



# Payee/Vendor Account Activation Guide

## Follow the steps below to activate your payee/vendor account in PIP (Payee Information Portal)

***If you need more details on any of these steps, see the full Activation Guide starting on page 2.***

1. From the PIP home page, click the "Activate" button to begin.
2. Read and accept the "Terms and Conditions" page.
3. Search in PIP to determine whether your payee/vendor account exists (if you have done business recently with the City of New York, your account may already exist).

<b>If your account is found, see the “Activating an Existing Vendor Account” Section, pages 4 through 6 of this guide:</b>	<b>If you are activating a brand new payee/vendor account, see the “Activating a New Vendor Account” Section, pages 7 - 15 of this guide:</b>
4. Enter a valid 10-digit check number from a NYC check stub; or enter a 15-digit EFT number from your online bank account; or enter contract or purchase order ID; or enter Security Activation Code.	4. Create a User ID and password and enter your e-mail address.
5. Create a User ID and password and enter your e-mail address.	5. Click the link in the e-mail you receive from PIP to continue the activation process. <ul style="list-style-type: none"> <li>▪ The link will bring you to PIP, where you will log in using the case-sensitive User ID and password you established.</li> </ul>
6. Click the link in the e-mail you receive from PIP to complete the activation process. <ul style="list-style-type: none"> <li>▪ The link will bring you to PIP, where you will log in using the case-sensitive User ID and password you established. The final step is clicking “Submit Activation”.</li> </ul> <p><b>Note:</b> If you would like to manage the commodity codes that you have on file with the City of New York, See “Commodity Code Enrollment Guide” for more information.</p> <p>If you would like to self-identify the business types associated with your organization, see the Additional Business Information section.</p>	6. Determine whether you are activating as an individual or company, and enter a valid TIN number and any other required business information.
	7. Provide your address(es) and contact information.
	8. Manage your Business Information: <ul style="list-style-type: none"> <li>▪ Add the commodities or services your organization provides if you would like to receive solicitations from the City of New York.</li> <li>▪ Add self-identified business types associated with your organization.</li> </ul>
	9. From the “Thank You” page, download and print the substitute W-9 Certification form, then sign, mail or fax it to the number indicated on the form.

***If you need more details on any of the above steps, see the full Activation Guide starting on page 2.***

# Payee/Vendor Account Activation Guide

This guide provides an overview of an account setup in the Payee Information Portal (PIP) for existing and new City payees/vendors.

- If you have an **existing** payee/vendor code account from the City of New York, and wish to activate your account, please follow the instructions below for **EXISTING PAYEE/VENDOR**. (If you have more than one payee/vendor code number and cannot activate your desired account, please contact the City of New York at PIP@fisa.nyc.gov).
- If you are a **new** payee/vendor doing business with the City of New York for the first time, and need to create a new payee/vendor code account, please follow the instructions below for **NEW PAYEE/VENDOR**.

**Remember - the User ID and Password you create are case-sensitive.  
They will be needed to log into PIP.**

**Before proceeding, you should first determine whether you already  
have an existing Payee/Vendor Code Account with the City of New York**

1. Click "Activate" to initiate a search

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**Welcome to the Payee Information Portal of the City of New York**

The Payee Information Portal is a service that allows you, as a payee/vendor for the City of New York, to manage your own account information, view your financial transactions with the City of New York and much more. Click on the Activate button to begin filling out an electronic application to become a payee/vendor for the City of New York.

**Announcements**

06/14/2011  
Please note: PIP supports Acrobat 8.0 and IE7. Please upgrade to IE 7 if you have not yet done so.

01/13/2011  
Paper Check Fee Advisory

Starting on January 1, 2011 the City will begin charging a \$3.50 fee per paper check and periodically deducting the fees owed by the paper check recipient from future payments. The fee applies to the processing of paper checks, drafts or similar paper instruments, written for payments issued through the City's financial management system.

This fee, authorized under the Rules of the City of New York - Title 19, Department of Finance, section 9-01 of Chapter 9, is to cover the costs related to the processing of paper checks, drafts or similar paper instruments, written for payments issued through the City's financial management system and to encourage greater use of Electronic Funds Transfer (EFT) by receiving payments from the City of New York.

Payees are encouraged to sign up for EFT at the Department of Finance, Vendor Payment Direct Deposit Program enrollment page at

**Contacts**

Click on link below to view the list of contacts for departments within The City of New York.

[Department Contacts](#)

**Forms**

Click on a form below to either save it to your desktop or open it in Adobe.

[Activation Quick Start Guide for Payee/Vendor](#)

[EFT Application Form and Instructions](#)

[MWBE Application](#)

[Access forms](#)

[Help](#) [Contact Us](#) [Privacy Report](#)

**Payee Information Portal**

User ID  
Password  
Login  
[Password Reset](#)

Click the Activate button to activate a new or existing account.

