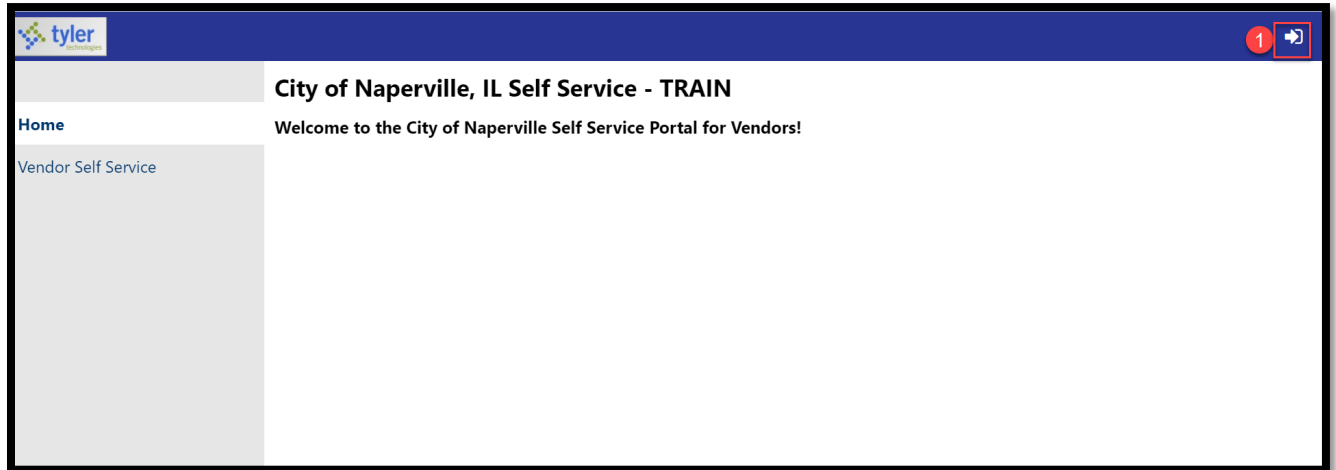


Register for Vendor Self Service (VSS)

VSS Login Webpage: <https://napervilleilvendors.munisselfservice.com/>



1 Click the **Arrow** button in the upper right corner of the screen.



Identify. Authenticate. Empower.

Sign in to your account

Email

Email is required

Password

Password is required

Remember me

SIGN IN

2

[Register for a new account](#)

[Forgot password?](#)

