

Registering as a Vendor in Vendor Self Service

With additional information on recovering username/password



Registering as a Vendor in Vendor Self Service | **2020**

This document outlines the steps required to register a Vendor account through Vendor Self Service on the Columbia County website. Additional steps will be listed to assist with recovering usernames and passwords.

FOR NEW VENDOR SETUP

Navigate to <https://www.columbiacountyga.gov> and scroll down until you see the icons below:



Courts



Vendor
Services



Taxes

Click on **Vendor Services**, or you can manually go to <https://www.columbiacountyga.gov/county/doing-business-with-columbia-county/vendor-self-service>

On the following page, there are links you can click to [LOGIN](#) or to [REGISTER](#) as a vendor. For new vendor setup, click on the [REGISTER](#) link.

If the link doesn't work, you can use this alternate link that will take you directly to the login/register page:
<https://egov.columbiacountyga.gov/vss/vendors/>

[County](#) » [Doing Business with Columbia County](#) »

VENDOR SELF SERVICE

****IMPORTANT****

When entering information into the system please use **ALL UPPERCASE LETTERS**

DO NOT use any punctuation marks (examples , : - / #).

[LOGIN](#) ↗

- [Account Maintenance](#)

[REGISTER](#) ↗

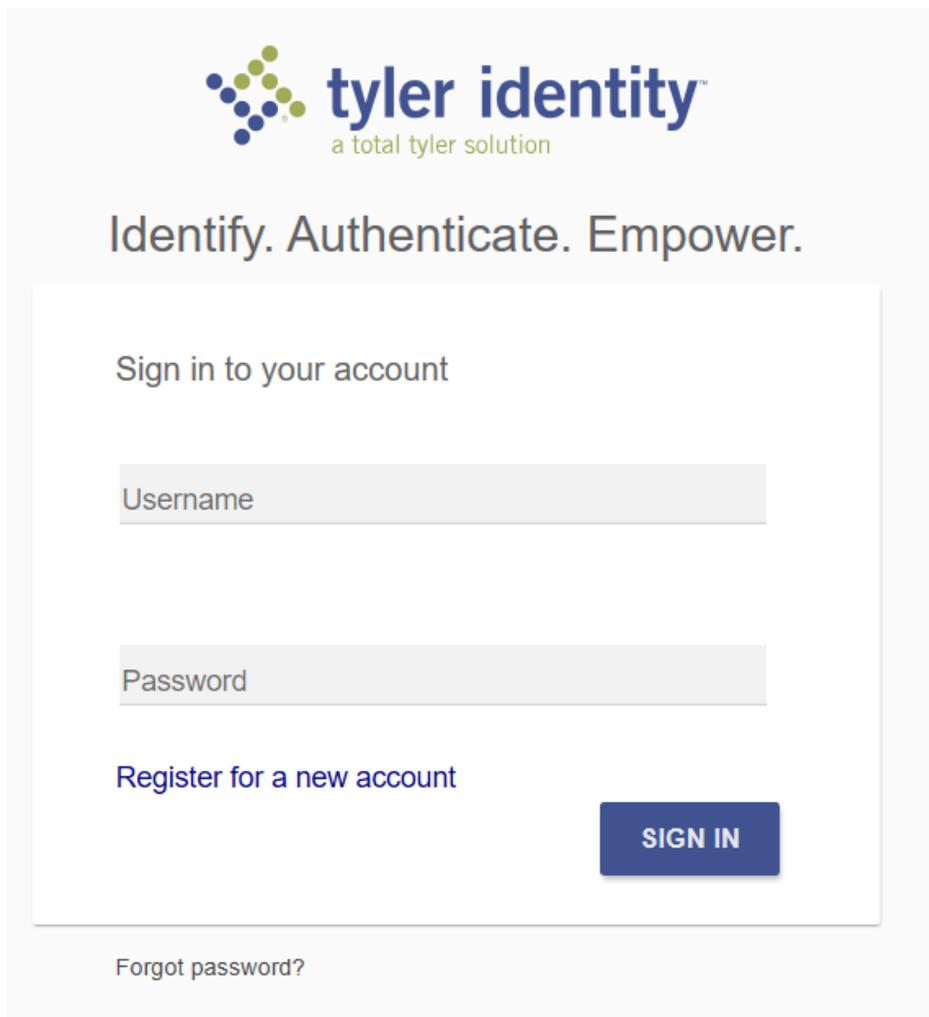
- [Registration Instructions](#) ↗
- [W9 Form](#) and [W9 Instructions](#) ↗
- [E-Verify Form](#) and [E-Verify Information](#)

