



Payee/Vendor Account Activation Guide

Follow the steps below to activate your payee/vendor account in PIP (Payee Information Portal)

If you need more details on any of these steps, see the full Activation Guide starting on page 2.

1. From the PIP home page, click the "Activate" button to begin.
2. Read and accept the "Terms and Conditions" page.
3. Search in PIP to determine whether your payee/vendor account exists (if you have recently done business with the City of New York, your account may already exist).

If your account is found, see the "Activating an Existing Vendor Account" Section, pages 4 through 7 of this guide:	If you are activating a brand new payee/vendor account, see the "Activating a New Vendor Account" Section, pages 8 - 19 of this guide:
4. Enter a valid 10-digit check number from a NYC check stub, a 15-digit EFT number on your bank account statement, a contract or purchase order Document ID, or enter Security Activation Code.	4. Create a User ID and password and enter your Email address.
5. Create a User ID and password and enter your Email address.	5. Click the link in the Email you receive from PIP to continue the activation process. <ul style="list-style-type: none"> ▪ The link will bring you to PIP, where you will log in using the case sensitive User ID and password you established.
6. Click the link in the Email you receive from PIP to complete the activation process. <ul style="list-style-type: none"> ▪ The link will bring you to PIP, where you will log in using the case sensitive User ID and password you established. The final step is clicking "Submit Activation". <p>Note: If you would like to manage the commodity codes that you have on file with the City of New York, see the "Commodity Code Enrollment Guide" for more information.</p> <p>If you would like to self-identify the business types associated with your organization, see the "Additional Business Information" section.</p>	6. Determine whether you are activating as an Individual or Company. Then enter a valid TIN number and any other required business information.
	7. Provide your address(es) and contact information.
	8. Manage your Business Information: <ul style="list-style-type: none"> ▪ Add the commodities or services your organization provides if you would like to receive solicitations from the City of New York. ▪ Add self-identified business types associated with your organization.
	9. From the "Activation Summary" page, click Submit Activation to electronically sign and submit the Substitute W-9 Certification form.

If you need more details on any of the above steps, see the full Activation Guide starting on page 2.

Payee/Vendor Account Activation Guide

This guide provides an overview of an account setup in the Payee Information Portal (PIP) for existing and new City payees/vendors.

- If you have an **existing** payee/vendor code account from the City of New York and want to activate your account, please follow the instructions below for **EXISTING PAYEE/VENDOR**. (If you have more than one payee/vendor code number and cannot activate your desired account, please contact the City of New York at PIP@fisa.nyc.gov).
- If you are a **new** payee/vendor doing business with the City of New York and need to create a new payee/vendor code account, please follow the instructions below for **NEW PAYEE/VENDOR**.

**Remember - the User ID and Password you create are case sensitive.
You will need them to log into PIP.**

Before proceeding, you should first determine whether you already have an existing Payee/Vendor Code Account with the City of New York

1. Click "Activate" to initiate a search.

The screenshot shows the Payee Information Portal of the City of New York. The page has a blue header with the City of New York logo and the text 'Payee Information Portal'. Below the header, there is a navigation bar with 'Comptroller', 'DOE', and 'NYC.gov'. The main content area is divided into several sections: a welcome message, an 'Announcements' section with dates and text, a 'Forms' section with links to PDF documents, and a 'Contacts' section. On the left side, there is a login area with 'User ID' and 'Password' fields, a 'Login' button, and a 'Password Reset' link. A red arrow points to the 'Activate' button, with a callout box that says 'Click here to initiate process'.

Payee/Vendor Account Activation Guide

2. Read the “Terms and Conditions” page and click “Accept Terms”.
3. Review the “PIP Activation Guidelines” page and click “Next”.
4. Determine whether you will search by **Company** or by **Individual**; enter the pertinent information in the search field(s) and then click “Search”.

** The distinction between these two is that an Individual's Taxpayer Identification Number is an individual's Social Security Number (SSN), whereas a Company's Taxpayer Identification is an Employer Identification Number (EIN).

The screenshot shows the 'Search for an Existing Account' page on the Payee Information Portal. The page is divided into two main search sections: 'Company Search' and 'Individual Search'. The 'Company Search' section includes fields for 'Taxpayer Identification Number' and 'Legal Business Name', with a 'Search' button. The 'Individual Search' section includes fields for 'Last Name' and 'Last 4 digits of SSN', with a 'Search' button. A red arrow points from a box labeled 'Search by TIN or Company Name' to the 'Search' button in the 'Company Search' section. Another red arrow points from a box labeled 'Search by Last Name and SSN' to the 'Search' button in the 'Individual Search' section. The page also features a 'Cancel Activation' button and a 'Back' button at the top right and bottom right. A sidebar on the left contains a 'Welcome, New User' message and links to 'View Frequently Asked Questions'. The top right corner has links for 'Privacy Report' and 'Contact Us'.

- If you find your account, continue to **Section 1 below (Existing Payee/Vendor)**.
- If you did not find your account and you believe you have one, please try again. Read the hints on the screen for using wildcards to help with your search. Contact the City of New York at PIP@fisa.nyc.gov if you need assistance.
- If you did not find your account and you are a **new** vendor conducting business with the City of New York, proceed to **Section 2 (for New Payees/Vendors)**.

