

Minority and Women-owned Business Enterprise Newsletter: Issue no. 7 / Fall 2010

ACCESSING THE NEW YORK CITY PAYEE INFORMATION PORTAL

The **NYC Payee Information Portal (PIP)** is a fast, easy, and convenient way for you to manage your account information and to view financial transactions with City Agencies. When using this new service, you can:

- View and update your business information to ensure that contact names and addresses are accurate;
- View information regarding the status of your financial transactions with the City, such as, contracts, purchase orders, and payment vouchers; and
- Track contracts and other payments that you have already received or will be receiving.

HOW DO I ACCESS PIP?

Simply go to [PIP](#), or Google “NYC Payee Information Portal” and PIP will be the first search result.

On the PIP homepage, first download and review the [Activation Quick Start Guide for Payee/Vendor](#) which will detail all the steps you need to take.

You will be required to click on the *Activate* button to create your account, and follow the instructions for creating a new user id/password. Be sure to have one of the following pieces of information to activate your account on PIP.

- Document number of any one of the following:
 - ✓ An Agreement (Contract, Purchase Order, etc)
 - ✓ A Check or EFT number and amount

Vendors that have never received payment from, or have not won a contract with the City may not register in PIP.

If you have any questions about the PIP website, please contact the FISA Call Center at 212-857-1777.