On the Columbia County Vendor Self Service webpage, click the [login / register](#) link

Log in or register as a user to begin using Vendor Self Service

[Log in / Register](#)

The following page should read [https://tylerauth.columbiacountyga.gov/...](https://tylerauth.columbiacountyga.gov/)
The page will also show the tyler identity login menu, shown below



The image shows a screenshot of the Tyler Identity login interface. At the top left is the Tyler Identity logo, which consists of a cluster of colored dots (green, blue, yellow) to the left of the text "tyler identity" in a bold, sans-serif font, with "a total tyler solution" in a smaller font below it. Below the logo is the tagline "Identify. Authenticate. Empower." in a large, bold, sans-serif font. The main content area is a white box with a light gray border. Inside this box, the text "Sign in to your account" is displayed. Below this text are two input fields: the first is labeled "Username" and the second is labeled "Password". Below the password field is a link that says "Register for a new account". At the bottom right of the white box is a dark blue button with the text "SIGN IN" in white, uppercase letters. Below the white box, the text "Forgot password?" is visible.

IMPORTANT:

- When registering as a new vendor, click the link [Register for a new account](#)
- When logging in, type in your username (email) and password and click [SIGN IN](#)
- If you have registered already but cannot remember your password, click Forgot password? below the [SIGN IN](#) button

REGISTER

Clicking Register for a new account will take you to the registration page below

Register for a new account

Email *

First name * Last name *

This is a required field

Password * Confirm password *

CANCEL REGISTER

Enter your information in the fields provided, then click REGISTER.

Note: If you get the following message, navigate back to the login page to login. If you forgot your password, click the Forgot password? link on the tyler identity menu

