Requesting a Vendor PASSPort Account

PASSPort
Procurement and Sourcing Solutions Portal

Creating a vendor PASSPort account for your organization is a two-step process:
(1) **Registering a NYC.ID**, and
(2) **Submitting a PASSPort account request to MOCS for review.**

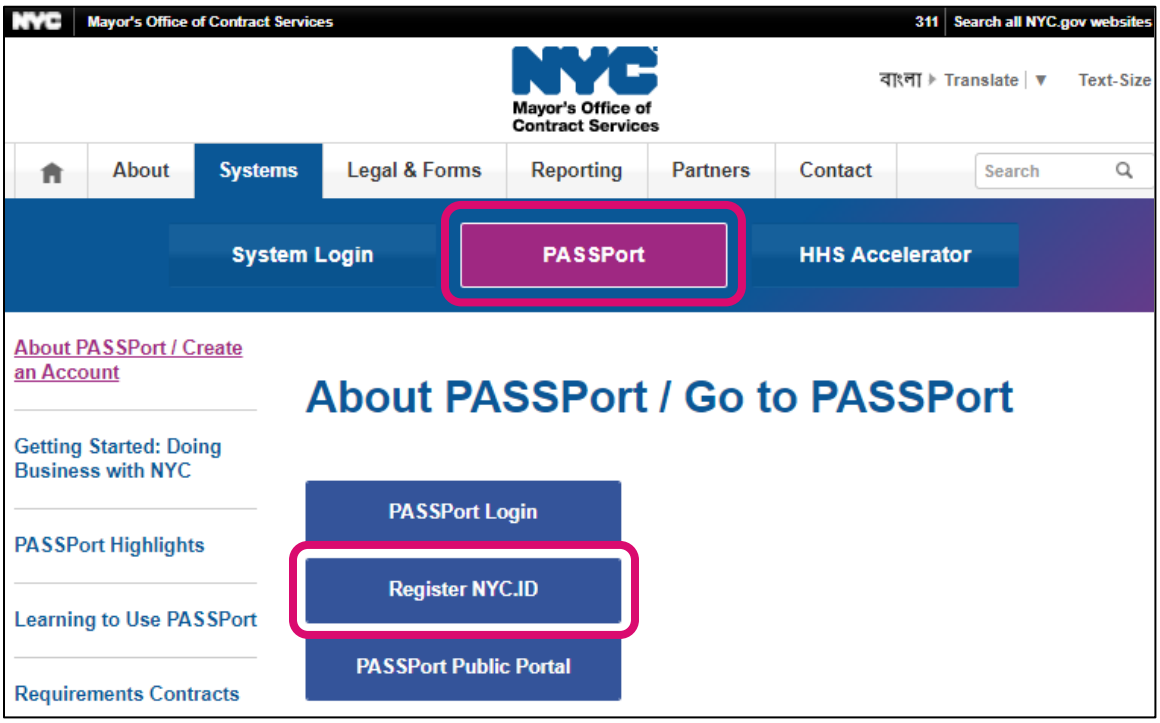
Before creating a PASSPort account, please be aware that the vendor contact submitting the account request on behalf of the organization automatically becomes a **Vendor Admin** with full PASSPort account administrator privileges, including updating business information and adding additional system users and contacts to the account. The Vendor Admin receives all PASSPort email notifications at the email address that was used when submitting the vendor PASSPort account request.

1. Registering a NYC.ID

A NYC.ID (often referred to as "Nice-ID") is a secure, single sign-on that provides access to online services at multiple N government agency websites, including PASSPort. Not to be confused with IDNYC, registering a NYC.ID essentially means registering a vendor contact's work email address and creating a password which become the vendor contact's login credentials to access PASSPort.

Attention HHS Accelerator system users: You may skip this step and proceed to (2) Requesting a PASSPort Account as you have already created a NYC.ID. The same NYC.ID (registered email address and password) can be used to log in to PASSPort and HHS Accelerator.