**Activate**

Click here to initiate process

# Payee/Vendor Account Activation Guide

2. Read the “Terms and Conditions” page and click on “Accept Terms”
3. Review the “PIP Activation Guidelines” page and click “Next”
4. Determine whether you will search by **Company** or by **Individual**; enter the pertinent information in the search field(s), then click “Search”.

**\*\*The distinction between these two is that an Individual's Taxpayer Identification Number is an individual's Social Security Number (SSN), whereas a Company's Taxpayer Identification is not a Social Security Number (SSN).**

**Payee Information Portal**

Welcome, New User  
[View Frequently Asked Questions](#)

**Search by TIN or Company Name**

**Search by Last Name and SSN**

## Search for an Existing Account

[Privacy Report](#) | [Contact Us](#)

[Cancel Activation](#) [Back](#)

To activate your account you must have a vendor code. This page will help you determine whether or not you have one. You will not be able to create a new code if one already exists. If the account exists it will be designated as a company or individual based on the information you previously provided. Please select one of the search options below to determine if you already have a vendor code.

▼ **Company Search**

To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN:

Taxpayer Identification Number  OR Legal Business Name

Hint: If you would like to search by Legal Business Name use a wildcard (See FAQs for more information).  
For example: Using 'Global Advertising' as an example; "Global" returns 'Advertising Global', 'Global' returns 'Global Advertising' and "Global\*" returns any name containing 'Global'.

[Search](#)

OR

▼ **Individual Search**

To see if you have a vendor code and have a Social Security Number (SSN) on file enter your Last Name and last four digits of your Social Security Number.

Last Name  AND Last 4 digits of SSN

Hint: If you would like to search by Last Name, you may want to use wildcards (see FAQs for more information).  
For example: Using 'Smith' as an example; "Smith" will return all people with last name ending in 'Smith', "Smith\*" will return all people with last name that starts with 'Smith', and "Smith\*" will return all people whose last name contains 'Smith'.

[Search](#)

[Cancel Activation](#) [Back](#)

**Additional Resources & Information:**

- As you complete each step and move to the next step, the system will check for errors.  
If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

- If your account was found, continue to **Section 1 below (Existing Payee/Vendor)**.
- If your account has NOT been found, and you believe you have an existing vendor code account, please try again. Read the hints on the screen for using wildcards to help your search. If you still cannot find your account, contact the City of New York at [PIP@fisa.nyc.gov](mailto:PIP@fisa.nyc.gov).
- If your account has NOT been found, and you are a **new** vendor conducting business with the City of New York for the first time, proceed to **Section 2 (for New Payees/Vendors)**.

# Payee/Vendor Account Activation Guide

## Activating an **EXISTING** Vendor Account

### SECTION 1: EXISTING PAYEE/VENDOR (an existing account has been found)

First, find your organization from the search results, then select the link next to it. There are different actions you can take – see the explanations below.

### Search for an Existing Account **Results Found**

Cancel Activation Back

To activate your account you must have a vendor code. This page will help you determine whether or not you have one. You will not be able to create a new code if one already exists. If the account exists it will be designated as a company or individual based on the information you previously provided. Please select one of the search options below to determine if you already have a vendor code.

#### Company Search

To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN:

Taxpayer Identification Number  OR Legal Business Name

Hint: If you would like to search by Legal Business Name use a wildcard (See FAQs for more information).  
For example: Using 'Global Advertising' as an example; \*Global returns 'Advertising Global', Global\* returns 'Global Advertising' and \*Global\* returns any name containing 'Global'.

Search

OR

#### Individual Search

To see if you have a vendor code and have a Social Security Number (SSN) on file enter your Last Name and last four digits of your Social Security Number.

Last Name  AND Last 4 digits of SSN

Hint: If you would like to search by Last Name, you may want to use wildcards (see FAQs for more information).  
For example: Using 'Smith' as an example; \*Smith will return all people with last name ending in 'Smith', Smith\* will return all people with last name that starts with 'Smith', and \*Smith\* will return all people whose last name contains 'Smith'.

Search

Vendor Number	Legal Business Name	Alias/DBA Name	Activated?	
00025	NEW YORK ORACLE USERS GROUP INC.		No	<a href="#">Click here to activate your account</a>
00014	ORACLE AMERICA INC.		Yes	<a href="#">Contact your Administrator</a>
VS000	Oracle USA Inc		In Process	<a href="#">Click to Continue Activation</a>

Click on the applicable link to continue

### Has your account been found and listed above?

Yes, but it is already activated	→	Click the "Contact your Administrator" link to determine who you need to contact for access.
Yes, but it is not yet activated	→	Click the "Click here to activate your account" link to begin the process for activating your account.
Yes, but the activation is already in progress	→	Click the "Click to continue activation" link to login and continue activating your account.

If you did not find your account and believe you have a vendor code, change your search criteria to be less specific by using wildcards (see Hint above). If you still did not find your account, please stop and call 212-857-1777 for assistance.

If you have never received a payment from the City of New York and do not have a vendor code, you may activate in PIP and receive a new vendor code by [clicking here](#).

