

PIP Activation Quick Start Guide

Follow the steps below to activate online access and/or create a vendor account in the Payee Information Portal (PIP) at www.nyc.gov/pip
If you need steps with screen shots, see the full Guide starting on page 2.

1. Open the PIP home page, www.nyc.gov/pip and click the "Activate" button.
2. Read the Terms and Conditions for using the PIP website and click the "Accept Terms" button.
3. Read the PIP Activation Guidelines and click the "Next" button.
4. Search in PIP to determine whether a vendor account already exists in the system for your business.
 If you have done business with the City of New York, or requested to be put on the City's bid solicitation list, your account already exists, and you only need to provide financial information to activate online access.

If your account is found, and you need to activate online access to it, see Section 1: Activating an Existing Vendor Account, screenshots on pages 4 - 8 of this guide:	If you are <u>creating a New vendor account</u> to do business with the City in the future, see Section 2: Activating a New Vendor Account, screenshots on pages 9 - 18 of this guide:
5. Enter a financial transaction from the past 5 years as a 15-digit Check/EFT Number and amount paid from a NYC check stub or your bank account statement. If you have no financial transactions within the past 5 years, contact the PIP Help Desk for assistance: PIP@fisa-opa.nyc.gov .	5. Create a User ID and Password and enter your Email address. 6. Select Security Questions and answer them.
6. Create a User ID and password and enter your Email address. 7. Select Security Questions and answer them.	7. Click the link in the Email you receive from PIP to continue the activation process. <ul style="list-style-type: none"> ▪ The link will bring you to PIP. 8. Log in using the User ID and Password you established.
8. Click the link in the Email you receive from PIP to continue the activation process. <ul style="list-style-type: none"> • The link will bring you to PIP. 9. Log in using the User ID and Password you established.	9. Determine whether you are activating as an Individual or Company, then enter a valid TIN number and any other required business information.
10. Click the Submit Activation button to complete the activation process. Note: If you would like to be solicited by NYC to bid on contracts, you can manage the commodity codes and self-identified business types that you have on file with the City of New York. Please create an account with the City's Procurement and Sourcing Solutions Portal (PASSPort) with your existing PIP/FMS vendor code, and select all relevant commodity codes. Learn more at www.nyc.gov/passport	10. Provide your address(es) and contact information. 11. From the "Activation Summary" page, click Submit Activation . 12. Review the Substitute W-9 Certification form. Then electronically sign and submit it. Note: If you would like to be solicited by NYC to bid on contracts, you can manage the commodity codes and self-identified business types that you have on file with the City of New York. Please create an account with the City's Procurement and Sourcing Solutions Portal (PASSPort) with the vendor code created in PIP, and select all relevant commodity codes. Learn more at www.nyc.gov/passport

PIP Activation Quick Start Guide

This guide provides the steps you need to activate online access and/or set up an account for the vendor self-service Payee Information Portal (PIP), for existing or new City of New York vendors.

- If you have an **existing** vendor code from the City of New York and want to access your account online, please follow the instructions below for **EXISTING VENDOR**. (If you cannot activate your existing account, contact the PIP Helpdesk at PIP@fisa-opa.nyc.gov.)
- If you are a **new** vendor interested in doing business with the City of New York and need to create a new vendor code and PIP online account, please follow the instructions on pages 2-3. Then skip to page 9 for the **NEW VENDOR** instructions.

NOTE – If you are a non-United States business entity and any of the following apply to you:

- you possess a Taxpayer Identification Number from a country other than the United States
- you do not have a United States based Taxpayer Identification number (i.e. EIN)
- your corporate headquarters are located outside the United States
- your business has a satellite or sales office in the United States but your tax home is in another country; and/or
- you are not sure of your status as a United States or foreign business entity.

Do Not continue on the PIP website to create a new vendor account. Instead, please send an Email inquiry to: 1042vendor@comptroller.nyc.gov for further instructions.

1. Click the **Activate** button to initiate activation. All new or existing vendors begin with a search.

Comptroller DOE NYC.gov

Payee Information Portal

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.