Payee/Vendor Account Activation Guide

Activating an **EXISTING** Vendor Account

SECTION 1: EXISTING PAYEE/VENDOR (an Existing Account was found)

First, find your organization from the search results. Then select the link next to it. There are different actions you can take – see the explanations below.

Search for an Existing Account/Results Found Cancel Activation Back

If you are a non-United States business entity and any of the following apply to you:

- You possess a Taxpayer Identification Number from a country other than the United States;
- You do not have a United States based Taxpayer Identification Number (i.e., EIN);
- Your corporate headquarters is located outside the United States;
- Your company has a satellite or sales office in the United States but your tax home is in another country; and/or
- You are not sure of your status as a United States or foreign business entity

Please stop and do not continue on this website. Instead please send an e-mail inquiry to 1042vendor@comptroller.nyc.gov for further instructions.

To activate your account you must have a vendor code. This page will help you determine whether or not you have one. You will not be able to create a new code if one already exists. If the account exists it will be designated as a company or individual based on the information you previously provided. Please select one of the search options below to determine if you already have a vendor code.

Company Search

To see if you have a vendor code and have an Employer Number (EIN) on file, first search by TIN:

Taxpayer Identification Number OR Legal Business Name

Hint: If you would like to search by Legal Business Name use a wildcard. See FAQs for more information.
For example: Using 'Global Advertising' as an example, '*Global returns Advertising Global', 'Global*' returns 'Global Advertising' and '*Global*' returns any name containing 'Global'.

Search OR

Individual Search

To see if you have a vendor code and have a Social Security Number (SSN) on file enter your Last Name and last four digits of your Social Security Number.

Last Name AND Last 4 digits of SSN

Hint: If you would like to search by Last Name, you may want to use wildcards (see FAQs for more information).
For example: Using 'Smith' as an example, '*Smith' will return all people with last name ending in 'Smith', 'Smith*' will return all people with last name that starts with 'Smith', and '*Smith*' will return all people whose last name contains 'Smith'.

Search

The following exists for the information you entered:

Vendor Number	Legal Business Name	Alias/DBA Name	Activated?	
000	BIG APPLE GRAPHICS INC		No	Click here to activate your account

Click the applicable link to continue

Has your account been found and listed above?

Yes, but it is already activated → Click the "Contact your Administrator" link to determine who you need to contact for access.

Yes, but it is not yet activated → Click the "Click here to activate your account" link to begin the process for activating your account.

Yes, but the activation is already in progress → Click the "Click to continue activation" link to login and continue activating your account.

If you did not find your account and believe you have a vendor code, change your search criteria to be less specific by using wildcards (see Hint above). If you still did not find your account, please stop and call 212-857-1777 for assistance.

If you have never received a payment from the City of New York and do not have a vendor code, you may activate in PIP and receive a vendor code by [clicking here](#).

Cancel Activation Back

IF YOU SEE THIS LINK NEXT TO YOUR ORGANIZATION	WHAT IT MEANS / ACTION
<u>Contact your Administrator</u>	An account was activated using PIP. Click the link to display the name of the administrator. Contact this individual to receive your own User ID and password.
<u>Click to Continue Activation</u>	The activation process was incomplete. Click this link to complete the activation. Remember, you will be asked to verify the original password.
<u>Click here to activate your account</u>	You do business with the City, but did not activate the account. Click this link to activate it. You will need <u>ONE</u> of the following to continue: <ul style="list-style-type: none"> ▪ 10-digit check number from the NYC check stub ▪ 15 digit EFT number from your bank account statement ▪ Contract or Purchase Order Document ID (3-part). (Can be requested from the payment-issuing agency). ▪ Security Activation Code that you received from the PIP Helpdesk, or may have received in the mail previously in the past.

Payee/Vendor Account Activation Guide

Activating an **EXISTING** Vendor Account

Step 1.1: On the “Account Verification” screen, verify your account by entering an existing Check/EFT, a Contract/Purchase Order Doc ID or an Activation Code you received from the PIP Helpdesk, or may have received in the mail previously in the past. Then click “Next”.

The screenshot shows the 'Account Verification' page. On the left, there are three selection options: 'Select Check/EFT', 'Select Contract or Purchase Order', and 'Select Activation Code'. The 'Check/EFT Information' option is selected. A text box on the right says 'Click "Next" to continue' with an arrow pointing to the 'Next' button. A larger text box explains the 12-digit activation code: 'The 12 Digit Activation Code consists of the first 6 digits of your Taxpayer ID (e.g., EIN, SSN) followed by the 6 digit Secret Code you received from the PIP Helpdesk, or may have received in the mail previously in the past. For example, if your Taxpayer ID is 012345678 and the Secret Code is 000001, then enter: 012345000001'. The 'Next' button is circled in red.

Step 1.2: Once PIP verifies your financial transaction, the “My User Information” page appears. Complete the required fields (*) and click “Next”.

PLEASE REMEMBER YOUR USER ID AND PASSWORD.