IF YOU SEE THIS LINK NEXT TO YOUR ORGANIZATION	WHAT IT MEANS / ACTION
<b>Contact your Administrator</b>	An account has already been activated in PIP. Click the link to display the name of the administrator that has been established. Contact this individual to get your own User ID and password.
<b>Click to Continue Activation</b>	Someone affiliated with you or your company did not finish activating the account. Click this link to complete the activation. Remember, you will be asked to verify the password that was originally created.
<b>Click here to activate your account</b>	You or your company have done business with the City but did not activate the account. Click this link to activate. You will need <u>ONE</u> of the following to continue: <ul style="list-style-type: none"><li>10-digit check number from the NYC check stub;</li><li>15 digit EFT number from your online bank account;</li><li>Contract or Purchase Order ID (3-part). (Can be requested from the payment-issuing agency).</li></ul>

# Payee/Vendor Account Activation Guide

## Activating an **EXISTING** Vendor Account

**Step 1.1:** On the “Account Verification” screen, verify your account by entering: 1) existing Check/EFT Information or 2) existing Contract/Purchase Order Information or 3) Activation Code that was mailed to you, then click “Next”.

The screenshot shows the "Account Verification" page. On the left, a navigation bar has three options: "Select Check/EFT", "Select Contract or Purchase Order", and "Select Activation Code". Each option is highlighted with a red arrow pointing to its corresponding radio button on the main form. The "Check/EFT Information" section includes fields for "Check/EFT Number" (with an example: 000001234567890) and "Check/EFT Amount" (with an example: 12345.67). The "Contract or Purchase Order Information" section includes fields for "Contract or Purchase Order number" (with a dropdown for "POD" and an example: 123), "Department Code" (with an example: 123), and "Contract or Purchase Order Number" (with an example: 12345678901). The "Activation Code" section includes a field for "Activation Code" (with an example: 012345000001). A callout box explains that the 12-digit activation code consists of the first 6 digits of the Taxpayer ID followed by the 6-digit Secret Code. At the bottom right, a "Next" button is highlighted with a red circle and an arrow pointing to it from a callout box that says "Click 'Next' to continue".

**Step 1.2:** Once PIP verifies your financial transaction, the “My User Information” page appears. Complete the required fields (\*) and click “Next”.

**PLEASE REMEMBER YOUR USER ID AND PASSWORD.**

The screenshot shows the "My User Information" page. It has a left navigation bar with "User Information" and "Verify Email" options. The main form is divided into two sections: "General Information" and "Password". The "General Information" section includes fields for "User ID (case sensitive)", "First Name", "Last Name", "Email", "Re-enter Email", "Phone", and "Fax". The "Password" section includes fields for "Password (case sensitive)" and "Re-enter Password". A callout box points to the "User ID" field and says "Fill in all the necessary fields. Fields with an asterisk (\*) are required. Then click 'Next'". Another callout box points to the "Next" button at the bottom right, which is highlighted with a red circle. A legend at the bottom left indicates that an asterisk (\*) indicates a required field.



# Payee/Vendor Account Activation Guide

## Activating an **EXISTING** Vendor Account

**Step 1.3:** On the "Verify Email Address" page, click "Next". An e-mail will be sent to the e-mail address you entered. On the "Thank You" page, click "Close Browser" to exit PIP

### Verify Email Address

To **continue** your PIP activation, we must verify your email address. When you receive the email we send you, follow the link provided or copy the link into your browser.

Make sure your own security setting will not block the receipt of this email. To prevent the email from being blocked, add the following address to your email contacts : **Host@Advantage.com**

An email will be sent to the following address : **jsmith@company.com**

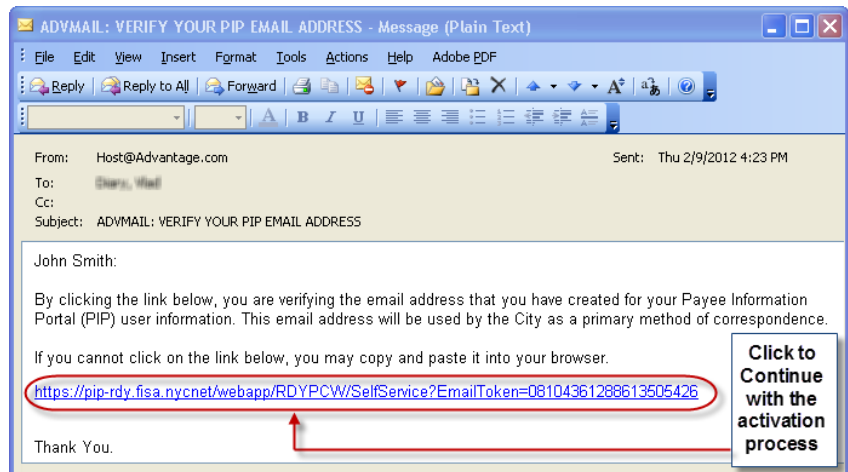
A verification email will be sent.  
Click "Next" to continue.