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

User ID

Password

Login

[Forgot Password](#)

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

Activate

Announcements

04/14/2018
New process to Manage Commodities and Self-Identified Business Types

As of August 1st 2017 MOCS has implemented the City's Procurement and Sourcing Solutions Portal (PASSPort).

Vendors will no longer be able to manage Commodity Codes or Self-Identified Business Types on the City's Payee Information Portal (PIP).

To manage the commodity codes and self-identified business types on file with the City of New York, vendors should create an account with the City's Procurement and Sourcing Solutions Portal (PASSPort) and select all relevant commodity codes.

Learn more at www.nyc.gov/passport

04/14/2018
If you are registering solely to do business with the Department of Education (DOE), do not register via PIP. Registration will be completed for you upon award of a DOE contract or upon a proposal request. If you are seeking DOE opportunities, register on the DOE's Bidders List at: <http://vendorportal.nycenet.edu/vendorportal/public/register.aspx>. If you are already a DOE vendor looking to modify your information, fax a 2014 W9 and Change Letter to the DOE at 718-228-8873. Your changes will be processed by the DOE in FMS and the DOE database, FAMIS.

[View All Announcements](#)

New York City Department Contact Listing

Where can I find contact information for a New York City department? Click on the "Department Contacts" link below.

[Department Contacts](#)

Forms

Listed below are quick links to frequently used Vendor forms and PIP reference materials.

- [PIP Activation eLearning #1 - New Vendor](#)
- [PIP Activation eLearning #2 - Existing Vendor](#)
- [PIP eLearning #3 - Account Maintenance](#)
- [PIP eLearning #4 - EFT Enrollment](#)
- [PIP Activation Quick Start Guide for New/Existing Vendor](#)
- [EFT/Direct Deposit Quick Start Guide](#)

Click on the "View All Documents" link for a full listing of the documents available.

[View All Documents](#)

PIP Activation Quick Start Guide

2. Read the [Terms and Conditions](#) page and click the **Accept Terms** button.
3. Review the [PIP Activation Guidelines](#) page and click the **Next** button.
4. Determine your search – *Company* or *Individual*, then do one of the following:
 - a. In the Company Search section, enter your organization’s **Taxpayer Identification Number (TIN)** or **Legal Business Name**; OR
 - b. In the Individual section, search by your **Last Name** and **Last 4 digits of your SSN** (Social Security Number).

NOTE: You can enter part of your legal name which PIP surrounds with the wildcard (*) to find any part of the name. For instance, enter *training solution* for Computer Training Solutions Inc, or *Carpenter* for Amelia Carpenter. DO NOT ENTER THE DBA NAME (Doing Business As).
5. Click the **Search** button in the search section you entered.

Payee Information Portal | Privacy Report | Contact Us

Search for an Existing Account

Cancel Activation | Back

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

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 results are displayed for your account, continue to **Section 1 on the next page to activate an EXISTING Vendor Account** that already has a vendor code.
- If you did not find your account and you believe you have one, please try again. Read the hints on the screen for searching a Taxpayer Identification Number, or partial name, using the wildcard (*) to help with your search. Contact the PIP Helpdesk at PIP@fisa-opa.nyc.gov if you need assistance.
- If you did not find your account and you are a **new** vendor wanting to conduct business with the City of New York, skip to **page 9, Section 2 to Activate a NEW Vendor Account** and obtain a vendor code.

PIP Activation Quick Start Guide

Section 1: Activating an **EXISTING** Vendor Account

SECTION 1: ACTIVATING an EXISTING VENDOR (an Existing Account was found)

Step 1.1: On the Results Found page, find your Legal Business Name in the search results. Click the **link** next to it to continue. There are different actions you can take – see the explanations below.

Search for an Existing Account/Results Found Cancel Activation Back

If you are a non-United States business entity and any of the following apply to you:

- You possess a Taxpayer Identification Number from a country other than the United States;
- You do not have a United States based Taxpayer Identification Number (i.e., EIN);
- Your corporate headquarters is located outside the United States;
- Your company has a satellite or sales office in the United States but your tax home is in another country; and/or
- You are not sure of your status as a United States or foreign business entity

Please stop and do not continue on this website. Instead please send an e-mail inquiry to 1042vendor@comptroller.nyc.gov for further instructions.