The screenshot shows the 'My User Information' page. A text box on the right says 'Fill in all necessary fields. Fields with an asterisk (*) are required. Then click "Next."'. The 'Next' button is circled in red. The form contains several fields with asterisks indicating they are required: 'User ID (case sensitive)', 'First Name', 'Last Name', 'Email', 'Re-enter Email', 'Phone', 'Password (case sensitive)', and 'Re-enter Password'. The 'Next' button is circled in red.

Payee/Vendor Account Activation Guide

Activating an **EXISTING** Vendor Account

Step 1.3: On the "Verify Email Address" page, click "Next". An Email will be sent to the Email address you entered. On the "Thank You" page, click "Close Browser" to exit PIP

Verify Email Address

To **continue** your PIP activation, we must verify your email address. When you receive the email we send you, follow the link provided or copy the link into your browser.

Make sure your own security setting will not block the receipt of this email. To prevent the email from being blocked, add the following address to your email contacts : pip@fisa.nyc.gov

An email will be sent to the following address : jsmith@company.com

A verification email will be sent. Click "Next" to continue.

Step 1.4: Open the verification Email and click the link to continue the activation process. You will be taken to a PIP login page. (If you don't receive an Email from PIP, check your spam folder or contact PIP@fisa.nyc.gov).

ADVMAIL: VERIFY YOUR PIP EMAIL ADDRESS - Message (Plain Text)

From: pip@fisa.nyc.gov Sent: Thu 2/9/2012 4:23 PM

To:

Cc:

Subject: ADVMAIL: VERIFY YOUR PIP EMAIL ADDRESS

John Smith:

By clicking the link below, you are verifying the email address that you have created for your Payee Information Portal (PIP) user information. This email address will be used by the City as a primary method of correspondence.

If you cannot click on the link below, you may copy and paste it into your browser.


<https://pip-rdy.fisa.nycnet/webapp/RDYPCW/SelfService?EmailToken=08104361288613505426>

Thank You.

Click to Continue with the activation process

Step 1.5: Log in using the case sensitive User ID and Password you created.

- Note:** Do not bookmark this page. You will be logging in from the PIP Home Page once you activate your account.

 **Payee Information Portal**

Login

To **continue** activation, enter your User ID and Password.

User ID

Password

After you enter your User ID and Password, click "Login" to continue

Payee/Vendor Account Activation Guide

Activating an **EXISTING** Vendor Account

Step 1.6: Click "Submit Activation" to complete the activation. When you see the following "PIP Activation Process Complete" page, you are done. Now you will be able to log into PIP using your User ID and password (via the website <https://a127-pip.nyc.gov>). Remember, your User ID and Password are both case sensitive.

[Password Reset](#) | [Print This Page](#)

PIP Activation Process Complete




Your Vendor Code is: VS000 [REDACTED]
***Please save your Vendor Code for future reference**

Thank you for completing the online portion of the PIP Activation Process. You may now login to PIP using the User ID and Password you created.

The PIP Activation Process is now complete. You have been assigned a unique 'Vendor Number'. This is also known as your 'Account Number'.

Electronic Funds Transfer (Optional)
Activation Application (Optional)
Click the link below to save and/or print a PDF copy of your activation application to maintain for your records.

Downloadable Forms

-  [Download Substitute W-9](#)
-  [EFT Registration Form](#)
-  [PIP Activation Report](#)

You may login to your PIP account to view and/or update your account information. Click [here](#) to login.

YOU HAVE COMPLETED THE ACTIVATION. SKIP THE REST OF THIS DOCUMENT.

Payee/Vendor Account Activation Guide

Activating a **NEW** Vendor Account

SECTION 2: NEW PAYEE/VENDOR (or no Existing Account was found)

Use the "Clicking here" link to begin setting up a new payee/vendor code account. Please note instructions for Non-US vendors.

Search for an Existing Account/Results Not Found

Cancel Activation | Back

Privacy Report | Contact Us

Welcome, New User
[View Frequently Asked Questions](#)

If you are a non-United States business entity and any of the following apply to you:

- You possess a Taxpayer Identification Number from a country other than the United States;
- You do not have a United States based Taxpayer Identification Number (i.e., EIN);
- Your corporate headquarters is located outside the United States;
- Your company has a satellite or sales office in the United States but your tax home is in another country; and/or
- You are not sure of your status as a United States or foreign business entity

All foreign vendors must send an email to 1042vendor@comptroller.nyc.gov for further instructions. Do not continue on this website.

Please stop and do not continue on this website. Instead please send an e-mail inquiry to 1042vendor@comptroller.nyc.gov for further instructions.

To activate your account you must have a vendor code. This page will help you determine whether or not you have one. You will not be able to create a new code if one already exists. If the account exists it will be designated as a company or individual based on the information you previously provided. Please select one of the search options below to determine if you already have a vendor code.

Company Search

To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN:

Taxpayer Identification Number OR Legal Business Name

Hint: If you would like to search by Legal Business Name use a wildcard (See FAQs for more information).
For example: Using 'Global Advertising' as an example, 'Global' returns 'Advertising Global', 'Global' returns 'Global Advertising' and 'Global*' returns any name containing 'Global'.

Search

OR

Individual Search

To see if you have a vendor code and have a Social Security Number (SSN) on file enter your Last Name and last four digits of your Social Security Number.