1. Navigate to the PASSPort page on MOCS website and click the navy **Register NYC.ID** button.



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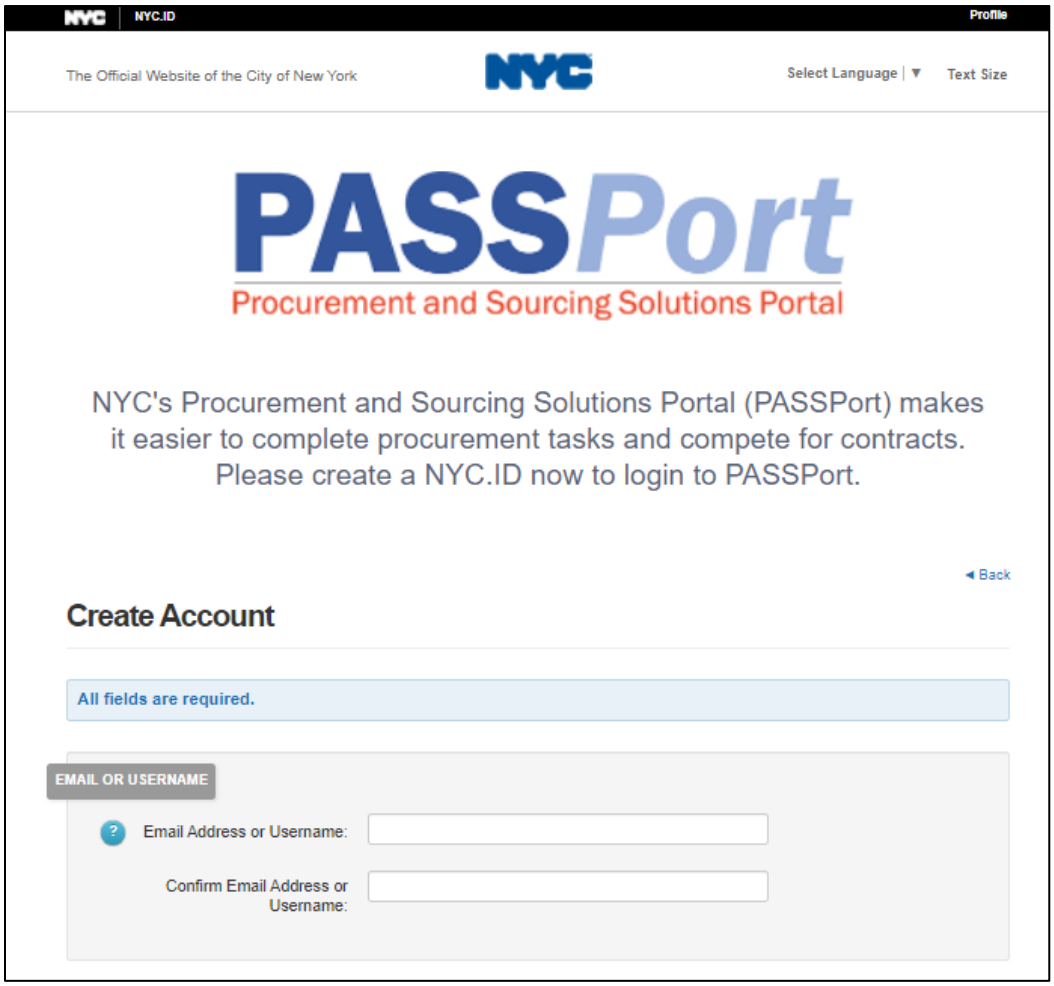
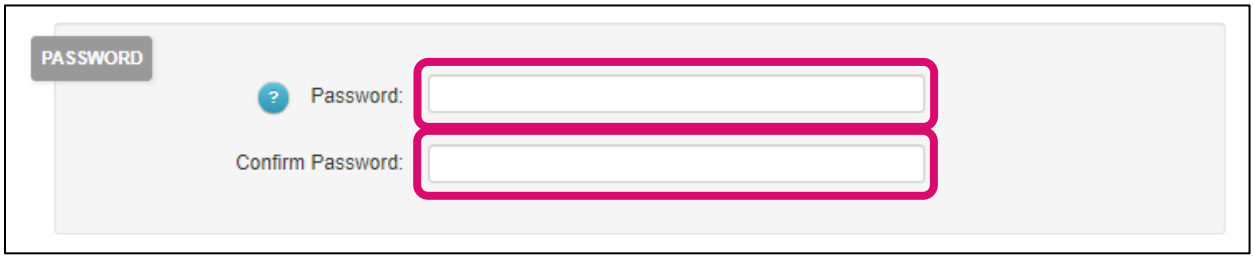
2. The Create Account form to register a NYC.ID is displayed.



