

## Vendor Account Creation

This is a quick-start guide to create a PASSPort vendor account. For more detailed instructions, please refer to the “PASSPort Vendor Account Creation” User Manual on the [Learning to Use PASSPort page](#). For questions, please contact the Mayor’s Office of Contract Services (MOCS) at [MOCS Service Desk](#).

### About PASSPort

PASSPort is the City of New York’s digital procurement system, developed and maintained by MOCS. PASSPort establishes an end-to-end process that is transparent, easy to access, paperless and more timely. Designed with and for vendors and agencies, PASSPort leverages technology to make it easier to do business with the City of New York.

### Two-Step Account Creation

- Establishing a PASSPort vendor account is a two-step process: 1) create a NYC.ID using a valid email address, and 2) request an account using NYC.ID credentials.
- Accounts may be requested by a principal or designee who is officially authorized to conduct business with the City on behalf of the vendor organization.
- With an approved account, an organization may begin the Vendor Enrollment process. Please refer to the “Vendor Enrollment: A Beginner’s Guide to PASSPort” on the [Learning to Use PASSPort page](#).

### 1. Create a NYC.ID

1. Navigate to the PASSPort homepage: <http://www.nyc.gov/passport>
2. Click the “**Login**” button.
3. Click the “**Create Account**” link.
4. Fill in the required information and then select/answer three security questions.
5. Agree to the Terms and Conditions.
6. Click the “**Create Account**” button.
7. Once submitted, check the email inbox (or Spam folder) associated with your NYC.ID for an automated validation email.
8. To activate your account, click the validation link within 24 hours of receiving the email, which will direct you to the NYC.ID login screen.

### 2. Request a Vendor Account

1. Navigate and log in to PASSPort using your NYC.ID credentials: <http://www.nyc.gov/passport>
2. Click the “**Create Account**” button.
3. Enter the required information to complete the account request including your business information, primary place of business, CEO information, and primary contact information. Fields that are required are indicated with a red bar.
4. Click the “**Submit**” button.
5. Your request will be assigned to a member of the MOCS Team for further processing and you will receive an email notification regarding next steps within one to two business days.