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'.

The following exists for the information you entered:

Vendor Number	Legal Business Name	Alias/DBA Name	Activated?	
000	BIG APPLE GRAPHICS INC		No	Click here to activate your account

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 vendor code by [clicking here](#).

Cancel Activation Back

If You See This Link Next To Your Legal Business Name	WHAT IT MEANS / Action You Can Take
<u>Click here to activate your account</u>	You do business with the City and have a Vendor Number (code), but the online account access has not been activated in PIP . Click this link to activate it. You need financial information within the past 5 years to continue: <ul style="list-style-type: none"> A 15-digit NYC Check or EFT number and amount (from a check stub or your bank account statement). If you have no financial transactions within the past 5 years, contact the PIP Help Desk for assistance: PIP@fisa-opa.nyc.gov .
<u>Contact your Administrator</u>	The account was previously activated using PIP. Click the link to display the name of the account administrator at your business. Contact this individual to receive your own User ID and Password.
<u>Click to Continue Activation</u>	The activation process was not completed. Click this link to complete activation. You need to enter your User ID and Password. If you do not have them, contact the PIP Helpdesk at PIP@fisa-opa.nyc.gov for assistance.

PIP Activation Quick Start Guide

Section 1: Activating an **EXISTING** Vendor Account

Step 1.2: On the [Account Verification](#) page, verify your account by selecting **one** of the options and entering:

- An existing 15-digit Check/EFT number and amount, issued within the past 5 years from the City's Financial Management System.

OR

- Only if you had no financial transactions in past 5 years, an Activation Code you received from the PIP Helpdesk.

Step 1.3: Click the **Next** button.

The screenshot shows the 'Account Verification' page. At the top right, there are links for 'Privacy Report' and 'Contact Us', and buttons for 'Cancel Activation', 'Back', and 'Next'. A red arrow points to the 'Next' button. The main heading is 'Account Verification'. Below it, a message says: 'To activate your account, select an option below and enter the information required. If you need assistance call your agency contact.' A blue banner reads: 'Please select the Frequently Asked Questions for suggestions on how to find the information required.' There are two radio button options: 'Check/EFT Information' and 'Activation Code'. A box on the left says 'Select Check/EFT' with an arrow pointing to the first option. A box in the middle says 'OR'. A box on the right says 'Click Next to continue'. The 'Check/EFT Information' section has two input fields: 'Check/EFT Number' (with value 000001234567890 and example 1234567890) and 'Check/EFT Amount' (with value 12345.67 and example 12345.67). The 'Activation Code' section has one input field (with value 123456789012 and example 123456789012). A callout box points to the activation code field with the text: 'The 12-digit Activation Code is only available if you didn't have financial transactions in the past 5 years. Contact the PIP Helpdesk for the 6-digit code to add to the first 6 digits of your Taxpayer ID Number for entry on this page. In this example, the TIN was 123456 and the code was 789012.' At the bottom, there is a section 'Additional Resources & Information:' with three bullet points: '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.', and 'You must correct the errors indicated before continuing to the next step.' A fourth bullet point says 'Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.'

PIP Activation Quick Start Guide

Section 1: Activating an **EXISTING** Vendor Account

Step 1.4: On the [My User Information](#) page, enter information into the required fields marked with a red asterisk to identify yourself and your chosen password. The User ID and Password are both case sensitive.

Step 1.5: In the "Security Questions" section, select five questions and provide answers to each. When you request to reset your password, the answers will be used to validate the request. Remember to note for your own records your chosen User ID, Password, and the answers to your five selected Security Questions.

Comptroller DOE NYC.gov Vendor Enrollment Application Privacy Report | Contact Us

My User Information Cancel Activation Back Next

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

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): JohnSmith (Note: User ID should be at least 7 characters in length. Refrain from using characters such as / < > + , ; = \")

*First Name: John

*Last Name: Smith

*Email: jsmith@company.com

*Re-enter Email: jsmith@company.com

*Phone: 212-555-1212 Ext.: XXX-XXX-XXXX

Fax: XXX-XXX-XXXX

Password

*Password (case sensitive): [Redacted] (Note: Passwords must be between 8 and 16 characters in length and contain at least 1 numeric value)

*Re-enter Password: [Redacted]

Security Questions

If you forget your password and need to reset it, you will be asked to respond to the questions you select below.