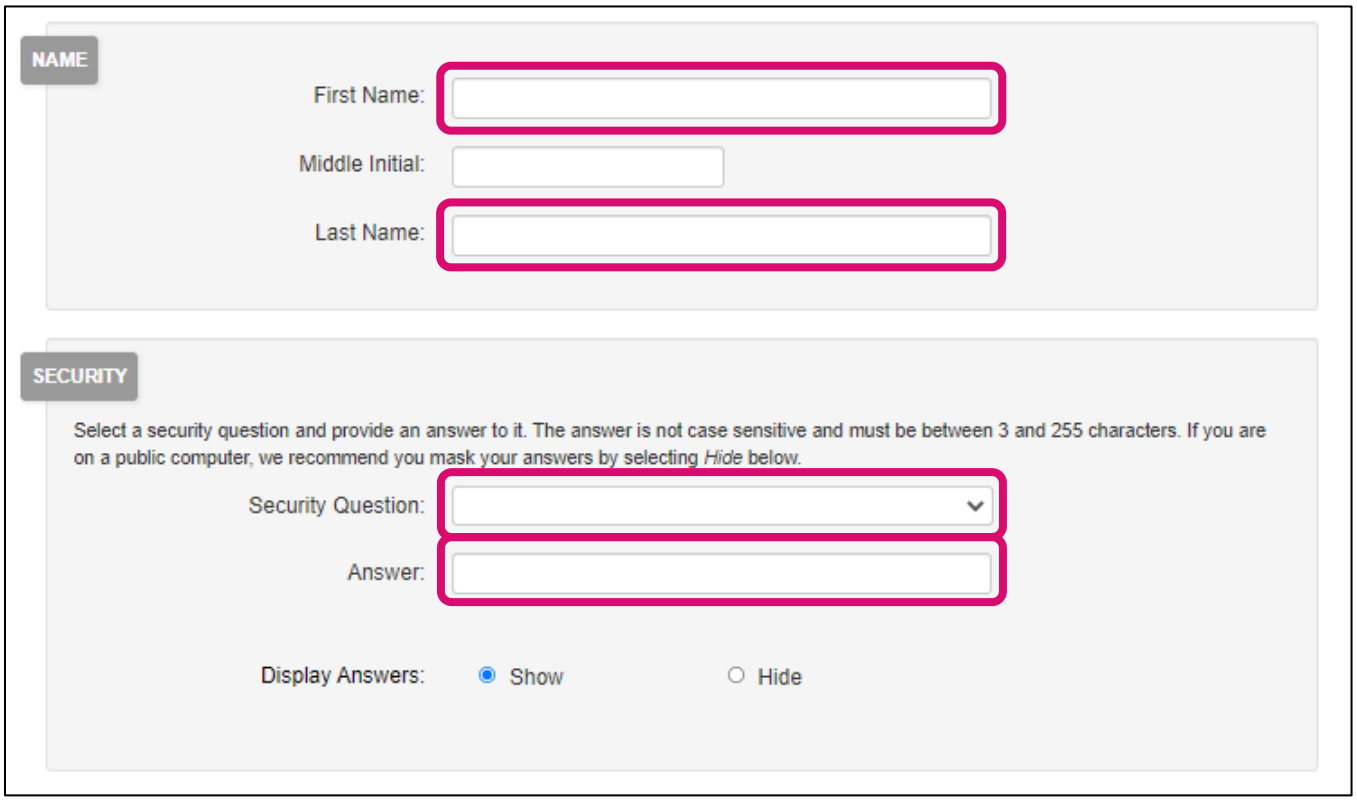
3. Enter and confirm your **Email Address**. This will become the email address (NYC.ID) you will use to log in to PASSPort. All PASSPort system notifications will be sent to this email address.



