



VENDOR REGISTRATION INSTRUCTIONS

Link: <https://hallandalebeachvendors.munisselfservice.com/>

Please follow the Vendor Registration instructions below.

Step 1: Click 'Vendor Self Service' on the right side banner.

Step 2: Click the blue "Log in/Register" button.

Step 3: Click "Sign Up" at the bottom of the page.

Step 4: Enter your email, a Password and your full name.

Step 5: Follow prompt on page to verify your account.

Step 6: Create a new vendor profile OR link to an existing profile, if you have previously created a vendor account. You will need your SSN/FID and vendor number to link to an existing account.

Step 7: For creating a new profile complete all the required fields. Click "Continue".

Step 8: Please enter the Company's Information such as name, address, etc.

Step 9: Add optional additional address information such as remit address, etc. Click "Continue".

Step 10: Add contact information. Click "Continue".

Step 11: Select Commodities Codes that apply to your company. After selecting the boxes next to the appropriate code click "Add". Once completed click "Continue".

Step 12: Review your profile. Attach a current W9 and any additional documents you wish to provide. Click "Register".

If you have any questions or concerns please contact the Procurement Department at kvohwinkel@hallandalebeachfl.gov or (954)457-1333.