



# New York City Housing Authority Getting Started: Doing Business with NYCHA



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### HOUSSING AUTHORITY

## 1. Overview

#### A. Purpose

The purpose of this guide is to provide helpful steps on how to register in the New York City Housing Authority's (NYCHA) iSupplier and eComply procurement/labor compliance portals. Vendors seeking to sell goods and/or provide services to NYCHA must be registered in iSupplier and eComply.

### B. Who Should Use the Guide?

This guide is intended as a tool for vendors who are looking to do business with NYCHA. The instructions contained in this guide are applicable to vendors who have already done business with NYCHA as well as vendors who have never worked with NYCHA before.

# \* If your business is already registered in iSupplier, you may proceed directly to part B of the Registration Steps

## 2. Registration Steps

### A. Register in iSupplier

- 1. <u>Log-in</u> to iSupplier
  - a. Vendors that do not have an iSupplier account must first <u>register their company</u> on iSupplier.
    i. For steps on how to register, view NYCHA's iSupplier Portal Guide: <u>isupplierguide.pdf (nyc.gov)</u>
- 2. NOTE: Register in iSupplier first and use the <u>same email account</u> for all NYCHA systems via NYC.ID login.

#### B. Register in eComply

1. Go to: <u>https://nycha.ecomply.us/</u>



a. New users click the *Create One* link to complete the new user registration.



Note: Your Company only needs to register once in eComply, regardless of the number of projects you will work

2. Enter agency code of NYCHA, click *Add Agency Code*, and then click *Next*.

Registration	1										
Agencies	🏟 Profile	Addresses	& Phone Numbers	⊠ Email Addresses	🛔 Contacts	License	e Info	Certification Info	着 User Info		
Agency Code											
NYCHA		Add	Agency Code								
Agency Codes	s										
Agency Code	e										
			No data available	e in table						2	
Showing 0 to 0 of 0	0 entries			Firs	t Previous	Next	Last			•0	
											Cancel Next

3. When first registering in eComply 2.0, all bold fields are required. On the *Profile* tab, enter all required fields.

Note: If 'S	tate License	Board No.	' does not	pertain to	<i>you</i> , y	you can	enter N	'/A
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Profile # Addresses	nail Addresses 🖀 Contacts 🛛 🥹 Agencies 🔲 🗮 Certification Info
Organization Name	Duns Number
Date Founded	Workers Comp Carrier #/Name
	testing2
Tax Payer Id	Doing Business As (DBA)
NYCHA Vendor Number	Business Structure
	Limited Liability Corporation
State Employer	Business Type
	Owner Operator
Self Insured Certificate Number	Owner Ethnicity
	Asian Indian V
Specialty License Number	Owner Gender
	Male ~
State Licence Board No.	Business Trade Type
123	Select Business Trade Type



4. If you have any certifications, be sure to enter them on the certification tab.

Profile # Addresses	📞 Phone Numbers 🛛 Email Ad	dresses 🔒 Contacts	Q Agencies Certifica	tion Info		
NYCHA						
	Certifying Entity		Valid From Date (Certification Date)	Valid To Date (Certification Expiration)	Certification Status	
DBE Certified Details	Select Agency	~			Select Status	~
EBE Certified	Select Agency	~			Select Status	~
🗆 L	Select Agency	~			Select Status	~
LBE Certified	Select Agency	~			Select Status	~
	Select Agency	~			Select Status	~
	Select Agency	~			Select Status	~
LW LW	Select Agency	~			Select Status	~
ПM	Select Agency	~			Select Status	~
MBE Certified	Select Agency	~			Select Status	~
□ MW	Select Agency	~			Select Status	~
Section 3 Certified	Select Agency	~			Select Status	~
SLBE Certified	Select Agency	~			Select Status	~
□ w	Select Agency	~			Select Status	~
WBE Certified	Select Agency	~			Select Status	~

5. If your registration is successful, you will be brought back to the login screen where you can then login with NYC.ID.





6. To access eComply you will be directed to NYC.ID to login, you will use the same username and password to access eComply as you use for iSupplier. Password resets are also on this page.

Please login If you are a NYCHA Emple	NE VORK OFF HOUSING AUTHORITY below for access to NYCHA systems. oyee, please use the NYC Employees login option.	
Login Log in using your NYC account Email Address or Username *	Log in using one of these options          Image: Complex set of the set options         Image: Complex set of the set options         or         Image: Microsoft	
Login	Create Account Report	anlssue

*Note: Once your company is registered let whomever your contract is with know, so that they can assign you to the project.* 

Note: If any of your company information varies from your Purchase Order, a message will display stating: Please verify Vendor Name and Vendor Number from the most recent NYCHA Purchase Order. For assistance with updating this information, please contact NYCHA at <u>eComplyAPsupport@nycha.nyc.gov</u>.