

City of Fontana Department of Finance has created a Vendor portal called Vendor Self Service (VSS). Registering for this portal will allow you, the vendor, to have access to Purchase Order, Contract, Invoice and Check information. To register for the portal, you will need:

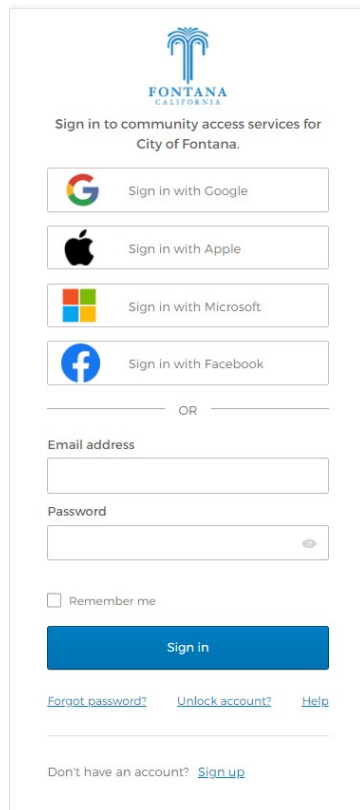
- A valid email address
- If you have previously done business with the City of Fontana, you will also need your Vendor Number.
- Your tax ID number, either your Federal Tax ID (in format XX-XXXXXXX) or Social Security Number (in format XXX-XX-XXXX)

How to Re-Register

1. Browse to <https://fontanacavendors.munisselfservice.com>
2. Click the Log In link in the upper right corner of the browser



- a. The Tyler Identity login screen displays



CITY OF FONTANA
EXISTING VENDOR REGISTRATION INSTRUCTIONS

- a. When accessing Vendor Access, the application presents the Community Access sign-in screen with options to associate an existing log-in from Google®, Apple®, Microsoft®, or Facebook® with the Tyler Identity account.
- b. Click on the platform you email is associated with. If you don't use any listed, type in your email and password. Then click **Sign In**.

How to Register If an Existing Vendor

1. If you have done business with CITY OF FONTANA previously and need to register on Vendor Self Service you will need your Vendor ID and Tax ID number or Social Security Number, click on the Link to Existing button
2. Browse to <https://fontanacavendors.munisselfservice.com>
3. Click the Log In link in the upper right corner of the browser



CITY OF FONTANA
EXISTING VENDOR REGISTRATION INSTRUCTIONS

a. The Tyler Identity login screen displays

Fontana California logo

Sign in to community access services for City of Fontana.

Sign in with Google

Sign in with Apple

Sign in with Microsoft

Sign in with Facebook

OR

Email address

Password

Remember me

Sign in

[Forgot password?](#) [Unlock account?](#) [Help](#)

Don't have an account? [Sign up](#)

b. Click the **Sign Up** button

c. The User Self-Service registration form displays

3. Input email address, Password, First Name, Last Name

d. Note that the password must be between 8 and 32 characters

e. The password must also contain an uppercase character, a lowercase character, and a special character

