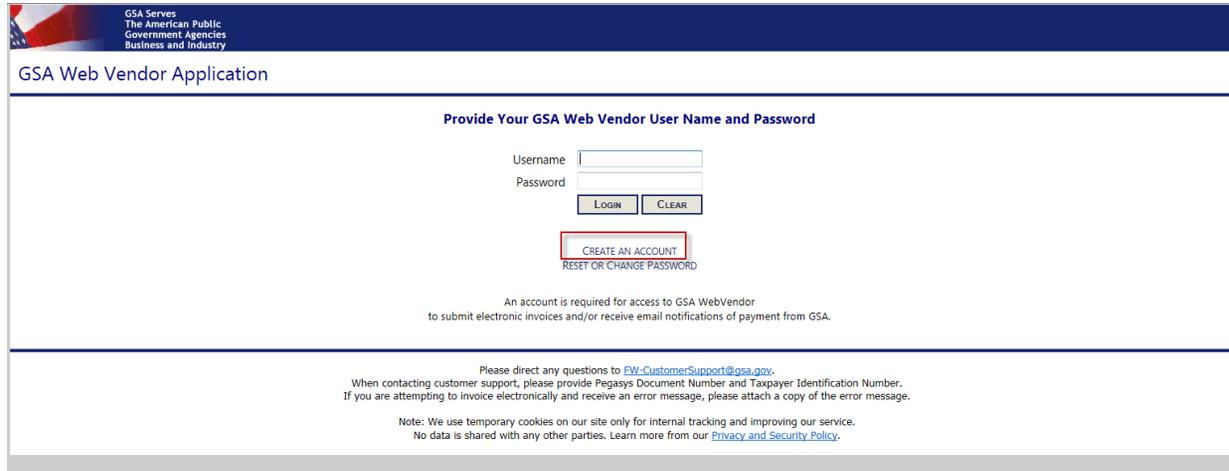


WebVendor Registration Directions

To begin the registration process, follow the directions below.

Step 1. Navigate to the following link in your web browser: <https://finance.ocfo.gsa.gov/WebVendors/>



GSA Serves
The American Public
Government Agencies
Business and Industry

GSA Web Vendor Application

Provide Your GSA Web Vendor User Name and Password

Username

Password

An account is required for access to GSA WebVendor
to submit electronic invoices and/or receive email notifications of payment from GSA.

Please direct any questions to EW-CustomerSupport@gsa.gov.
When contacting customer support, please provide Pegasys Document Number and Taxpayer Identification Number.
If you are attempting to invoice electronically and receive an error message, please attach a copy of the error message.

Note: We use temporary cookies on our site only for internal tracking and improving our service.
No data is shared with any other parties. Learn more from our [Privacy and Security Policy](#).

Step 2. Click the Create an Account button (shown in the image above). Enter Tax Payer Identification Number (TIN) and Click Verify Vendor.



GSA Web Vendor Application

New User Registration

Vendor Verification

Please enter your Tax Payer Identification Number (TIN)

Tax Payer Identification Number

VERIFY VENDOR

CLEAR

Can you find your company in the table? Then, click "Continue" button.

CONTINUE

Total: 177

1 2 3 4 5 6 7 8 9									
VENDOR CODE	ADDR CODE	DUNS	+4	VENDOR NAME	ADDR 1	ADDR 2	CITY	STATE	ZIP
123456789	00001			Vendor Sample	1234 Test Ave		Sample City	TX	77479

Step 3. Verify the information at the bottom of the screen and click the Continue button.



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GSA Web Vendor Application

New User Registration

User Registration Form

First Name Do not include space.

Middle Initial Do not include punctuation.

Last Name Do not include space.