Last Name AND Last 4 digits of SSN

Hint: If you would like to search by Last Name, you may want to use wildcards (see FAQs for more information).
For example: Using 'Smith' as an example, '*Smith' will return all people with last name ending in 'Smith', 'Smith*' will return all people with last name that starts with 'Smith', and 'Smith*' will return all people whose last name contains 'Smith'.

Search

No results have been found for your search.

If you believe you have a vendor code, change your search criteria to be less specific by using wildcards (see Hint above). If you still did not find your account, please stop and call 212-857-1777 for assistance.

If you have never received a payment from the City of New York and do not have a vendor code, you may activate in PIP and receive a vendor code by [clicking here](#).

Cancel Activation | Back

To continue PIP account activation, click link.

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors. If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

Step 2.1: On the "My User Information" page, complete all the required fields (*) and click "Next".
REMEMBER YOUR USER ID AND PASSWORD TO LOG INTO PIP.

My User Information

Cancel Activation | Back | Next

Privacy Report | Contact Us

Welcome, New User
[View Frequently Asked Questions](#)

Create your user ID here. You will be assigned the role of Primary Account Administrator. Please see the Frequently Asked Questions for additional details about the Primary Account Administrator role.

General Information

*User ID (case sensitive):
(User ID should be at least 7 characters in length)

*First Name:

*Last Name:

*Email:

*Re-enter Email:

*Phone: Ext.:
XXX-XXX-XXXX

Fax:
XXX-XXX-XXXX

Password

*Password (case sensitive): (Passwords should be case sensitive, between 8 and 16 characters in length and contain at least 1 numeric value)

*Re-enter Password:

* Indicates a required field

Additional Resources & Information:

Cancel Activation | Back | Next

Fill in all necessary fields. Fields with an asterisk (*) are required. Then click "Next."

Payee/Vendor Account Activation Guide

Activating a **NEW** Vendor Account

Step 2.2: On the "Verify Email Address" page, click "Next". An Email will be sent to the Email address you entered. On the "Thank You" page, click "Close Browser" to exit PIP. Click "Next".

Verify Email Address

To **continue** your PIP activation, we must verify your email address. When you receive the email we send you, follow the link provided or copy the link into your browser.

Make sure your own security setting will not block the receipt of this email. To prevent the email from being blocked, add the following address to your email contacts : pip@fisa.nyc.gov

An email will be sent to the following address : jsmith@company.com

A verification email will be sent. Click "Next" to continue.

Step 2.3: Open the verification Email and click the link. It will take you to a PIP login page. (If you don't receive an Email from PIP, check your spam folder or contact PIP@fisa.nyc.gov).

ADVMAIL: VERIFY YOUR PIP EMAIL ADDRESS - Message (Plain Text)

From: pip@fisa.nyc.gov Sent: Thu 2/9/2012 4:23 PM

To:

Cc:

Subject: ADVMAIL: VERIFY YOUR PIP EMAIL ADDRESS

John Smith:

By clicking the link below, you are verifying the email address that you have created for your Payee Information Portal (PIP) user information. This email address will be used by the City as a primary method of correspondence.

If you cannot click on the link below, you may copy and paste it into your browser.

<https://pip-rdy.fisa.nycnet/webapp/RDYPCW/SelfService?EmailToken=08104361268613505426>

Thank You.

Click to Continue with the activation process

Step 2.4: Log into PIP using the case sensitive User ID and Password you created earlier.

- Note:** Do not bookmark this page. You will be logging in from the PIP Home Page once you activate your account.

Payee Information Portal

Login

To **continue** activation, enter your User ID and Password.

User ID

Password

After you enter your User ID and Password, click "Login" to continue

Payee/Vendor Account Activation Guide

Activating a **NEW** Vendor Account

Step 2.5: Select the classification that applies to your particular business, indicating a TIN Type. Then click "Next".

Step 1: New Account Activation [Save and Close] [Cancel Activation] [Next]

Please choose one of the following options to describe how you plan on doing business and select the Next button to continue.

TIN Type

I will use a Social Security Number (SSN), Individual Taxpayer Identification Number (ITIN), or Adoptive Identification Number (ATIN). Please select one of the following: SSN ITIN ATIN

I will use my entity's Employee Identification Number (EIN).

Classification

I plan to do business using the following classifications. Please select only one.
Hint: Use the Frequently Asked Questions to obtain a definition of the classifications.

Select	Classification
<input type="radio"/>	Individual
<input type="radio"/>	Sole Proprietor
<input type="radio"/>	Partnership
<input type="radio"/>	Corporation
<input type="radio"/>	Nonresident Alien
<input type="radio"/>	Trust
<input type="radio"/>	Foreign Business Entity
<input type="radio"/>	State Government
<input type="radio"/>	Other Government
<input type="radio"/>	Other
<input type="radio"/>	Joint Venture
<input type="radio"/>	Other Non-Profit Org
<input type="radio"/>	Employee
<input type="radio"/>	Estate
<input type="radio"/>	LLC filing as Partner
<input type="radio"/>	LLC filing as Corp
<input type="radio"/>	LLC filing as Sole Prop
<input type="radio"/>	Church/Religious Org
<input type="radio"/>	Personal Service Corp
<input type="radio"/>	Sole Prop/Small Business
<input type="radio"/>	Federal Government
<input type="radio"/>	Resident Alien

Question

If you need assistance select the Submit Question button to send us your questions.