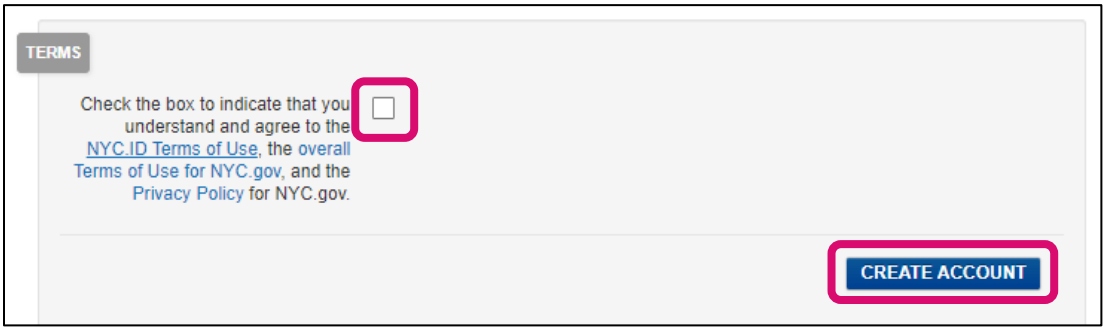
4. Enter and confirm your new **password**. Passwords must be **at least** 8 characters long and including at least one of each of the following: uppercase and lowercase letter, number, special character (from this selection: **&**, *****, **#**, **!**, **@**, **%**).



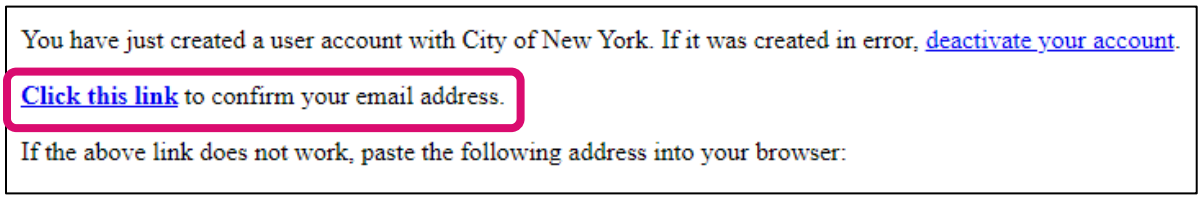
5. Enter your **First Name** and **Last Name.** You may enter a **Middle Initial** if you have one (not required).



6. Click the **checkbox** to agree to the terms and conditions and click **Create Account**.



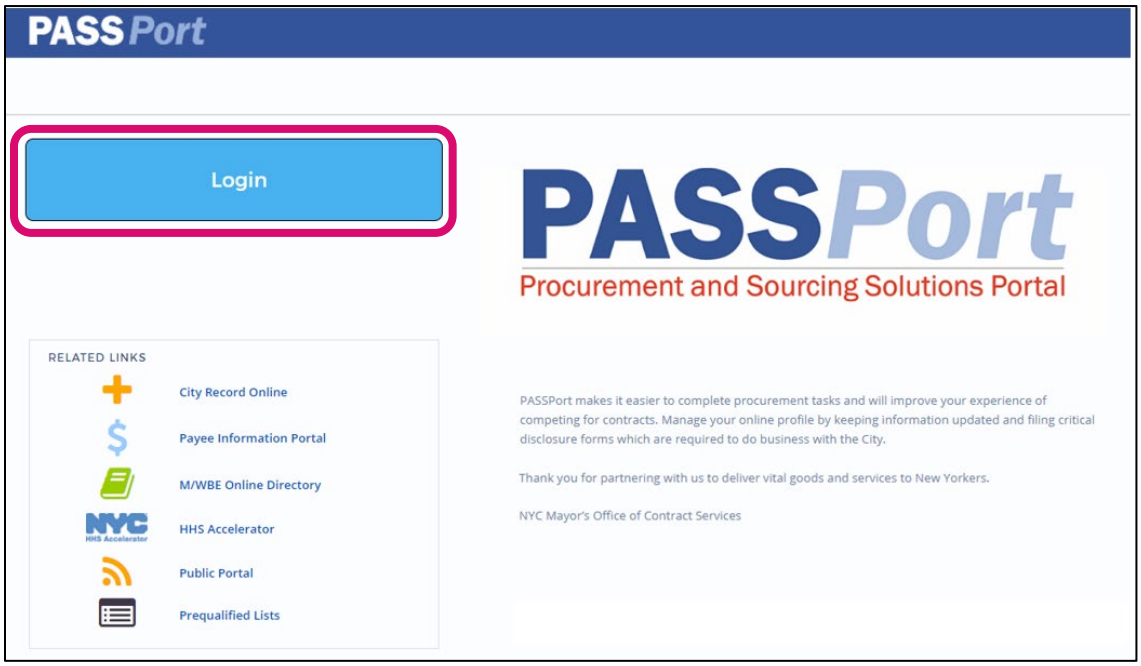
7. Once your NYC.ID request is submitted, check the email inbox associated with your NYC.ID for an automated confirmation email from **noreply@nyc.gov**. The subject line of the email will be: NYC.gov – NYC.ID Confirm Your Email Address. To confirm your email address, click the **Click this link** hyperlink in the email. which will direct you to the NYC.ID log in screen. The system will display confirmation of your NYC.ID activation. The validation link must be clicked within 24 hours of receipt. Note: Check your SPAM filter and Junk folder.



