



LACERA VENDOR CLIENT GATEWAY

Vendor Registration Instructions

October 10, 2023



Creating an Account on the LACERA Vendor Client Gateway

1. **Accessing the Portal:** To get started, access the site conveniently through either LACERA's Business Opportunities platform or the Vendor Client Gateway.
2. **Creating Your Account:** If you're new to the Vendor/Client Gateway, click on "Create Account" located on the side menu of the Gateway Introduction screen.

3. **Completing Company Information:** Follow the step-by-step process to complete all the required fields pertaining to your company in each section. Please enter the Tax ID as shown on the W-9 or W-8 form.

4. **Moving Forward:** Once you've filled in all the necessary information, click "Continue" to advance to the User Information section.

5. Billing Information

Billing Street, Suite if Applicable

Billing City

Billing State/Province

Billing Postal Code

Billing Country

Billing Phone

Billing Email

Record Info

Continue

5. **User Information:** In this section, provide the required user information. Don't forget to check the box confirming that you've read and agreed to the Terms and Conditions. Then, click "Continue" to proceed.

Company Information User Information Verification

Details

*First Name

*Last Name

Title

Address1

Address2

City

State/Province

Postal Code

Country

*Phone

*Email

Login Information

*Username

*Password

I have read and agree to the [Terms and Conditions.](#)

Continue

6. **Verification Code:** As part of the registration process, a verification code will be needed. A five-digit code will be sent to the email address you provided, courtesy of Contract Insight Alert. Please note that this code remains valid for five minutes. Should you not enter the code promptly, a message will prompt you to request a new code or indicate that the one entered is incorrect or expired. Once you've successfully entered the code, click "Save" to continue.

Vendor Client Gateway Verification Code

You have requested a login to LACERA's Vendor Client Gateway. Please enter the code below in the verification page on the Gateway to continue.

G433U

New Account Signup

Please enter your company information below. If not applicable, please enter N/A.

Company Information

User Information

Verification

A verification has been sent to your email. The code is valid for five minutes. Enter it below to continue.

Code

[Send New Code](#)

7. **Home Page Access:** After successfully entering and confirming the code, you'll be directed to the home page. Your next step is to log into your account. Click "Sign In" to proceed to the login page.

No Login Detected

Already have an Account?

Need a User Account?

New Account Signup - Confirmation

Thank You for signing up! Your account information has been processed and sent off for authorization/activation.

You can log into your account to search/view information, however responses/requests will not be allowed until your account is authorized/activated. Please contact us via "Help" if you have any questions.

Please upload any applicable files.

Select File:

File Notes:

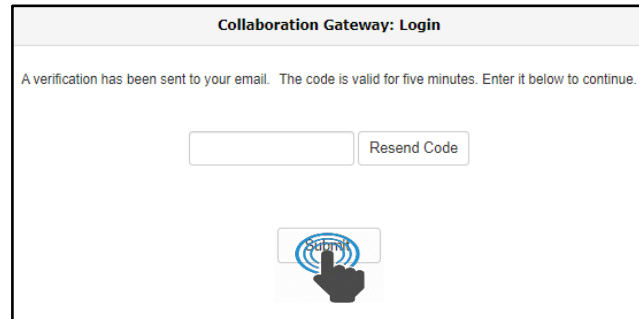
Please check your email for login credentials.

8. **Login Information:** On the login page, enter your Username, Password, and the Company ID that was sent to you via email. Again, confirm that you've read and agreed to the Terms and Conditions by checking the respective box. Finally, select "Login" to proceed.

Collaboration Gateway: Login

☐ I have read and agree to the [Terms and Conditions](#).

9. **Multi-Factor Authentication (MFA):** To enhance the security of your information, LACERA has implemented Multi-Factor Authentication (MFA). After successfully logging in, a five-digit code will be dispatched to the email address provided by Contract Insight Alert. As before, remember that this code remains valid for five minutes. If you don't enter it promptly, you'll receive a message indicating that the code is incorrect or has expired, with the option to request a new one. Upon entering the code, click "Submit" to continue.



10. **Accessing the Portal:** Congratulations, you now have full access to the portal! Here, you can actively participate in solutions, manage contracts, and handle contract requests efficiently. To access available solicitations, click on the Solicitations tab to open the list of options.