[Submit Question]

[Save and Close] [Cancel Activation] [Next]

Note: If you select Social Security Number be sure to select SSN, ITIN, or ATIN.

1) Select the appropriate TIN Type

2) Select the appropriate Classification

3) Click "Next"

Note: If you have any questions, use the "Submit Question" link. Once you get an answer, you can log back in and resume activation.

Payee/Vendor Account Activation Guide

Activating a **NEW** Vendor Account

Step 2.6: Most of the fields on the “My Business Information” page will be pre-populated with the answers you submitted. Only required fields (*) are necessary, but you should enter any other applicable information.

Payee Information Portal

Welcome, John Smith

View Frequently Asked Questions

New Account Info.

My Business Info.

Addresses & Contacts

Additional Business Information

Activation Summary

Step 2: My Business Information

Save and Close Cancel Activation Back Next

Please enter the general information below. Fields with a red asterisk (*) indicate required fields. Some of the fields are populated with data gathered from the questions you previously answered. Please review all information carefully before proceeding. You must select the Save and Close prior to exiting. If you do not, you will have to re-enter all data again.

Organization Information

*Organization Type: Individual Change

*A Change to this field will remove all data previously entered.

*Classification: Individual

Location Web Address:

Legal Name Information

*First Name: John *Last Name: Smith Name on Check: Legal Name

Middle Name: Business Name (Alias/DBA):

1099 TIN Information

*Create Taxpayer ID Number: *Re-enter Taxpayer ID Number:

Taxpayer ID Number: Taxpayer ID Number Type: SSN/TIN/ATIN Detailed TIN Type: SSN

Legal (1099) Address Information

*Street 1: 1 Main Street *City: New York

State/Province: New York Zip/Postal Code: 10001 Country: United States

Exemption from Backup Withholding and FATCA Reporting

The following codes identify payees that are exempt from Backup Withholding. Generally, Individuals (including Sole Proprietors) are not exempt from Backup Withholding. Corporations are not exempt from Backup Withholding if they supply legal or medical services. For payees exempt from Backup Withholding, please select the appropriate choice. If you do not qualify, leave this field blank.

Backup Withholding Exemption: Find

The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this application for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this application for an account you hold in the United States, leave this field blank.

FATCA Reporting Exemption: Find

Discount Information

If appropriate, please enter any Discount Terms you offer for prompt payment of invoices.

Number of Days 1: Discount Percent 1: Number of Days 2: Discount Percent 2: Number of Days 3: Discount Percent 3: Number of Days 4: Discount Percent 4:

Other fields should only be filled in if they apply

Save and Close Cancel Activation Back Next

Payee/Vendor Account Activation Guide

Activating a **NEW** Vendor Account

Step 2.7: In this step, you provide 4 additional types of addresses: an address for **Administrative** correspondence, an address for **Ordering** from you, an address for **Payment** to you, and an address for **Billing** you. You can specify the same or a different address for each of these 4 address types.

The screenshot shows the 'Payee Information Portal' interface. The main heading is 'Address Information Questionnaire'. Below the heading, there are buttons for 'Save and Close', 'Cancel Activation', 'Back', and 'Next'. The form contains the following sections:

- Show Address Descriptions**
- Legal Address Information**: Street 1: 1 Main Street, City: New York, State: NY, Zip/Postal Code: 10001.
- Address Questions**:
 - A**: Should your legal address listed above be used for any other type of address (Administrative, Ordering, Payment or Billing)? Yes No
 - B**: Is your address information the same for Administrative, Ordering, Payment, and Billing addresses?: Yes No
 - C**: Do you have the same contact for all address types (Administrative, Ordering, Payment, or Billing)? Yes No

A red arrow points from a text box to the 'Next' button. The text box contains: 'Answer these questions as applicable, then click "Next" to continue. Additional information for each question is provided below.'

An explanation of the Address Questions:

- A:** If your Legal address is the same address as any one of the additional 4 address types (Administrative, Ordering, Payment, Billing), choose "Yes" on **A**. Otherwise, choose "No".
- B:** If you chose "Yes" or "No" on **A** above and your Administrative, Ordering, Payment, and Billing addresses are all the same address, choose "Yes" on **B**. Otherwise, choose "No".
- C:** To designate a single contact person for all 4 address types, choose "Yes" on **C**. Otherwise, choose "No".

Payee/Vendor Account Activation Guide

Activating a **NEW** Vendor Account

The example below shows the Address and Contacts if you answered "Yes" to all the previous questions.

Payee Information Portal

Welcome, John Smith

[View Frequently Asked Questions](#)

- New Account Info.
- My Business Info.
- Addresses & Contacts
- Additional Business Information
- Activation Summary

Step 3: Addresses and Contacts

Save and Close Cancel Activation Back Next

Based on the answers you provided on the previous page additional information is required to capture address and contact details for each of your different address types. If you wish to enter the same address and contact combination for each type enter all of the required fields below related to your Administrative, Ordering, Payment, and Billing address and select the Next button to proceed. Please note that your Billing address information is optional. If you do have separate address and contact combinations for each address type you may go back to the previous page and change the answers you provided in order to fill out all the address and contact information on multiple pages.

