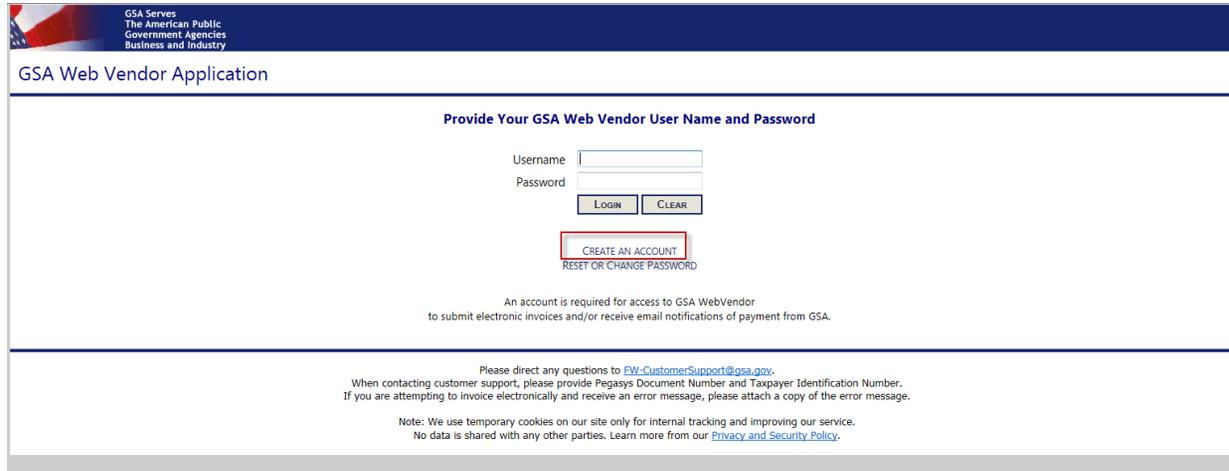# WebVendor Registration Directions

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/

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

GSA Serves
The American Public
Government Agencies
Business and Industry

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		

REGISTER   CLEAR

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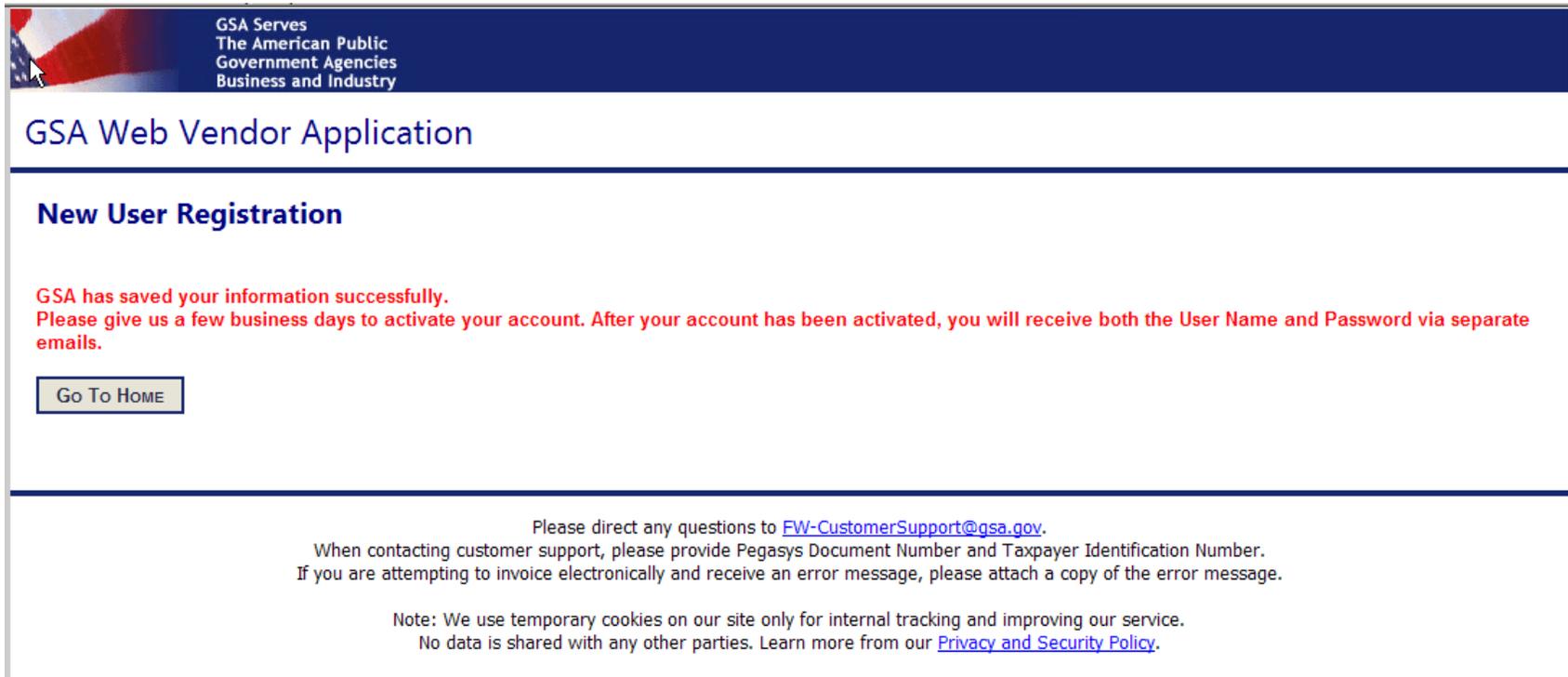
Step 5. Your registration should now be complete. Once your account is approved by GSA Finance, you will receive an email that contains your username and password instructions. A sample of the email is shown below.

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*