Cancel Activation

Back

Next

**Step 1.4:** Open the verification e-mail and click the link to continue the activation process. You will be taken to a PIP login page. (If you don't see an e-mail from PIP, check your spam folder or contact [PIP@fisa.nyc.gov](mailto:PIP@fisa.nyc.gov)).



**Step 1.5:** Log in using the case-sensitive User ID and Password you created.

- Note:** Do not bookmark this page. You will be logging in from the PIP Home Page once your account is activated.

**Step 1.6:** Click on "Submit Activation" to complete the activation. When you see the following "Thank You" page, you are done. Now you will be able to log into PIP using your User ID and password (via the website <https://a127-pip.nyc.gov>). Remember, your User ID and password are both case-sensitive.

**YOU HAVE COMPLETED THE ACTIVATION. SKIP THE REST OF THIS DOCUMENT.**

# Payee/Vendor Account Activation Guide

## Activating a **NEW** Vendor Account

### **SECTION 2: NEW PAYEE/VENDOR (an account has NOT been found)**

Use the “Clicking here” link to begin setting up a new payee/vendor code account.

**Search for an Existing Account** Results Not Found

To activate your account you must have a vendor code. This page will help you determine whether or not you have one. You will not be able to create a new code if one already exists. If the account exists it will be designated as a company or individual based on the information you previously provided. Please select one of the search options below to determine if you already have a vendor code.

**Company Search**

To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN:

Taxpayer Identification Number  OR Legal Business Name

Hint: If you would like to search by Legal Business Name use a wildcard (See FAQs for more information).  
For example: Using 'Global Advertising' as an example, \*Global returns 'Advertising Global', Global\* returns 'Global Advertising' and \*Global\* returns any name containing 'Global'.

OR

**Individual Search**

To see if you have a vendor code and have a Social Security Number (SSN) on file enter your Last Name and last four digits of your Social Security Number.

Last Name  AND Last 4 digits of SSN

Hint: If you would like to search by Last Name, you may want to use wildcards (see FAQs for more information).  
For example: Using 'Smith' as an example, \*Smith will return all people with last name ending in 'Smith', Smith\* will return all people with last name that starts with 'Smith', and \*Smith\* will return all people whose last name contains 'Smith'.

No results have been found for your search.

If you believe you have a vendor code, change your search criteria to be less specific by using wildcards (see Hint above). If you still did not find your account, please stop and call 212-857-1777 for assistance.

If you have never received a payment from the City of New York and do not have a vendor code, you may activate in PIP and receive a new vendor code by [clicking here.](#)

**Step 2.1:** On the “My User Information” page, complete all the required fields (\*) and click “Next”. **PLEASE REMEMBER YOUR USER ID AND PASSWORD TO LOG INTO PIP.**

**My User Information**

Create your user ID here. You will be assigned the role of Primary Account Administrator. Please see the Frequently Asked Questions for additional details about the Primary Account Administrator role.

**General Information**

\*User ID (case sensitive):   
(User ID should be at least 7 characters in length)

\*First Name:

\*Last Name:

\*Email:

\*Re-enter Email:

\*Phone:  Ext.:

**Password**

\*Password (case sensitive):  (Passwords should be case sensitive, between 8 and 16 characters in length and contain at least 1 numeric value)

\*Re-enter Password:

\* Indicates a required field

Additional Resources & Information:

# Payee/Vendor Account Activation Guide

## Activating a **NEW** Vendor Account

**Step 2.2:** On the "Verify Email Address" page, click "Next". An e-mail will be sent to the e-mail address you entered. On the "Thank You" page, click "Close Browser" to exit PIP. Click "Next".

### Verify Email Address

To **continue** your PIP activation, we must verify your email address. When you receive the email we send you, follow the link provided or copy the link into your browser.

Make sure your own security setting will not block the receipt of this email. To prevent the email from being blocked, add the following address to your email contacts : **Host@Advantage.com**

An email will be sent to the following address : **jsmith@company.com**

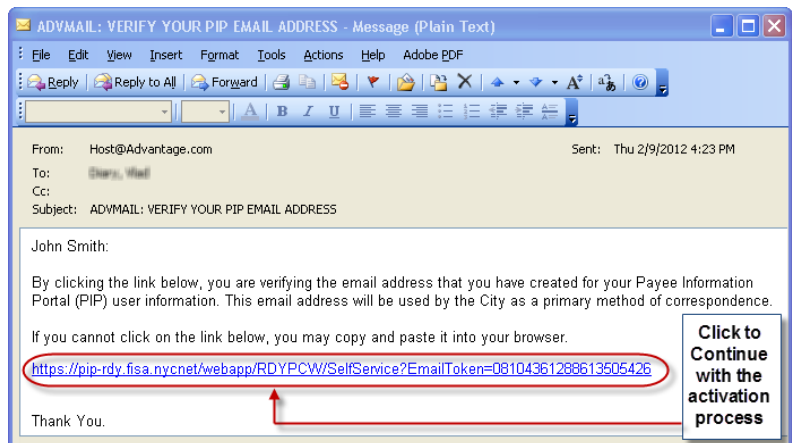
A verification email will be sent.  
Click "Next" to continue.