***Administrative**

Administrative: This is the address where correspondences that do not relate to Payment, Billing, or Ordering will be sent. The contact person should be someone who will be able to appropriately route all correspondences, which may be sent via e-mail, fax, or direct mail. In order to avoid any disruption in correspondence, please avoid the use of P.O. Boxes when entering your administrative address.

***Ordering**

Ordering: This is the address where orders and solicitations will be sent. The contact person should be someone who will be able to respond to or appropriately route correspondences regarding contracting opportunities. Please note that notices of solicitation for bids and requests for proposals will be sent via e-mail to the contact person listed for the Ordering Address. Other types of correspondences related to orders may be sent via e-mail, fax, or direct mail.

***Payment**

Payment: This is the address for your Accounts Receivable, and where contract and other payments should be sent. The contact person should be someone who will be able to process or appropriately route bills and invoices received by the business.

Billing

Billing: This is the address for your Accounts Payable, and where bills and invoices should be sent. The contact person should be someone who will be able to process or appropriately route bills and invoices received by the business.

Address Information

*Street 1: 1 Main Street
Street Address, P.O. Box, Company Name, etc.

Street 2:
Street Address, P.O. Box, Company Name, etc.

*City: New York

*State/Province: New York

*Zip/Postal Code: 10001

*Country: United States

County:
Country

*Phone: 212-555-1212 Ext.:
XXX-XXX-XXXX

Additional Address Info:
Division/Department:
Division/Department

Contact Information

For the address type shown above, please enter a contact person.

*Principal Contact: John Smith Fax:
Phone: 212-555-1212 Fax Extension:
Phone Extension: Alternate Fax:
Alternate Phone: Alternate Fax Extension:
Alternate Phone Extension: *Email: jsmith@company.com

English Spoken: Correspondence Type: Email

Save and Close Cancel Activation Back Next

Fields with red asterisks (*) are required to be filled in to move forward

After selecting "Next", the Additional Business Information Section appears.

Payee/Vendor Account Activation Guide

Activating a **NEW** Vendor Account

Step 2.8. On the Additional Business Information page, you can add commodities that describe the goods and services your organization provides to receive solicitations from the City of New York. If you have questions, click the “Frequently Asked Questions” link. Also you can add the appropriate business types associated with your organization, such as a self-identified minority-owned, women-owned and veteran-owned business.

Follow the guidelines below, starting with **Step 2.8.1**, to identify and add Commodities to your vendor account.

Follow the guidelines starting with **Step 2.8.5** to add your Business Type(s).

If you do not want to add Commodity Codes to your Vendor Account or self-identify your Business Types, then click the “Next” Link and jump to **Step 2.9**.

Step 2.8.1: Once you click on “Add”, a page opens where you can choose the commodities your organization provides.

Comptroller DOE NYC.gov Privacy Report Contact Us

Step 4: Additional Business Information

Save and Close Cancel Registration Back **Next**

Commodities

Select the commodity codes/classes that describe goods and services that your organization provides. Click the "Add" button to identify the appropriate commodities for your organization. This information is optional.

Add

Commodity/Service Code	Commodity Description
------------------------	-----------------------

First Prev Next Last Download

Business Types

Please select the appropriate business type associated with your organization. You can add as many as apply. You do not need to be certified with any governmental or third party entity in order to select a business type.

You can add new business types by clicking the "Add" button.

Add

Business Type ID	Reference Number	Today's Date	Changed Date
------------------	------------------	--------------	--------------

First Prev Next Last

Save and Close Cancel Registration Back **Next**

Payee/Vendor Account Activation Guide

Activating a **NEW** Vendor Account

Step 2.8.2: You can Browse for commodities by Commodity/Service Code if you have a code. The other option is to search by Commodity Description (See Commodity Code Enrollment Guide for more information).

Comptroller DOE NYC.gov

Payee Information Portal

Welcome, John Smith

View Frequently Asked Questions

Choose

Select one or more commodity codes or classes that describes the goods and services that your organization provides by clicking the checkbox next to the commodities you want to add. To search for a specific commodity code, class, or description, enter a valid value in the Commodity/Service Code or Commodity Description search field and click the "Browse" link. Once your selection is made, click the "OK" button to add the selected commodities to your organization. Click the "Cancel" button to cancel your changes and return to the Commodities page.

Browse Clear

Commodity/Service Code : _____

Commodity Description : _____

Commodity Description	Commodity/Service Code
<input type="checkbox"/> Abrasive Equipment and Tools	00505
<input type="checkbox"/> Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.	00514
<input type="checkbox"/> Abrasives, Sandblasting, Metal	00521
<input type="checkbox"/> Abrasives, Sandblasting (Other than Metal)	00528
<input type="checkbox"/> Abrasives, Solid: Wheels, Stones, etc.	00542
<input type="checkbox"/> Abrasives, Tumbling (Wheel)	00556
<input type="checkbox"/> Grinding and Polishing Compounds: Carborundum, Diamond, etc.	00563
<input type="checkbox"/> Pumice Stone	00570
<input type="checkbox"/> Steel Wool, Aluminum Wool, and Copper Wool	00584
<input type="checkbox"/> Acoustical Tile, All Types (Including Recycled Types)	01005

First Prev Next Last

OK Cancel

Step 2.8.3: Once you select commodities, select OK to Add them.

