

## VR Claim Payment System

**Sole Proprietor/Individual Vendor**-Please use steps below to register.

Review Manual:  <https://www.in.gov/fssa/ddrs/5448.htm>

Collect Items Prior:

SSN#
Bidder# <i>if applicable.</i>
DUNS# <i>if applicable.</i>
Sole Proprietor/Individual Primary Contact Name and Email
Bank Account Information (Account and Routing Numbers)
Credential Info (accreditation/license/certification)
Background Checks <i>if applicable</i> (See Manual)
Direct deposit form
W-9
Business Entity Form (Vendor Type 1&2)
Review User Guide- Sole Proprietor/Individual

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/CPS-

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
Choose Sole Proprietor/Individual profile
Enter information in all tabs (click update tab)
Submit registration in the General Information tab & accept the Vendor Profile Agreement

**NOTE:** The Sole Proprietor/Individual 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.