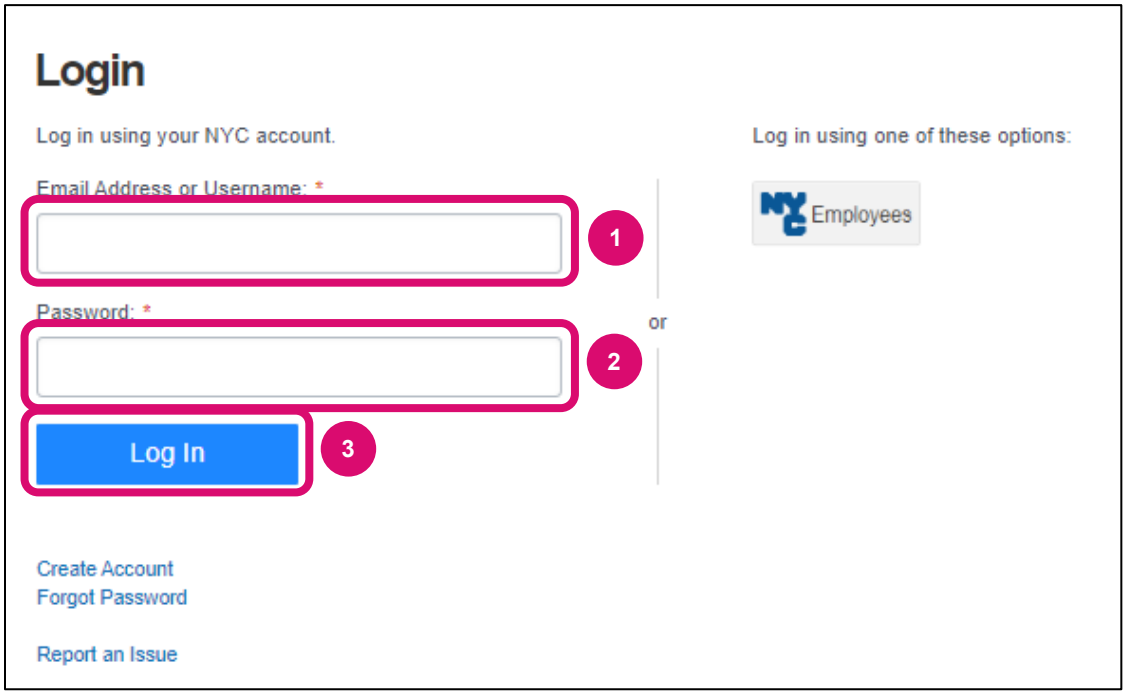
8. The system will display a confirmation message confirming the registration of your email address as your NYC.ID. You have now successfully created and activated a NYC.ID. Click the **CONTINUE** button to proceed.



9. Click the blue **Login** button to be directed to the PASSPort Login page.



10. Log in by entering the NYC.ID credentials you created. Your credentials are the **Email Address** you used when registering your NYC.ID and the **Password** you created. Click the **Log In** button to log in to PASSPort.