Browse Clear

Commodity/Service Code : _____

Commodity Description : _____

Commodity Description	Commodity/Service Code
<input checked="" type="checkbox"/> Abrasive Equipment and Tools	00505
<input checked="" type="checkbox"/> Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.	00514
<input type="checkbox"/> Abrasives, Sandblasting, Metal	00521
<input type="checkbox"/> Abrasives, Sandblasting (Other than Metal)	00528
<input type="checkbox"/> Abrasives, Solid: Wheels, Stones, etc.	00542
<input type="checkbox"/> Abrasives, Tumbling (Wheel)	00556
<input type="checkbox"/> Grinding and Polishing Compounds: Carborundum, Diamond, etc.	00563
<input type="checkbox"/> Pumice Stone	00570
<input type="checkbox"/> Steel Wool, Aluminum Wool, and Copper Wool	00584
<input type="checkbox"/> Acoustical Tile, All Types (Including Recycled Types)	01005

First Prev Next Last

OK Cancel

Step 2.8.4: Once you select OK, the commodities appear in a separate listing.

Also you have the option of deleting a Commodity Code you previously selected.

To download the list of your current commodities, click the Download button.

Comptroller DOE NYC.gov

Payee Information Portal

Welcome, John Smith

View Frequently Asked Questions

New Account Info.

My Business Info.

Addresses & Contacts

Additional Business Information

Activation Summary

Step 4: Additional Business Information

Save and Close Cancel Registration Back Next

Commodities

Select the commodity codes/classes that describe goods and services that your organization provides. Click the "Add" button to identify the appropriate commodities for your organization. This information is optional.

Add

Commodity/Service Code	Commodity Description	Delete
00505	Abrasive Equipment and Tools	Delete
00514	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.	Delete

First Prev Next Last Download

Save and Close Cancel Registration Back Next

Click "Next" to continue on with the Activation of your new vendor account, or go to step 2.8.5 to add your Business Types.

Payee/Vendor Account Activation Guide

Activating a **NEW** Vendor Account

Step 2.8.5: Once you click "Add", a page opens for you to choose your organization's Business Types.

Comptroller DOE NYC.gov

Payee Information Portal

Welcome, John Smith

View Frequently Asked Questions

Choose

Please select the appropriate business type associated with your organization. You can add as many as apply. You do not need to be certified with any governmental or third party entity in order to select a business type.

The business type you select will be used for informational and outreach purposes only. Self-identification as any business type listed below does not confer certification or any benefits that may be associated with certification by a governmental or third party entity.

For guidance on the definition of each business type, [click here](#).

Browse Clear

Business Type :

Business Type

- Self-Identified Minority-Owned
- Self-Identified Women-Owned
- Self-Identified Veteran-Owned

First Prev Next Last

OK Cancel

Step 2.8.6: Select all the Business Types that apply to your organization and select OK.

Step 2.8.7: Once you select OK, the Business Type(s) appear in a separate listing.

Also you can delete a Business Type you previously selected.

Comptroller DOE NYC.gov

Payee Information Portal

Welcome, John Smith

View Frequently Asked Questions

Step 4: Additional Business Information

Save and Close Cancel Registration Back Next

Commodities

Select the commodity codes/classes that describe goods and services that your organization provides. Click the "Add" button to identify the appropriate commodities for your organization. This information is optional.

Add

Commodity/Service Code	Commodity Description
------------------------	-----------------------

First Prev Next Last Download

Business Types

Please select the appropriate business type associated with your organization. You can add as many as apply. You do not need to be certified with any governmental or third party entity in order to select a business type.

You can add new business types by clicking the "Add" button.

Add

Business Type ID	Reference Number	Today's Date	Changed Date	Delete
Self-Identified Veteran-Owned	<input type="text"/>	02/05/2015	<input type="text"/>	Delete

Click "Next" to continue with the Activation process.

Payee/Vendor Account Activation Guide

Activating a **NEW** Vendor Account

Step 2.9: An Activation Summary page appears that summarizes the Account, Business, Address, Contact, and Commodity information you entered. Review all the information on this page. Use the Update Information link to go back and change information in the appropriate sections.

Payee Information Portal

Welcome, John Smith

[View Frequently Asked Questions](#)

- New Account Info.
- My Business Info.
- Addresses & Contacts
- Additional Business Information
- Activation Summary

Activation Summary

[Save and Close](#) [Cancel Activation](#) [Back](#) [Submit Activation](#) [Print This Page](#)

The summary below is based on the information you entered. If changes are needed, please select the Update Information link. This will navigate you back to the appropriate screen for you to make your change.

