Vendor Self Service Guidelines

The City of Los Angeles Vendor Self Service (VSS) portal allows you, as a payee/vendor, to manage your own account information, view your financial transactions and much more.

Creating an Account

Currently doing business with the City?

If you already do business with the City of Los Angeles, click the “New Registration” button and search for your account. Once found, you’ll be able to submit a request for an activation code. You can then expect to receive an activation code via email within 1 – 2 business days.

Already Received Your Activation Code?

Once your activation request has been processed, you’ll receive an email that includes a link back to VSS, as well as an activation code. The code provided in the email is a one-time password used for first time activation only.

Once you’ve received the email, click the link within the email and click “Register” on the VSS homepage. This will prompt you to create a username and password for the site.

New to doing business with the City?

If you’re new to working with the City, click “New Registration”. Search for your organization to confirm you don’t already have an account. If you don’t, you can click the New Registration button to create an account and provide us with your information.

Usernames & Passwords

- Your username must be between 8 – 16 characters
- Your password must be between 8 – 16 characters, and must include at least one upper case letter, one lower case letter, and one number

Once you’ve created your username and password, you can use it to access the portal. Once successfully activated, you will then receive an automated email confirming your registration. Note that only one person from your organization will need to complete the activation process. Once completed, that user will be able to add additional users to the account if necessary.

Using your Vendor Self Service account

As a registered user, you will be able to perform the following:

- Assign additional user(s) from your organization
- Maintain account information
- Upload purchasing catalogs
- View business and address information
- Update business and address information (except EFT information)
Vendor Self Service Guidelines

- View contracts and payments
- Submit and track invoices online
- Submit bids and quotes

In the future, we will also be releasing additional functionality to allow you to sign-up to receive electronic payments (EFT/ACH)

Only users with vendor account administrator access will be able to add new users, assign new admin users, assign roles, and change other assigned users’ access. The first person from your organization to activate the VSS account will automatically be granted account administrator access for your account.

Please send us any questions or comments to askvss@lacity.org.

Thank you