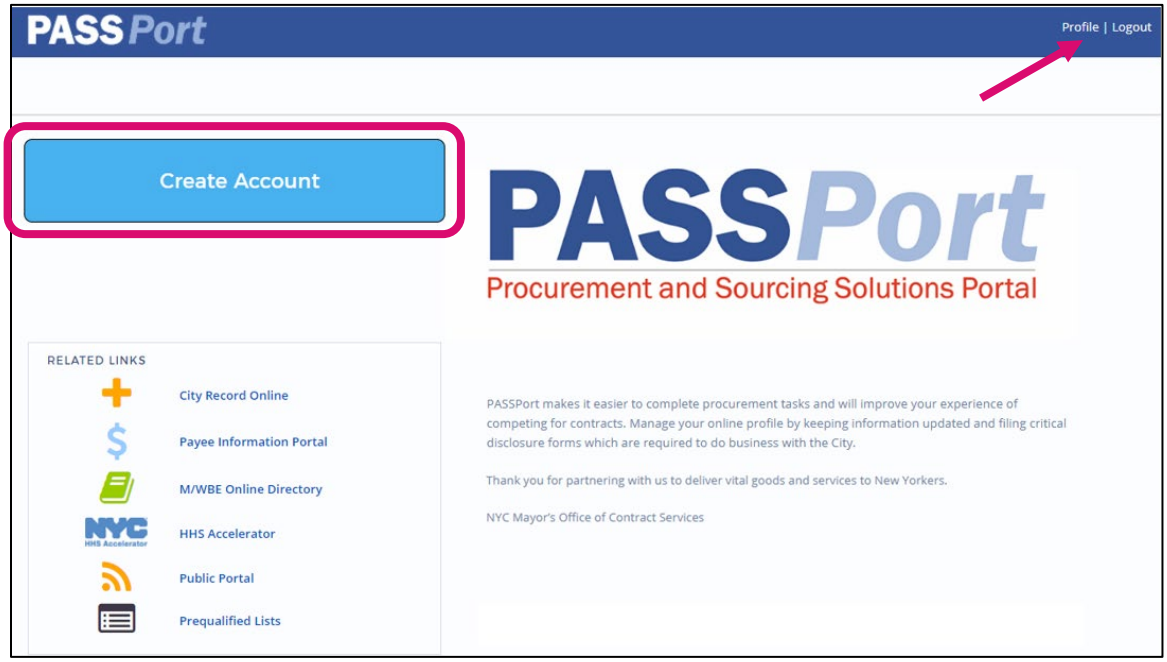


At the log in step, PASSPort checks whether your email address is affiliated with an existing vendor account. If there is an email match to a vendor account in PASSPort, you will be logged in to PASSPort directly. When there is **no match to a vendor PASSPort account**, you will be prompted to complete a vendor PASSPort Account Request. At this point, you are logged in to your **NYC.ID profile**.

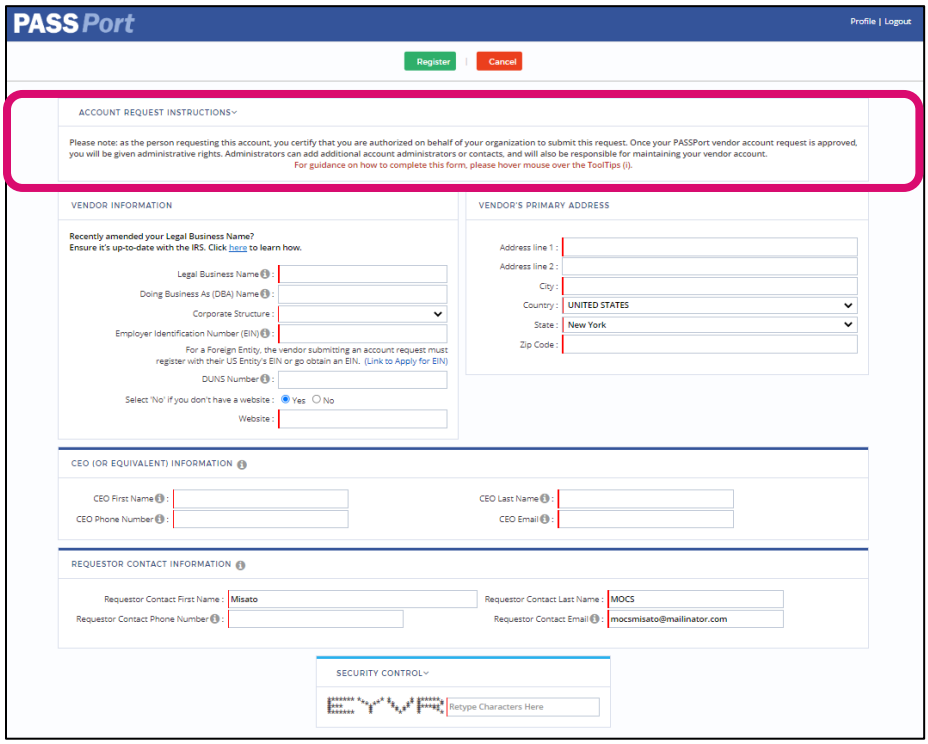
2. Requesting a PASSPort Account

1. To request a vendor PASSPort account, the requestor must first be logged in to NYC.ID via the PASSPort Login page.

2. After logging in, the NYC.ID **Profile | Logout** links display (upper right-hand corner) confirming successful login, and the large vendor PASSPort **Create Account** button is now visible. Click the **Create Account** button to access the vendor account request form.