Organization Information

Organization Type : Individual
1099 Classification : Individual
Location Web Address : [Update Information](#)

Legal Name Information

Legal Name : John Smith
Business Name (Alias/ DBA) :
Name Control : SMIT
First Name : John
Middle Name :
Last Name : Smith
Name on Check : [Update Information](#)

1099 TIN Information

Taxpayer ID *****9999
Number :
Taxpayer ID Number SSN/TIN/TIN Type :
Detailed TIN Type : SSN
Use "Update Information" links to change information before submitting for activation. [Update Information](#)

Legal (1099) Address Information

Street 1 : 1 Main Street
City : New York
State/Province : New York
Zip/Postal Code : 10001
Country : United States [Update Information](#)

Exemption from Backup Withholding & FATCA Reporting

Backup Withholding Code :
FATCA Reporting Code : [Update Information](#)

Commodities

Commodity/Service Code	Commodity Description
00500	ABRASIVES
00505	Abrasive Equipment and Tools

[Update Information](#)

Business Types

Business Type ID	Certification Number	Certification Start Date	Certification End Date
VTNO		10/02/2015	

[Update Information](#)

[Save and Close](#) [Cancel Activation](#) [Back](#) [Submit Activation](#) [Print This Page](#)

There are two options for submitting your activation. In order to receive awards and payments, you are required to sign the W-9. If you select "Opt-Out", you are eligible for commodities and solicitations only.

Click 'Submit Activation' above to create and electronically sign your W-9 on the next screen.
OR
Check the Opt-Out box below if you do not want to sign the W-9 and click 'Submit Activation' to continue.

Note: If you do not sign the W-9 you cannot receive awards and payments directly from the City of New York, but you are still eligible to enroll for commodities, receive solicitations or be a subcontractor. If you do not sign the W-9 at this time, you can sign it after you complete activation (see FAQs for details).

Opt-Out

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
 - A notification message will be displayed at the top of the page.
 - You must correct the errors indicated before continuing to the next step.
 - Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

Step 2.10: Once you determine that the information is correct, proceed with Activating your account by selecting the "Submit Activation" button.

Payee/Vendor Account Activation Guide

Activating a **NEW** Vendor Account

Step 2.11: The *Substitute W-9* form appears and is pre-populated with the information you entered. Review all the information on this page and select **I Agree** and your case sensitive PIP password to sign the W-9. If any information needs to be changed, click **I Do Not Agree** to go back to the previous screens and update them.

Sign Document

	THE CITY OF NEW YORK-PAYEE INFORMATION PORTAL SUBSTITUTE FORM W-9 REQUEST FOR TAXPAYER IDENTIFICATION NUMBER & CERTIFICATION	<small>DO NOT SUBMIT FORM TO IRS PLEASE SEE SUBMISSION INSTRUCTIONS ON LOWER PORTION OF THE FORM 2015 REVISION 1</small>
VENDOR/CUSTOMER CODE: VS000		
Part I - Vendor Information		
1. Legal Business Name: (As it appears on IRS EIN records, CP575, 147C-or-Social Security Admin Records, Social Security Card, Social Security Certification): John Smith	2. Doing Business As:	
3. Entity Type: Individual	4. For Official Use Only: 308	
Part II - Taxpayer Identification Number & Taxpayer Identification Type		
1. Taxpayer Identification Number:	2. Taxpayer Identification Number Type:	

Under the penalties of perjury, I certify that:

1. The number shown on this form is my correct Taxpayer Identification Number, and
2. I am not subject to Backup Withholding because (a) I am exempt from Backup Withholding, or (b) I have not been notified by the IRS that I am subject to Backup Withholding as a result of a failure to report all interest or dividends, or (c) The IRS has notified me that I am no longer subject to Backup Withholding, and
3. I am a US citizen or other US person, and
4. The FATCA code(s) entered on this Form (if any) indicating that I am exempt from FATCA Reporting is correct.

The Internal Revenue service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

**I declare that I read and agree to the above statements, I examined the information within my W-9, and I certify that my W-9 is correct.*

I Agree **I Do Not Agree**

Enter your case-sensitive PIP password. → Enter Password: ●●●●●●

Sign Back

If you clicked 'I Do Not Agree', click 'Back' to return to the previous screen.

If you clicked 'I Agree', please enter the password associated with your PIP User ID and click 'Sign' to electronically sign your W-9.

The City's W-9 review and approval process is 5-10 business days, excluding City holidays.

Click "Sign" to submit your activation.

Payee/Vendor Account Activation Guide

Activating a **NEW** Vendor Account

Step 2.12: The "PIP Activation Process Complete" page tells you that the activation process is finished. Now you are able to log into PIP using your (case sensitive) User ID and Password via the website <https://a127-pip.nyc.gov>.

[Password Reset](#) | [Print This Page](#)

PIP Activation Process Complete




Your Vendor Code is: VS000-XXXXXX
***Please save your Vendor Code for future reference**

Thank you for completing the online portion of the PIP Activation Process. You may now login to PIP using the User ID and Password you created.

The PIP Activation Process is now complete. You have been assigned a unique 'Vendor Number'. This is also known as your 'Account Number'.

Electronic Funds Transfer (Optional)
Activation Application (Optional)
Click the link below to save and/or print a PDF copy of your activation application to maintain for your records.

Downloadable Forms

-  [Download Substitute W-9](#)
-  [EFT Registration Form](#)
-  [PIP Activation Report](#)

You may login to your PIP account to view and/or update your account information. Click [here](#) to login.

For additional assistance call 212-857-1777.