

How to Activate your account through the Vendor Self Service (VSS) site

(Once you have activated you will be able to make changes to your account)

1. To check to see if your account has been activated or not click on the Register button from the VSS homepage.
2. Search either through the Company Search or the Individual Search (you must click on Search after entering the correct information to actually see if you already registered). For a more concise search it would be best to search by your taxpayer ID number or Social Security number.
3. If something is returned you will want to look under **Activated?**
 - If Yes, your account is already Registered and Activated. Please contact the Finance Customer Resource Center (CRC) by email at Finance.CRCGroup@ky.gov or phone 502/564-9641 or toll-free 877-973-HELP (4357) to determine who you need to contact in your company to be able to access your account. If that person is no longer with your company, CRC will be able to assist you with updating your account. *The request must be made on official company letterhead and must be signed by an authorized representative.*
 - If No, you will want to fax (502/564-5319) or email Finance.CRCGroup@ky.gov to request assistance with your password. *The request must be made on official company letterhead and must be signed by an authorized representative.*
4. If your account has already been activated you will login from the homepage with the User ID and Password provided by CRC.
5. If it has not been activated you will then click on the **Click here to activate your account** from the Search page and then enter the temporary password provided by CRC on the Account Verification page then click Submit. Please create a User ID and Password. Once that is completed you will receive some Informational messages and then you will want to click on Submit Registration. You will then be able to login using this information from the VSS homepage at <https://emars.ky.gov/online/vss/AltSelfService> .