3. Read the Account Request instructions at the top of the form.



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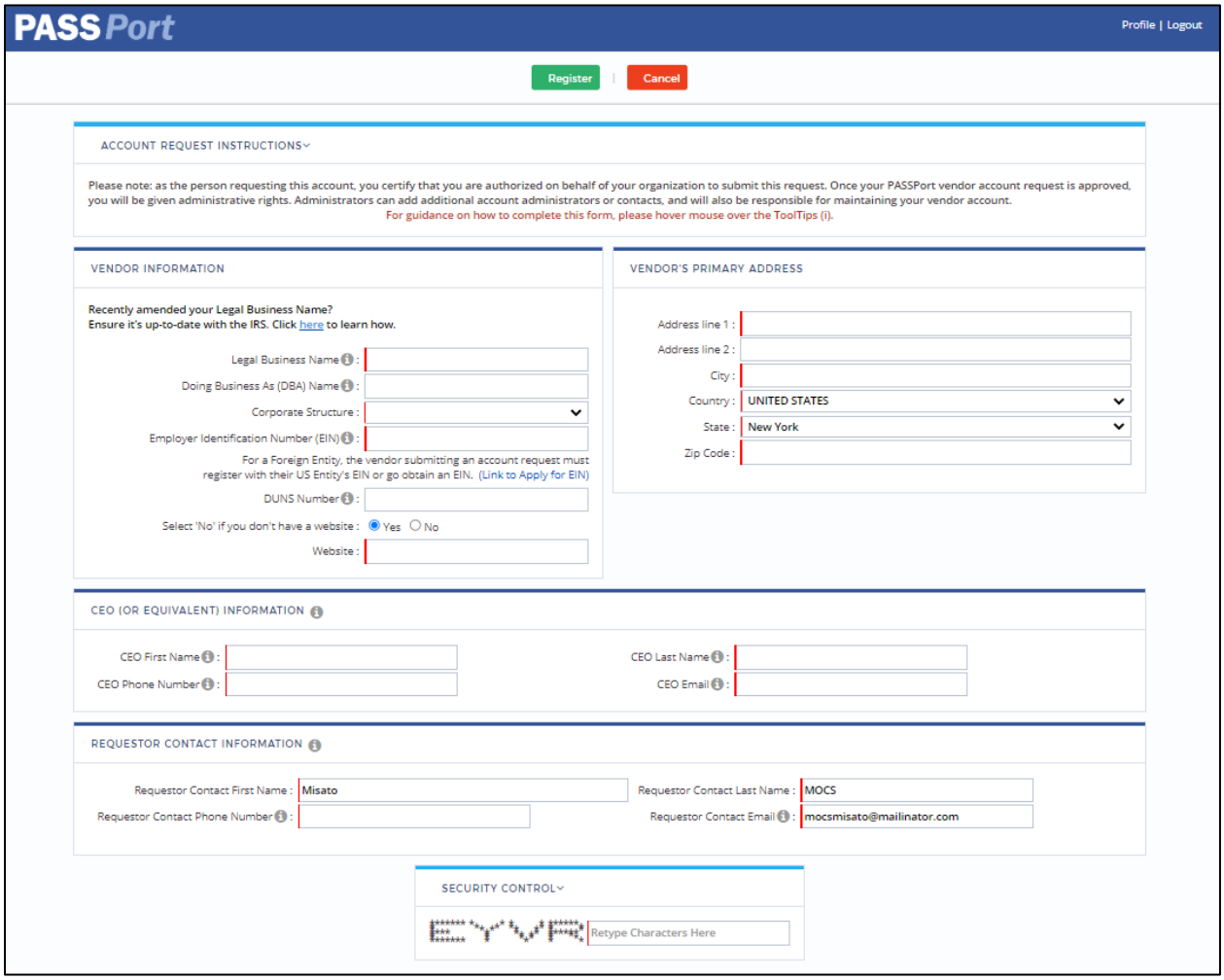
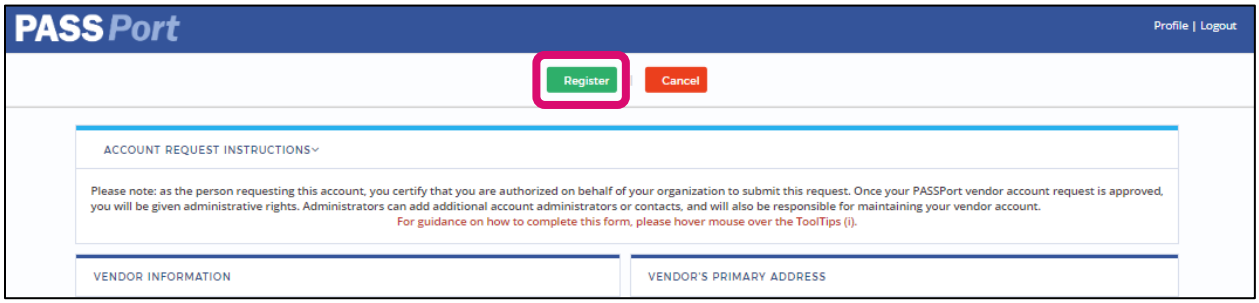
4. **Complete all sections** of the form --Vendor Information, Vendor's Primary Address, CEO (or equivalent) Information, Requestor Contact Information, and Security Control.
   Note: All fields with a vertical red line | are required to submit the account request.