	Enter Answer	Re-enter Answer
*Question 1: What street did you live on in your childhood?	[Redacted]	[Redacted]
*Question 2: What was your childhood nickname?	[Redacted]	[Redacted]
*Question 3: What's the last name of your favorite teacher?	[Redacted]	[Redacted]
*Question 4: What's the make of your first car?	[Redacted]	[Redacted]
*Question 5: What's the name of your first pet?	[Redacted]	[Redacted]

* Indicates a required field

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors. If there are errors:

Cancel Activation Back Next

The red asterisk (*) means the fields are required. Then click "Next"

PIP Activation Quick Start Guide

Section 1: Activating an **EXISTING** Vendor Account

Step 1.6: On the Verify Email Address page, click **Next**. An Email will be sent to the Email address you entered.

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 : pip@fisa-opa.nyc.gov

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

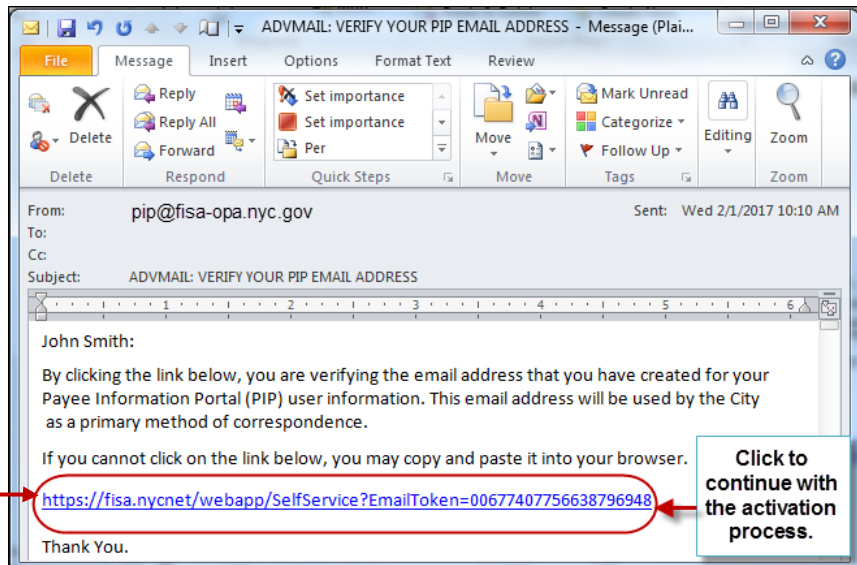
A verification email will be sent. Click "Next" to continue.

Cancel Activation Back Next

Step 1.7: On the Thank You page, click **Close Browser** to exit PIP.

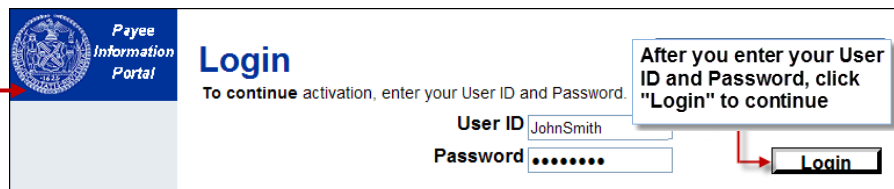
Step 1.8: Open the verification Email and click the link to continue the activation process.

You will be taken to a PIP login page. (If you don't receive an Email from PIP, check your spam folder or contact PIP@fisa-opa.nyc.gov.)

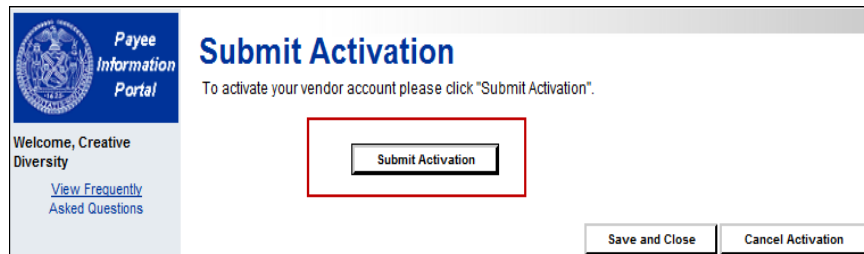


Step 1.9: Enter your User ID and Password and click **Login**.