Cancel Activation

Back

Next

**Step 2.3:** Open the verification e-mail and click the link. It will take you to a PIP login page. (If you don't see an e-mail from PIP, check your spam folder or contact PIP@fisa.nyc.gov).



**Step 2.4:** Log into PIP using the case-sensitive User ID and Password you created earlier.

- Note:** Do not bookmark this page. You will be logging in from the PIP Home Page once your account is activated.

Payee Information Portal

## Login

To continue activation, enter your User ID and Password.

User ID: JohnSmith

Password: \*\*\*\*\*

Login

After you enter you User ID and Password, click "Login" to continue



# Payee/Vendor Account Activation Guide

## Activating a **NEW** Vendor Account

**Step 2.5:** Select the classification that applies to your particular business, indicating a TIN Type. Then click "Next".

The screenshot shows the 'Step 1: New Account Activation' form. It includes a sidebar with navigation links and a main content area with sections for TIN Type, Classification, and Question. Red boxes and arrows highlight key steps: selecting a TIN Type (SSN, ITIN, or ATIN), selecting a business classification from a list, and clicking the 'Next' button. A 'Submit Question' button is also visible for users needing assistance.

**Annotations:**

- 1) Select the appropriate TIN Type
- 2) Select the appropriate Classification
- 3) Click "Next"

**Note:** If you select Social Security Number be sure to select SSN, ITIN, or ATIN.

**Note:** If you have any questions on how to make your choices, use the "Submit Question" function. Once you get an answer, you can log back in and resume activation.

**Step 2.6:** Most of the fields on the "My Business Information" page will be pre-populated by the answers you submitted. Only required fields (\*) are necessary, but you should enter any other applicable information.

The screenshot shows the 'Step 2: My Business Information' form. It includes a sidebar with navigation links and a main content area with sections for Organization Information, Legal Name Information, 1099 TIN Information, Legal (1099) Address Information, and Discount Information. Red boxes and arrows highlight key steps: entering organization type and classification, providing legal name and address information, and entering discount terms. A 'Submit Question' button is also visible for users needing assistance.

**Annotations:**

- Fields with red asterisks are required to move forward
- Other fields should only be filled out if they apply

# Payee/Vendor Account Activation Guide

## Activating a **NEW** Vendor Account

**Step 2.7:** From the previous step, you have already entered your Legal address. In this step, PIP will ask you for 4 additional types of addresses: an address for **Administrative** correspondence, an address for **Ordering** from you, an address for **Payment** to you, and an address for **Billing** you. You can specify the same or a different address for each of these 4 address types.

**Payee Information Portal**

Welcome, John Smith  
[View Frequently Asked Questions](#)

- ☒ New Account Info.
- ☒ My Business Info.
- ☐ Addresses & Contacts
- ☐ Activation Summary

### Address Information Questionnaire

Please enter the following information about your Administrative, Ordering, Payment, and Billing addresses.

#### Legal Address Information

Street 1 : 1 Main St  
City : New York  
State : NY  
Zip/Postal Code : 10044-0052

#### Address Questions

**A** Should your legal address listed above be used for any other type of address (Administrative, Ordering, Payment or Billing)?

**B** Is your address information the same for Administrative, Ordering, Payment, and Billing addresses? :

**C** Do you have the same contact for all address types (Administrative, Ordering, Payment, or Billing)? :

Answer these questions as applicable, then click "Next" to continue.  
Additional information for each question is provided below.

### An explanation of the Address Questions:

- A:** If your Legal address is the same address as any one of the additional 4 address types (Administrative, Ordering, Payment, Billing), choose "Yes" on **A**. Otherwise, choose "No".
- B:** Regardless if you choose "Yes" or "No" on **A** above, if your Administrative, Ordering, Payment, and Billing addresses are all the same address, choose "Yes" on **B**. Otherwise, choose "No".
- C:** To designate a single contact person for all 4 address types, choose "Yes" on **C**. Otherwise, choose "No".

# Payee/Vendor Account Activation Guide

## Activating a **NEW** Vendor Account

The example below shows what the Address and Contacts screen would look like if you answered “Yes” to all the previous questions.

**Step 3: Addresses and Contacts**

Based on the answers you provided on the previous page additional information is required to capture address and contact details for each of your different address types. If you wish to enter the same address and contact combination for each type enter all of the required fields below related to your Administrative, Ordering, Payment, and Billing address and select the Next button to proceed. Please note that your Billing address information is optional. If you do have separate address and contact combinations for each address type you may go back to the previous page and change the answers you provided in order to fill out all the address and contact information on multiple pages.