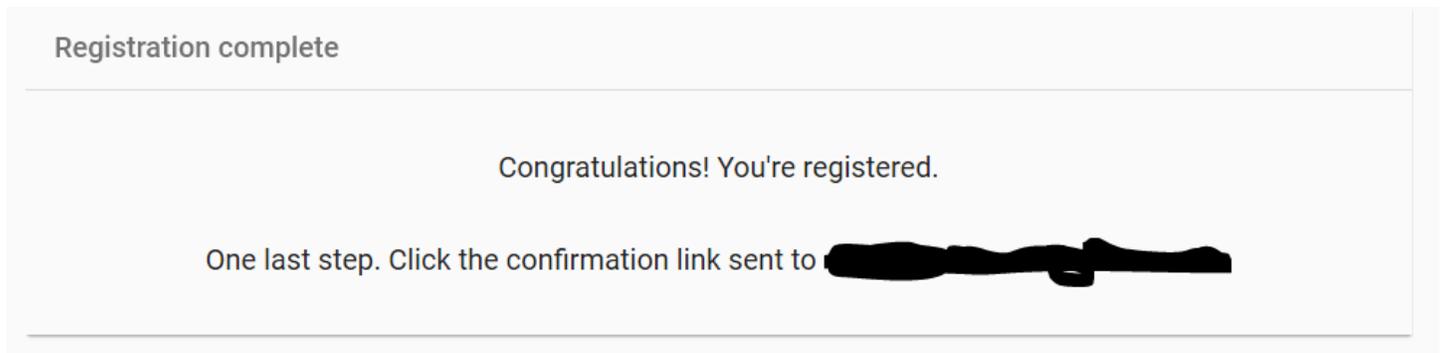
Register for a new account

Email *



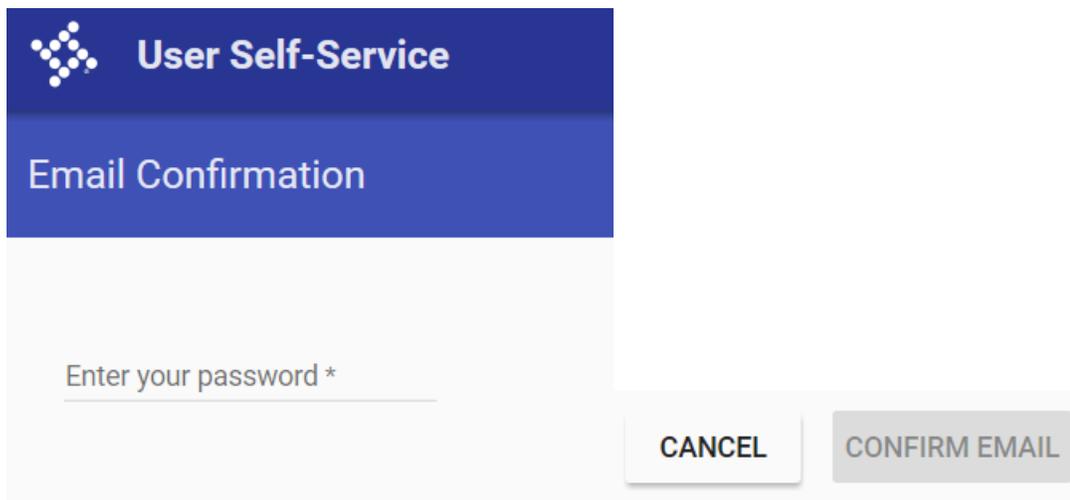
That email is already in use

Upon entering your information and clicking REGISTER, if the information provided is valid, you will be prompted with the new page below



Please allow some time for the confirmation email to be sent to the email address you provided. The email will be from noreply@columbiacountyga.gov and the Subject line will read **[Tyler Identity] Account Created**.

Within the email, there will be a link you need to click in order to confirm your email address. Clicking the link will take you to the following page



Enter the password you provided in the setup process and click CONFIRM EMAIL.

You will get a page that says "Thank you for confirming your email. Click [here](#) to sign in."

Clicking the link will take you back to the tyler identity login menu. **Your username is your email address**, and you are now able to sign into tyler identity.

After logging in, you will be at the following page

The screenshot shows a web interface for 'User Self-Service'. At the top is a dark blue header with a white logo consisting of a cluster of dots and the text 'User Self-Service'. Below the header is a light gray profile card. The card contains several fields: 'Name' (redacted with a black bar), 'Email' (redacted with a black bar), 'Mobile Phone Number', 'Voice Phone Number', 'Password', and a link labeled 'Manage linked accounts'.

You can update account information here such as mobile phone number, password, etc.

Next, you will need to navigate back to the login/register page, <https://egov.columbiacountyga.gov/vss/> and click the login/register link, which will take you to the tyler identity login screen.

Enter your username (email) and password and click LOGIN. You will now be at a new page which is shown below



Welcome to Vendor Self Service



No vendor information is linked to your account.

In order to fully use Vendor Self Service, please either register a new vendor or link to an existing vendor.

[Create New Vendor](#)

OR

[Link to Existing](#)

You are now able to enter your information as a Vendor. Click [Create New Vendor](#) and update any information as required.

New Vendor Registration

 Your User ID and password have been successfully set. Please continue with the registration process. 

Enter Vendor Registration Information

Company Information

Company Name*

Line 2 (OPTIONAL)

Line 3 (OPTIONAL)

You can also link to an existing vendor. Clicking the [Link to Existing](#) button will take you to the following page



Enter the information below to search for an existing vendor.