Email

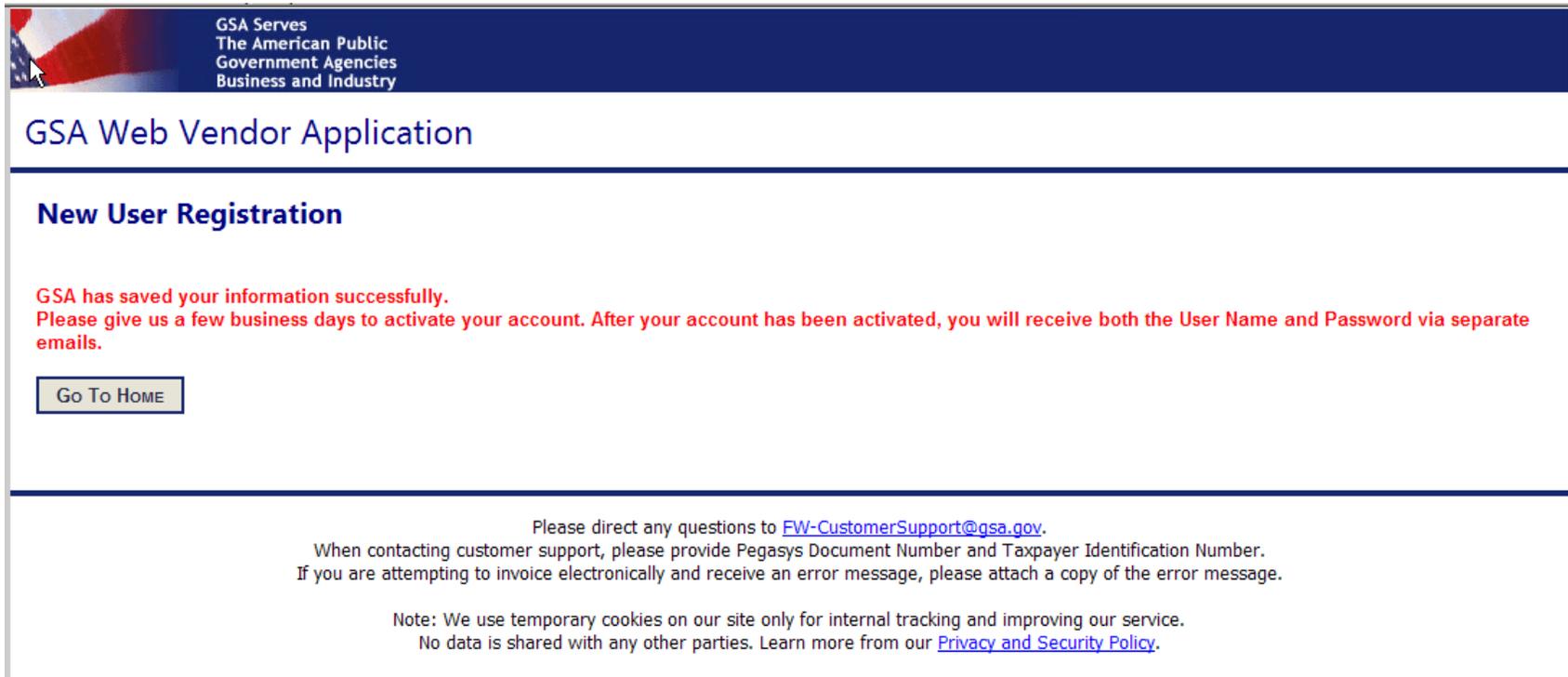
Phone Number Valid Format is xxx-xxx-xxxx.

Admin User?

Payment Notification via Email Desired?

Memo

Step 4. Enter your personal information into the form. Please note the Admin User check box should be checked to have Admin rights. Admin rights allow you to modify the accounts of other users within your company. If you only need standard user rights and access to modify your own account, leave the Admin User box unchecked. After completing the form, click the Register button. You should receive a confirmation as shown below.



The screenshot shows the GSA Web Vendor Application interface. At the top, there is a dark blue header with the text "GSA Serves The American Public Government Agencies Business and Industry" and a small American flag icon. Below the header, the main content area is white with a blue border. The title "GSA Web Vendor Application" is displayed in blue. Underneath, the section "New User Registration" is highlighted in blue. A red message states: "GSA has saved your information successfully. Please give us a few business days to activate your account. After your account has been activated, you will receive both the User Name and Password via separate emails." A button labeled "Go To HOME" is visible. At the bottom, there is a footer section with contact information and a note about cookies.

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[Go To HOME](#)

Please direct any questions to FW-CustomerSupport@gsa.gov.
When contacting customer support, please provide Pegasys Document Number and Taxpayer Identification Number.
If you are attempting to invoice electronically and receive an error message, please attach a copy of the error message.

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Step 5. Your registration should now be complete. Once your account is approved by GSA Finance, you will receive an email that contains your username and password instructions. A sample of the email is shown below.

Congratulations! Your GSA Web Vendor account has been activated.

Please verify the Username below and save it to create a password in the GSA Web Vendor application.

Please go to this page to create your password: <https://secureauth.gsa.gov/secureauth24>

* Username: JohnDoe

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this email