

Education and Workforce Development Cabinet
Kentucky Office of Vocational Rehabilitation
Updating Vendor Account Information

There are two general steps to updating a vendor's account information. Please utilize the instructions below. **Both steps must be completed.** If a vendor needs to change the Employer Identification Number/Taxpayer Identification Number, or requires assistance using the self-service portal, contact OVRVendors@ky.gov for assistance.

Step One:

The first step in updating a vendor account is to do so manually in Vendor Self Service. The [Vendor Account Maintenance Guide](#) provides the portal link and instructions. (If your vendor number begins with KY, you will first need access to your account. Reference [page two](#) of this document for instruction on how to create access.)

Step Two:

Email your vendor number, vendor name, and summary of changes made to OVRVendors@ky.gov.

Creating Vendor Self Service Access:

Having Vendor Self Service access allows the account holder to make modifications to an existing account. Please review the following information for detailed steps on how to create Vendor Self Service access:

1. Access the [Vendor Self Service System](#).
2. Select the “Register” button.
3. Read the Memorandum of Agreement and select “Accept Terms” button.
4. Read the information on the Registration Tips Page, select “Next” button to proceed to the “Search for Existing Accounts” page.
5. If searching for a company, enter either the Taxpayer ID Number (TIN) or Legal Business Name in the appropriate field under the “Company Search” heading. If searching for an individual Enter your Employer Identification Number/Social Security Number - minus any dashes under the “Individual Search” section. Select “Search” button. The search results will populate below.
6. Locate the appropriate Company/Individual from the list of results and select the “Activate Account” link for the record you wish to activate.
7. **For the Vendor Verification Password**, type in your Taxpayer Identification Number (Social Security Number/Employer Identification Number) - minus any dashes.
8. Click Submit
9. On the User Information page, type in the required fields (will have an asterisk (*) by them). **The username you choose may never be changed; please pick something company specific.**
10. Click “Next” to finish the online registration.

If you need additional assistance setting up your access, please contact the Kentucky Finance and Administration Cabinet by email at Finance.CRCGroup@ky.gov, or by phone at (502) 564-9641.

Once complete, you will have access to modifying your account at any time.

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