☐ New Account Info.  
☒ My Business Info.  
☐ Addresses & Contacts  
☐ Activation Summary

☒ **\*Administrative**  
☐ **\*Ordering**  
☐ **\*Payment**  
☒ **Billing** \*Entering a Billing Address is optional. Please uncheck this box prior to clicking 'Next' if you would prefer to enter a Billing Address at a later time.

**Address Information**

\*Street 1: 1 Main St  
Street Address, P.O. Box, Company Name, etc.  
Street 2:   
Street Address, P.O. Box, Company Name, etc.  
\*City: New York  
State/Province: New York  
Zip/Postal Code: 10044-0052  
\*Country: United States  
County:   
\*Phone: 111-222-3333 Ext.:   
XXX-XXX-XXXX  
Additional Address Info:   
Division/Department:   
  
Other fields may be filled in if you believe they may be helpful

**Contact Information**

For the address type shown above, please enter a contact person.

\*Principal Contact: Joe Doe  
\*Phone: 111-222-3333  
Phone Extension:   
Alternate Phone:   
Alternate Phone Extension:   
English Spoken: ☐  
Fax:   
Fax Extension:   
Alternate Fax:   
Alternate Fax Extension:   
Email:   
Correspondence Type: Postal Service

Fields with red asterisks are required to move forward

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors. If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

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After selecting “Next”, the Additional Business Information Section should appear.

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## Activating a **NEW** Vendor Account

**Step 2.8.** On the Additional Business Information page, you have the option of adding commodities that describe the goods and services your organization provides in order to receive solicitations from the City of New York. If you have questions about the commodities that you need to add, click the “Frequently Asked Questions” link, illustrated below. You can also add the appropriate business types associated with your organization, such as self-identified minority-owned, woman-owned, veteran-owned and worker cooperative.

Follow the guidelines below, starting with **Step 2.8.1**, to identify and add commodities to your vendor account.

Follow the guidelines starting with **Step 2.8.5** to add your business type(s).

If you do not wish to add Commodity Codes to your Vendor Account or self-identify your business types, then Click on the “Next” Link and jump to **Step 2.9**.

**Step 2.8.1:** Once you’ve clicked on “Add”, a page opens where you can choose the commodities your organization provides.

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**Step 4: Additional Business Information** Save and Close Cancel Registration Back Next

**Commodities**

Select the commodity codes/classes that describe goods and services that your organization provides. Click the "Add" button to identify the appropriate commodities for your organization. This information is optional.

Add

Commodity/Service Code	Commodity Description
First Prev Next Last Download	

**Business Types**

Please select the appropriate business type(s) associated with your organization. You can add as many as apply to you. You do not need to be certified with any governmental or third party entity in order to select a business type.

You can add new business types by clicking the "Add" button.

Add

Business Type ID	Certification No, If Applicable	* Today's Date	Date Certified, If Applicable
First Prev Next Last			

Save and Close Cancel Registration Back Next

# Payee/Vendor Account Activation Guide

## Activating a **NEW** Vendor Account

**Step 2.8.2:** You can Browse for commodities by Commodity/Service Code, if you have a code. The other option is to search by Commodity Description (See Commodity Code Enrollment Guide for more information).

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**Payee Information Portal**

Welcome, John Smith

[View Frequently Asked Questions](#)

### Choose

Select one or more commodity codes or classes that describes the goods and services that your organization provides by clicking the checkbox next to the commodities you want to add. To search for a specific commodity code, class, or description, enter a valid value in the Commodity/Service Code or Commodity Description search field and click the "Browse" link. Once your selection is made, click the "OK" button to add the selected commodities to your organization. Click the "Cancel" button to cancel your changes and return to the Commodities page.

[Browse](#) [Clear](#)

Commodity/Service Code :

Commodity Description :

Commodity Description	Commodity/Service Code
<input type="checkbox"/> Abrasive Equipment and Tools	00505
<input type="checkbox"/> Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.	00514
<input type="checkbox"/> Abrasives, Sandblasting, Metal	00521
<input type="checkbox"/> Abrasives, Sandblasting (Other than Metal)	00528
<input type="checkbox"/> Abrasives, Solid: Wheels, Stones, etc.	00542
<input type="checkbox"/> Abrasives, Tumbling (Wheel)	00556
<input type="checkbox"/> Grinding and Polishing Compounds: Carborundum, Diamond, etc.	00563
<input type="checkbox"/> Pumice Stone	00570
<input type="checkbox"/> Steel Wool, Aluminum Wool, and Copper Wool	00584
<input type="checkbox"/> Acoustical Tile, All Types (Including Recycled Types)	01005

[First](#) [Prev](#) [Next](#) [Last](#)

**Step 2.8.3:** Once you have selected commodities, select "OK" to Add them.

[Browse](#) [Clear](#)

Commodity/Service Code :

Commodity Description :

