration is not approved and more information is needed, log into the account to see the notes from the reviewer, make the necessary changes and re-submit the registration.