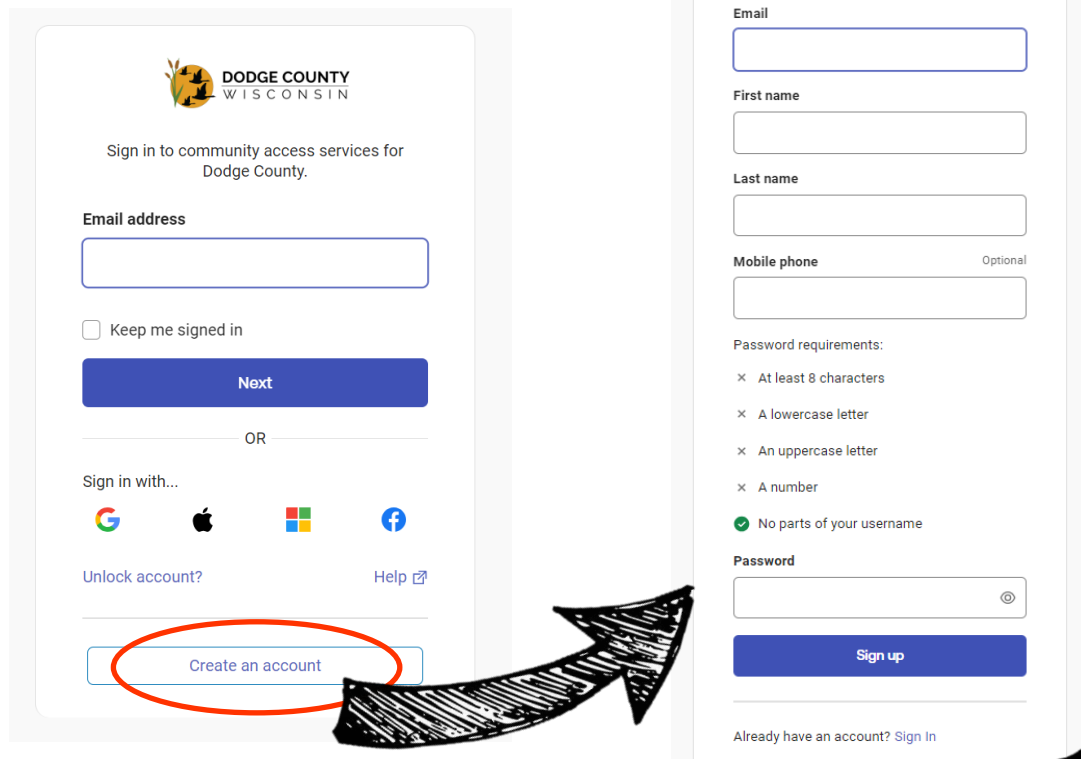


Dodge County Vendor Self Service Registration Instructions

Questions or issues registering? Contact us at vendorsupport@co.dodge.wi.us

1. Access our [Vendor Self Service](#) login page, and click "Create an account" near the bottom.
2. Enter your email address, first and last name, phone number, and password, then click "Sign Up"

NOTE: If you'd prefer to use your pre-existing social media authentication to login to our portal, you may choose a platform icon below the 'Sign in with...' to register using your social media credentials and link to a vendor record after signing in. With this option, skip step 2.



DODGE COUNTY WISCONSIN

Sign in to community access services for Dodge County.

Email address

☐ Keep me signed in

Next

OR

Sign in with...

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

Create an account

DODGE COUNTY WISCONSIN

Create an account

Fields are required unless marked optional.

Email

First name

Last name

Mobile phone Optional

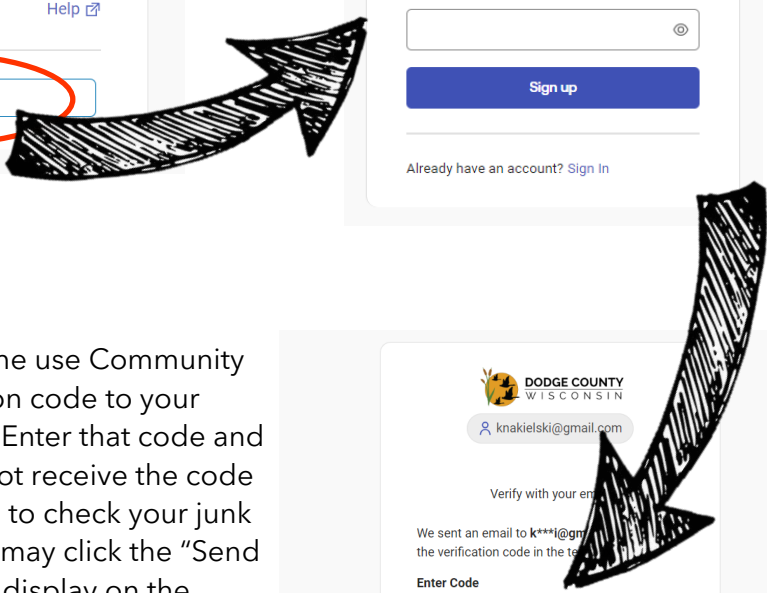
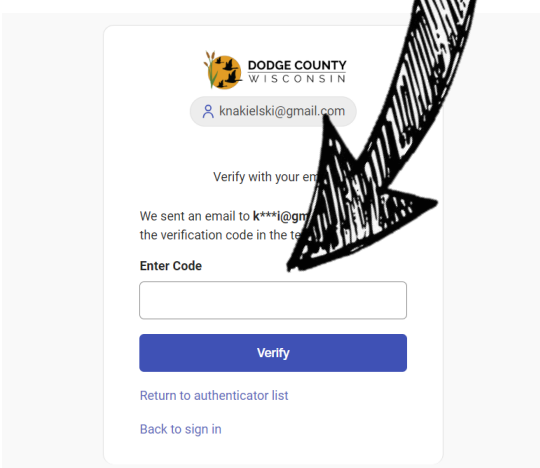
Password requirements:

- × At least 8 characters
- × A lowercase letter
- × An uppercase letter
- × A number
- ✓ No parts of your username

Password

Sign up

Already have an account? [Sign In](#)

DODGE COUNTY WISCONSIN

[knakielski@gmail.com](#)

Verify with your email

We sent an email to [k***@gmail.com](#) with the verification code in the text.

Enter Code

Verify

[Return to authenticator list](#)

[Back to sign in](#)

- Wait for registration to initialize, you then will have the option to set up security methods (ie: multi-factor authentication) using one of the listed options. You may click "set up" on your preferred method or click Continue to opt-out of multi-factor authentication.

The screenshot shows the 'Set up security methods' page for a Dodge County Wisconsin account. At the top is the Dodge County logo and the email 'knakielski@gmail.com'. Below the heading 'Set up security methods', a message states: 'Security methods help protect your Tyler Portico Citizen account by ensuring only you have access.' Under the subheading 'Set up optional', there are three methods listed: 'Google Authenticator' (with a 'Set up →' link), 'Okta Verify' (with a 'Set up →' link), and 'Phone' (with a 'Set up →' link). At the bottom is a large blue 'Continue' button and a link for 'Back to sign in'.

- For **NEW** vendors, click "Create New Vendor" and proceed to step 6A to create your Dodge County vendor record.

For **EXISTING** vendors who already have a vendor number with Dodge County, click "Link to Existing" and skip to step 6B to link to your existing Dodge County vendor record.

The screenshot shows the 'Munis Self Service' 'Welcome to Vendor Self Service' page. A red triangle warning icon is present above the text: '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.' Below this text are two buttons: 'Create New Vendor' and 'Link to Existing', separated by the word 'OR'. Two large red arrows originate from the text instructions above and point directly to these two buttons. At the bottom, there is an 'Announcements' section with contact information for the Dodge County Vendor Self Service web portal.

6A. For **new** vendors, complete the registration information detail and click “Continue” to continue following the registration prompts.

New Vendor Registration

✓ Your User ID and password have been successfully set. Please continue with the registration process. ⓘ

Enter Vendor Registration Information

[Help](#)

Company Information

Company Name*

Line 2 (OPTIONAL)

Line 3 (OPTIONAL)

Line 4 (OPTIONAL)

Doing business as (if different from above)

Vendor Type

☐ Foreign Entity

☐ Independent contractor

☐ Send Accounts Payable checks to the above address

☐ Send Purchase Orders to the above address

*EMAIL

Website

DUNS

California Permit Number

Payment Terms

Days to Net

0

Your preferred payables delivery method(s).

☒ Mail ☐ E-Mail

Your preferred purchasing delivery method(s).

☒ Mail ☐ E-Mail

Vendor Address

*Address

Line 2 (OPTIONAL)

Line 3 (OPTIONAL)

Line 4 (OPTIONAL)

City *

State *

N/A

Zip Code *

Country

Geographic

Select Type...

Fax Number

Minority Business Enterprise

☐ Minority Business Enterprise

Federal Tax ID Number or Social Security Number

*FID or SSN

☐ FID ☐ SSN

*FID/SSN

*Re-type FID/SSN

Bank Information

Bank Routing Number

Bank Account Number

Bank Account Type

Checking

Joe Smith
1234 Anystreet Court
AnyCity, AA 12345

Pay to the order of _____ Dollars

Bank Anywhere
123456789 123456789 1234

Routing Number Account Number Check Number

CONTINUE

CANCEL

6B. For existing vendors, enter your Dodge County issued vendor number and your corresponding FID/SSN (*with hyphens*). Then click ‘Link to Existing’ and you will be notified via e-mail when your account is linked to your vendor record.



Enter the information below to search for an existing vendor.

Vendor Number

Vendor FID/SSN

Link to Existing