

VR Claims Payment System

BUSINESS VENDOR- Please use steps below to register.

- Review Manual: <https://www.in.gov/fssa/ddrs/5448.htm>
- Collect Items Prior:
- FEIN#
 - Bidder# (see manual pg. 2)
 - DUNS# (see manual pg. 2)
 - Agency primary contact name & email
 - Bank Account information (Account number and Routing number)
 - Credential Info (see manual)
 - Background checks (see manual)
 - License (see manual)
 - W-9
 - Business Entity Form (Vendor Type 1 & 2)
- Request an account:
- Go to <https://www.in.gov/fssa/ddrs/5448.htm>
 - Select VR Vendor Portal
 - Go to Vendor Account Request
- Log into VR-CPS:
- Use new account info to log into <https://vrcps.fssa.in.gov/Public/Portal.aspx>
 - Change password
 - Enter information in all tabs (click update tab)
 - Submit** registration in the Services/Goods tab & accept the agreement

NOTE: The Agency Primary Contact will receive an email once the registration is approved or if the registration is not approved and more information is needed. They will need to log into the account to see the notes from the reviewer.