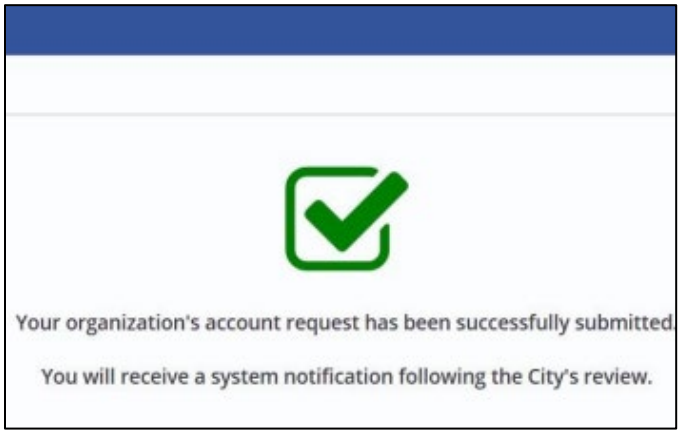


-The **Legal Business Name** must match the Certificate of Incorporation.
-**Phone Number** format must be numeric only, 10-digits, do **not** add 1 before the area code (e.g., 2125551234)

5. Click **Register** to submit your organization's PASSPort account request to MOCS for review.



5. A message displays on screen confirming the vendor PASSPort account request was successfully submitted. The request will be assigned to a member of the MOCS Team for processing. **Requests are typically processed in one to two business days from time of submission.**



If your organization's account request is Approved, you will receive an email notification from PASSPort as a final confirmation to log in to PASSPort. Visit nyc.gov/passport to log in to PASSPort.

If your request is not approved, you will receive an email from PASSPort that will indicate why your request was denied. Upon reviewing the reason, you can then resubmit your request.

Next Steps

Once your organization has a PASSPort account, continue the momentum to complete your next task as a vendor to be ready to do business with the City. Visit the Getting Started: Doing Business with NYC page where there are resources for new and prospective vendors.

Make sure the right individuals at your organization have access to your PASSPort account and have the user roles to complete specific tasks. To learn more, refer to the Adding Vendor Users and Assigning Roles guide on our website's Learning to Use PASSPort page.

Attention Health and Human Services Providers: In addition to creating a vendor account in PASSPort, organizations providing Health and Human Services must complete the **Health and Human Service Prequalification Application** (or short: "HHS PQL Application") in PASSPort. An **Approved** HHS Prequalification Application **is required to be eligible to respond to** Health and Human Services (HHS) solicitations (RFx) released in PASSPort. For instructions, refer to the HHS Prequalification guide.

Frequently Asked Questions (FAQ)

Have questions? MOCS developed a catalog of frequently asked questions sourced from common questions asked by vendors. Visit our PASSPort FAQ page on the MOCS website to get answers to your questions in a snap!