

## VR Claim Payment System

Guardian/Participant Vendor-Please use steps below to register.

Collect Items Prior:

	SSN#
	Guardian/Participant Primary Contact Name and Email
	Bank Account Information (Account Number and Routing Number)
	W-9

Request an account:

	Go to <a href="https://www.in.gov/fssa/ddrs/5448.htm">https://www.in.gov/fssa/ddrs/5448.htm</a>
	Select VR Vendor Portal
	Go to Vender Account Request

Log into VR-

	Use new account information to login <a href="https://vrcps.fssa.in.gov/Public/Portal.aspx">https://vrcps.fssa.in.gov/Public/Portal.aspx</a>
	Change password
	Enter information in all tabs (click update tab)
	Submit registration in the General Information tab & accept the Vendor Profile Agreement

CPS:

**NOTE:** The Guardian/Participant 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.