CITY OF FONTANA
EXISTING VENDOR REGISTRATION INSTRUCTIONS



Create an account

Email *

Password *

First name *

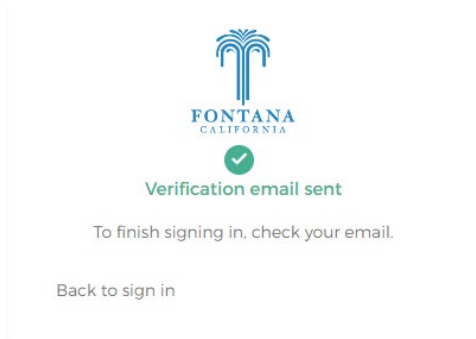
Last name *

* indicates required field

Sign up

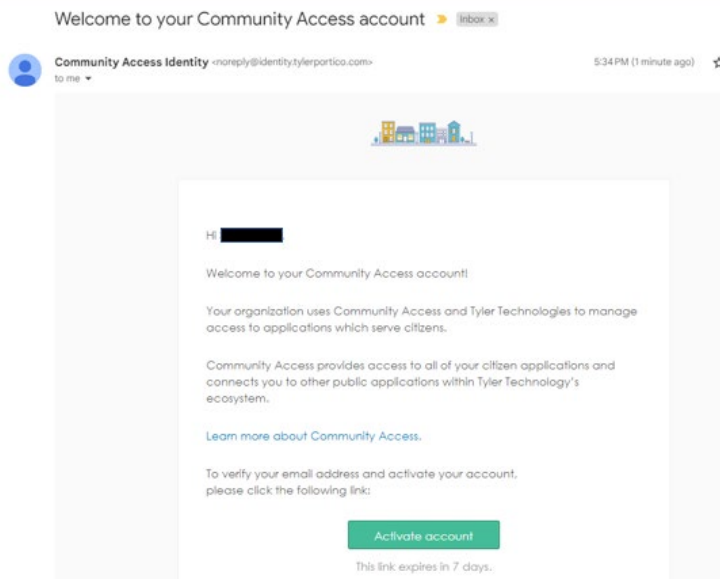
[Back to sign in](#)

4. A confirmation message appears




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5. You will get a confirmation email for which you will need to activate your account.





6. Once you have activated your account you can log back into Vendor Self Service
- c. When accessing Vendor Access, the application presents the Community Access sign-in screen with options to associate an existing log-in from Google®, Apple®, Microsoft®, or Facebook® with the Tyler Identity account.
 - d. Click on the platform you email is associated with. If you don't use any listed, type in your email and password. Then click **Sign In**.


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Sign in to community access services for
City of Fontana.

 Sign in with Google

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OR

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4. Click on Link to Existing

Welcome to Vendor Self Service



No vendor information is linked to your account.

In order to fully use Vendor Self Service, please either register a new vendor or link to an existing vendor.

OR

2. Enter your Vendor Number and your Federal Tax ID or Social Security Number into the appropriate fields.

CITY OF FONTANA
EXISTING VENDOR REGISTRATION INSTRUCTIONS

Link to Existing Vendor

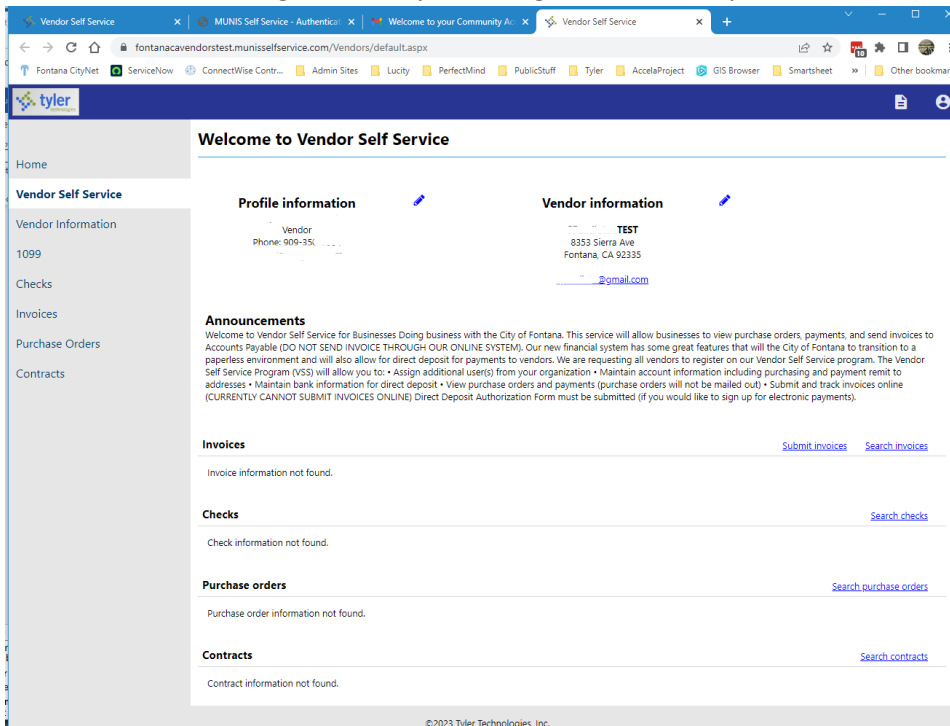


Enter the information below to search for an existing vendor.

Vendor Number	Vendor FID/SSN
<input type="text"/>	<input type="text"/>

Link to Existing

3. Click the Link to Existing button. If your linkage is successful, you will be in the Vendor record.



4. Click on the Pencil next to Vendor Information and update the all required information and any other information needed.
5. Fill out all appropriate fields
6. Attach all required Documents
7. and submit.