2 Click the **Register for a new account** link.

User Self-Service

Register for a new account

3

Email *

First name * Last name *

Password * Confirm password *

CANCEL REGISTER 4

3 Complete the account registration information.

4 Click the **Register** button.

User Self-Service

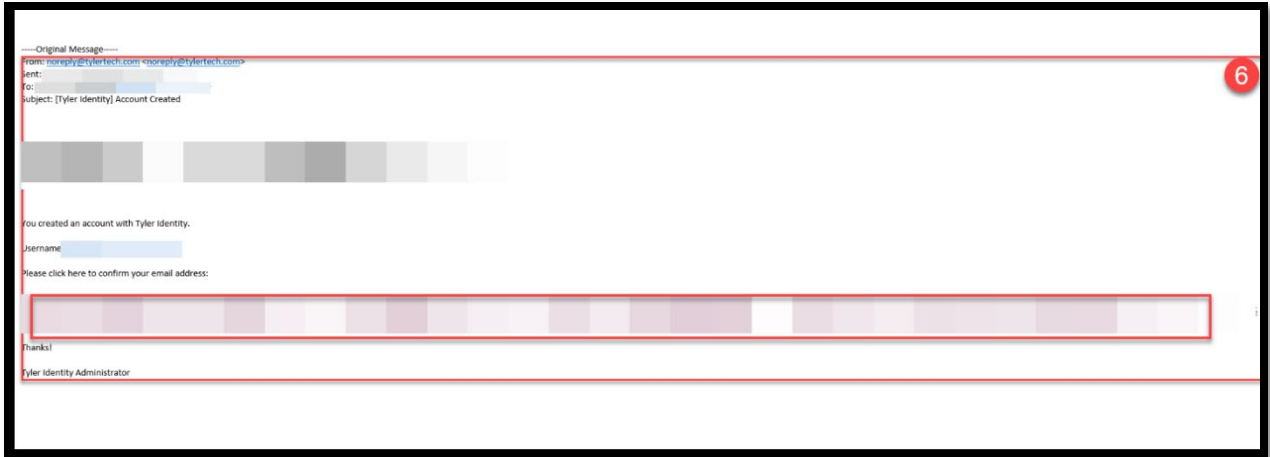
5

Registration complete

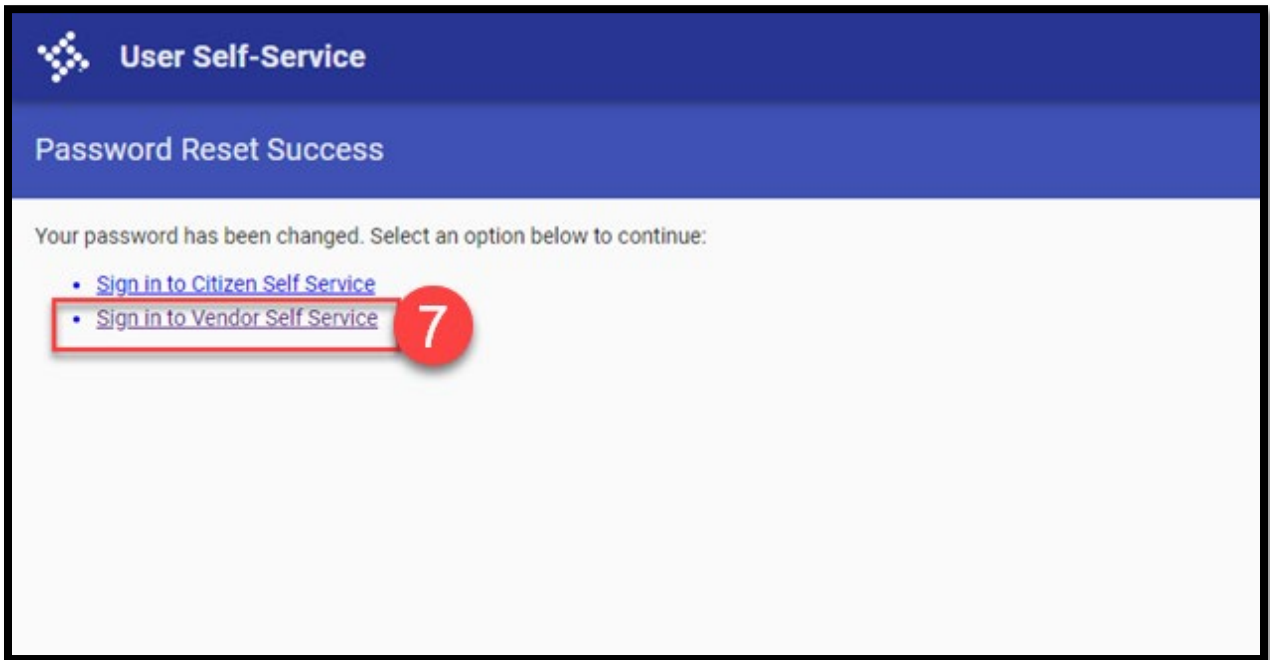
Congratulations! You're registered.

One last step. Click the confirmation link sent to [redacted]

5 Once registered, a registration complete screen will appear. Please check your email for the confirmation.



6 When you receive the email, click the link to confirm your email address.



7 The email confirmation page will appear. Click the **Sign in to Vendor Self Service** link.



Identify. Authenticate. Empower.

Sign in to your account

Email

Password

8

Remember me

[Register for a new account](#)

SIGN IN

9

[Forgot password?](#)

8 The login screen will appear again. Sign into the VSS portal:

- Email: Enter the email address associated with the VSS portal.
- Password: Enter the password you created for your VSS account. Note: If you forgot your password, click the **Forgot Password** link on the screen to reset your password.

9 Click the **sign in** button.



10 Once signed in, you will be brought to the VSS home screen.