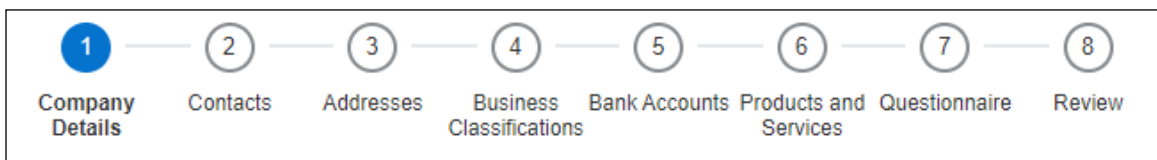


Vendor Registration Instructions

General Information

1. For the best vendor registration experience, use Google Chrome or Mozilla Firefox. Microsoft Internet Explorer (IE) is not recommended.
2. There are eight Centerpoint registration steps. Where required, additional information and clarifications for the steps are provided below.
3. When all required information has been entered, select **Review**. Once you have confirmed all information has been entered correctly, select **Register**.
4. Upon approval of your registration request, each named contact will receive an email with login credentials for the Citizens' Centerpoint Supplier Portal.



Step 1 – Company Details

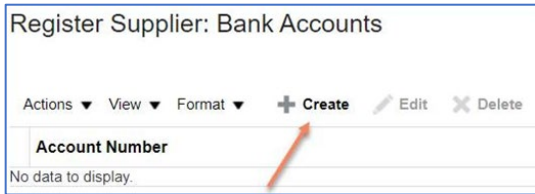
1. *Tax Organization Type* - Choose the drop down that matches your W-9. If you are not clear, select **Other**.
2. *Taxpayer ID* – Use the W-9 form and choose either *Employer Identification Number* or *SSN*. Do not enter the hyphen (-) when entering these numbers.
3. *Supplier Type* – Choose **Supplier-Vendor**; all other options are for Citizens internal use only.
4. *Vendor Classification* - Leave blank; all other options are for Citizens internal use only.
5. *CPIC Sunbiz Status* – Leave blank; all other options are for Citizens internal use only.
6. *Document Number* – Enter your Florida Department of State Sunbiz Document Number.
7. *Attachments* – If you set-up electronic bank payments, you must attach a completed and notarized [ACH Electronic Payment Authorization form](#), which is available on the Citizens website [Vendors](#) page, or attach a notarized letter on your company's letterhead.
 - Provide an appropriate accounting email that will be used to receive information for each ACH remittance advice.

Step 3 – Addresses

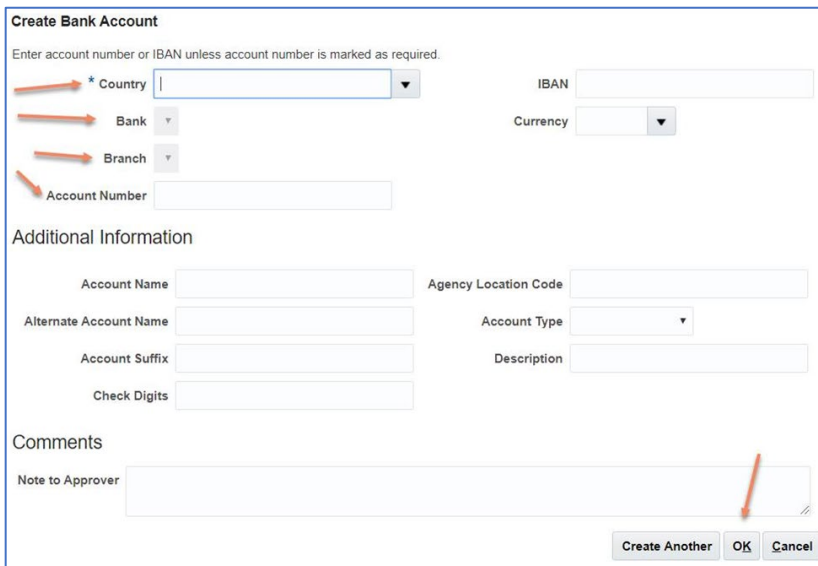
1. *Address Name* – Enter the name of your city. This will be identical to the city name used in the full business address.

Step 5 – Bank Accounts

1. Select **Create**.



2. *Country* – Select your country drop-down menu.
3. *Bank* – Select your bank from the drop-menu.
4. *Branch* – Select your branch from the drop-down menu.
 - If your specific branch (routing/transit number) is missing, cancel this step. Citizens will assist you at a future date if you are awarded a contract or when a purchase order is issued.
5. *Account Number* – Enter your bank account number.
6. *Additional Information and Comments* – This field is optional.



Step 6 – Products and Services

1. Choose a minimum of one *Category Name* or *Sub-Category Name*. Your registration request will not be accepted unless one of these is selected.

Step 7 – Questionnaire

1. Mandatory attachment form is either a W-9 or W-8.
2. Additional business qualification forms can be submitted as required.