Commodity Description	Commodity/Service Code
<input checked="" type="checkbox"/> Abrasive Equipment and Tools	00505
<input checked="" type="checkbox"/> Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.	00514
<input type="checkbox"/> Abrasives, Sandblasting, Metal	00521
<input type="checkbox"/> Abrasives, Sandblasting (Other than Metal)	00528
<input type="checkbox"/> Abrasives, Solid: Wheels, Stones, etc.	00542
<input type="checkbox"/> Abrasives, Tumbling (Wheel)	00556
<input type="checkbox"/> Grinding and Polishing Compounds: Carborundum, Diamond, etc.	00563
<input type="checkbox"/> Pumice Stone	00570
<input type="checkbox"/> Steel Wool, Aluminum Wool, and Copper Wool	00584
<input type="checkbox"/> Acoustical Tile, All Types (Including Recycled Types)	01005

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**Step 2.8.4:** Once you have selected "OK", the selected commodities appear in a separate listing.

You also have the option of deleting a Commodity Code you have previously selected.

To download the list of your current commodities, click the "Download" button.

Comptroller DOE NYC.gov

**Payee Information Portal**

Welcome, John Smith

[View Frequently Asked Questions](#)

☒ New Account Info.

☒ My Business Info.

☒ Addresses & Contacts

☐ Additional Business Information

☐ Activation Summary

### Step 4: Additional Business Information

[Save and Close](#) [Cancel Registration](#) [Back](#) [Next](#)

#### Commodities

Select the commodity codes/classes that describe goods and services that your organization provides. Click the "Add" button to identify the appropriate commodities for your organization. This information is optional.

[Add](#)

Commodity/Service Code	Commodity Description	
00505	Abrasive Equipment and Tools	<a href="#">Delete</a>
00514	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.	<a href="#">Delete</a>

[First](#) [Prev](#) [Next](#) [Last](#) [Download](#)

[Save and Close](#) [Cancel Registration](#) [Back](#) [Next](#)

Click "Next" to continue on with the Activation of your new vendor account. Or go to step 2.8.5 to add your business types.



# Payee/Vendor Account Activation Guide

## Activating a **NEW** Vendor Account

**Step 2.8.5:** Once you've clicked on "Add", a page opens where you can choose your organization's business types.

**Step 2.8.6:** Select all the business types that apply to your organization and select "OK".

The screenshot shows the 'Choose' page for selecting business types. The header includes 'Comptroller', 'DOE', and 'NYC.gov'. The left sidebar has a 'Payee Information Portal' logo and a welcome message for John Smith. The main content area has a heading 'Choose' and instructions to select appropriate business types. Below the instructions, there is a 'Business Type' section with a search bar and a list of checkboxes for 'Self-Identified Minority-Owned', 'Self-Identified Woman-Owned', 'Self-Identified Veteran-Owned', and 'Self-Identified Worker Coop'. A red circle highlights the checkboxes. At the bottom right, there are 'OK' and 'Cancel' buttons. A red arrow points from the 'OK' button to the 'Next' button in the next screenshot.

**Step 2.8.7:** Once you have selected "OK", the business type(s) will appear in a separate listing.

You also have the option of deleting a Business Type you have previously selected by clicking "Delete".

The screenshot shows the 'Step 4: Additional Business Information' page. The header includes 'Comptroller', 'DOE', and 'NYC.gov'. The left sidebar has a 'Payee Information Portal' logo and a welcome message for John Smith. The main content area has a heading 'Step 4: Additional Business Information' and buttons for 'Save and Close', 'Cancel Registration', 'Back', and 'Next'. Below the heading, there is a 'Commodities' section with an 'Add' button. Below that, there is a 'Business Types' section with an 'Add' button. A table lists the selected business types, including 'Self-Identified Veteran-Owned'. A red circle highlights the 'Next' button. A red arrow points from the 'Delete' button in the table to the 'Delete' button in the next screenshot.

Click "Next" to continue on with the Activation of your new vendor account.

# Payee/Vendor Account Activation Guide

## Activating a **NEW** Vendor Account

**Step 2.9:** An Activation Summary page should appear summarizing all the Account, Business, Address, Contact, and Commodity information you have entered. Review all the information on this page. Use the Update Information link to change information in the appropriate sections.

The screenshot shows the 'Payee Information Portal' with a sidebar on the left containing a welcome message and a list of links: 'View Frequently Asked Questions', 'New Account Info.', 'My Business Info.', 'Addresses & Contacts', 'Additional Business Information', and 'Activation Summary'. The main content area is titled 'Activation Summary' and includes buttons for 'Save and Close', 'Cancel Activation', 'Back', 'Submit Activation', and 'Print This Page'. Below the buttons is a summary statement: 'The summary below is based on the information you entered. If changes are needed, please select the Update Information link. This will navigate you back to the appropriate screen for you to make your change.' The page is divided into three sections: 'Organization Information', 'Legal Name Information', and 'Commodities'. The 'Organization Information' section shows 'Organization Type : Individual', '1099 Classification : Individual', and 'Location Web Address :'. The 'Legal Name Information' section shows 'Legal Name : John Smith', 'Business Name (Alias/ DBA) :', 'Name Control : SMIT', 'First Name : John', 'Middle Name :', 'Last Name : Smith', and 'Name on Check :'. The 'Commodities' section shows a table with two rows: '00505 Abrasive Equipment and Tools' and '00514 Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.'. A text box with the text 'If needed, use these links to change information before submitting your activation' has three red arrows pointing to the 'Update Information' links in the 'Organization Information', 'Legal Name Information', and 'Commodities' sections. The 'Submit Activation' button is circled in red, and a red arrow points to it from below.