Vendor Number

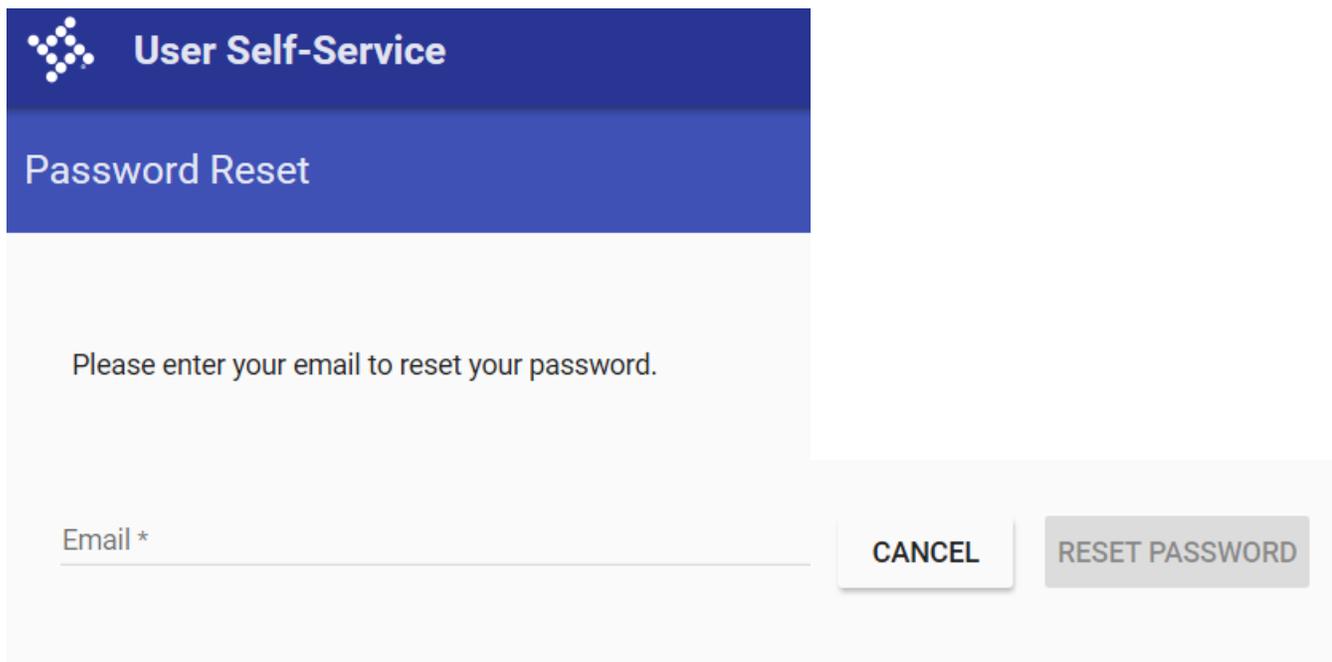
Vendor FIS/SSN

[Link to Existing](#)

FORGOT PASSWORD

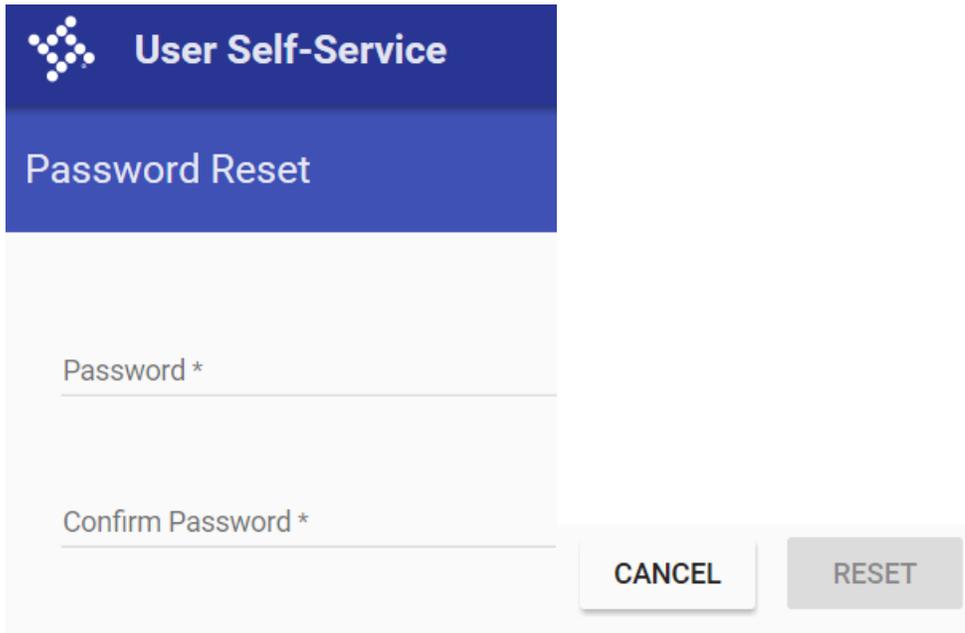
If you know you have an account or tried creating an account but your email is already in use, follow the steps below:

1. Click the Forgot password? link on the tyler identity menu webpage
2. Enter your email address and click RESET PASSWORD



The screenshot shows a web interface for password reset. At the top, there is a dark blue header with a white logo of a cluster of dots and the text "User Self-Service". Below this is a lighter blue section with the text "Password Reset". The main content area is white and contains the instruction "Please enter your email to reset your password." Below the instruction is a text input field with the placeholder text "Email *". To the right of the input field are two buttons: "CANCEL" and "RESET PASSWORD". The "RESET PASSWORD" button is currently disabled (greyed out).

3. You will get an email from noreply@columbiacountyga.gov for a password reset. Read the email and click the link provided that will allow you to change your password. The link will take you to the following page



The screenshot shows a web form titled "User Self-Service" with a sub-header "Password Reset". The form contains two input fields: "Password *" and "Confirm Password *". Below the input fields are two buttons: "CANCEL" and "RESET".

4. Enter a new password and click RESET. Your password will need to be at least 8 characters long, contains at least 1 symbol, number and capital letter
5. Once your password is changed, you can attempt to login again at the tyler identity login menu. Note: if your password does not meet the requirements above, you will get a password reset error. Additionally, if you enter the same password you had previously, the password reset will not work. Make sure the password does not copy your previous one