**Payee Information Portal**

Welcome, John Smith

[View Frequently Asked Questions](#)

☒ New Account Info.

☒ My Business Info.

☒ Addresses & Contacts

☒ Additional Business Information

☐ Activation Summary

**Activation Summary**

[Save and Close](#) [Cancel Activation](#) [Back](#) [Submit Activation](#) [Print This Page](#)

The summary below is based on the information you entered. If changes are needed, please select the Update Information link. This will navigate you back to the appropriate screen for you to make your change.

**Organization Information**

Organization Type : Individual  
1099 Classification : Individual  
Location Web Address : [Update Information](#)

Foreign Tax ID :  
W-8 Form :

**Legal Name Information**

Legal Name : John Smith  
Business Name (Alias/ DBA) :  
Name Control : SMIT  
First Name : John  
Middle Name :  
Last Name : Smith  
Name on Check : [Update Information](#)

**Commodities**

Commodity/Service Code	Commodity Description
00505	Abrasive Equipment and Tools
00514	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.

[Update Information](#)

[Save and Close](#) [Cancel Activation](#) [Back](#) [Submit Activation](#)

If needed, use these links to change information before submitting your activation

**Step 2.10:** Once you have determined that the information is correct, you can proceed with Activating your account by selecting the "Submit Activation" button.


# Payee/Vendor Account Activation Guide

## Activating a **NEW** Vendor Account

**Step 2.11:** When the "Thank You" page appears it means that you are now able to log into PIP using your (case-sensitive) User ID and password via the website <https://a127-pip.nyc.gov>.

**Please carefully read the instructions on this page, including the instructions for printing and sending the signed Substitute W-9 Certification.**

ComptrollerDOENYC.gov



Payee  
Information  
Portal

Welcome, sherine wright

[View Frequently Asked Questions](#)

Print This Page

## Thank You. One More Step!

Thank you for completing the online portion of the PIP Activation Process. You may now login to PIP using the User ID and Password you created.


**Your Vendor Code is:** VS00009091  
**\*Please save your Vendor Code for future reference**

**Password Reset**

In order to complete your PIP activation please follow the instructions below.

Your certification request will be rejected if you fail to provide the required information, as stated below, within 10 business days.

### What is the purpose of your enrollment?

- I am a vendor or payee of the City. I am activating my account in order to track payments online through PIP.
  - Please [Download](#) and submit the substitute W-9 Certification Form below, within 10 business days, to complete your enrollment as a New York City vendor or payee.
  - Upon receipt of your printed substitute W-9 form, the City will validate your PIP account within five business days.
  - Please note that if a valid W-9 is not provided within 10 business days you will receive an email informing you that your activation request was rejected. [Download Substitute W-9 Certification Form](#)
- I am enrolling as a potential vendor in order to receive notification of City bidding opportunities. I have entered my contact information and provided commodity codes in order to be added to the City's bidder's list.
  - No additional documentation is required to enroll as a potential City vendor.
  - If you are interested in becoming eligible to receive payments from the City please click [here](#). Please note that enrolling as a vendor or payee is not necessary until you begin to receive payments from the City.
  - If you choose not to become eligible to receive payments from the City at this time, you will receive an email informing you that your activation request was rejected. This email is informational and may be ignored. It has no impact on your ability to receive bids.
- I am enrolling as a **Subcontractor**. I will perform work for a vendor who has a direct contract with the City.
  - No additional documentation is required to be a subcontractor on a City contract.
  - If you are interested in becoming eligible to receive payments from the City please click [here](#). Please note that enrolling as a vendor or payee is not necessary until you begin to receive payments from the City.
  - If you choose not to become eligible to receive payments from the City at this time, you will receive an email informing you that your activation request was rejected. This email is informational and may be ignored. It has no impact on your status as a Subcontractor.

### Electronic Funds Transfer (Optional)

Please Note: On January 1, 2011 the City of New York instituted a new fee of \$3.50 to be charged for the issuance of a paper check to any vendor or payee. To avoid being assessed this fee, vendors and payees should register for electronic funds transfer (EFT), also known as direct deposit.

EFT provides an efficient method of payment to City vendors. Vendors that enroll for EFT will receive payment directly to their authorized bank account via a secure transaction. [Download](#) the EFT form and follow the instructions provided to activate EFT. EFT may take up to 10 calendar days to activate, assuming the bank verification is successful. If you have any questions, please call (212) 487-2592.

For additional assistance call 212-857-1777.