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



Step 1.10: Click **Submit Activation** to complete the activation.



PIP Activation Quick Start Guide

Section 1: Activating an **EXISTING** Vendor Account

The Activation Process is complete. **Save** your Vendor Code for future reference.

Step 1.11: Click the **login** link to enroll in EFT (Direct Deposit) for future payments from the financial system, using your User ID and Password.

Print This Page

PIP Activation Process Complete

Your Vendor Code is: 0003049206

***Please save your Vendor Code for future reference**

The PIP Activation Process is now complete. You were assigned a unique "Vendor Code." This is also known as your "Account Number."

Electronic Funds Transfer (Direct Deposit) for Vendor Payments

In accordance with Local Law 43 enacted by the City Council in 2007, all vendors with City contracts over \$25,000 are required to enroll in the City of New York's Electronic Funds Transfer/Direct Deposit program.

The EFT program is a safe and efficient method for sending Vendor payments directly to your authorized bank account via a secure transaction. It can take up to 10 business days to become an active participant, assuming the bank verification is successful.

All vendors and payees are encouraged to enroll in the program. Go to the EFT Enrollment page in PIP to sign up for EFT with the City of New York.

Please note that a fee of \$3.50 may be charged for the issuance of a paper check. Look at payment detailed information in the Check/EFT Financial Inquiry to see if a check fee was deducted from your payment.

Now you can [login](#) to your PIP account to view or update your account information.

**YOU COMPLETED THE ACTIVATION FOR AN EXISTING VENDOR.
SKIP THE REST OF THIS DOCUMENT.**

PIP Activation Quick Start Guide

Section 2: Activating a **NEW** Vendor Account

SECTION 2: NEW VENDOR (Results not found in Search for Existing Account)

Please note the instructions for Non-US business entities: If you are a foreign vendor, you cannot use PIP to create a new Vendor Account with the City. Definitions of a "foreign vendor" are listed in red at the top of page 2.

Step 2.1: Click the [link](#) near the bottom of the page to begin setting up a new vendor account code.

Search for an Existing Account Results Not Found

If you are a non-United States business entity and any of the following apply to you:

- You possess a Taxpayer Identification Number from a country other than the United States;
- You do not have a United States based Taxpayer Identification Number (i.e., EIN);
- Your corporate headquarters is located outside the United States;
- Your company has a satellite or sales office in the United States but your tax home is in another country; and/or
- You are not sure of your status as a United States or foreign business entity

All foreign vendors must send an email to:
1042vendor@comptroller.nyc.gov
for further instructions.
DO NOT continue on this website.

Please stop and do not continue on this website. Instead please send an e-mail inquiry to 1042vendor@comptroller.nyc.gov for further instructions.

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 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 vendor code by [clicking here](#)

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.

PIP Activation Quick Start Guide

Section 2: Activating a **NEW** Vendor Account

Step 2.2: On the My User Information page, enter information into the required fields marked with a red asterisk to identify yourself and your chosen password. The User ID and Password are both case sensitive.

Step 2.3: In the “Security Questions” section, select five questions and provide answers to each. When you request to reset your password, the answers will be used to validate the request. Remember to note for your own records your chosen User ID, Password, and the answers to your five selected Security Questions.

Comptroller DOE NYC.gov Vendor Enrollment Application

Payee Information Portal

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

User Information
 Verify Email

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): (Note: User ID should be at least 7 characters in length. Refrain from using characters such as / < > + , ; = \")

*First Name:

*Last Name:

*Email:

*Re-enter Email:

*Phone: Ext.:
XXX-XXX-XXXX

Fax:
XXX-XXX-XXXX

Password

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

*Re-enter Password:

Security Questions

If you forget your password and need to reset it, you will be asked to respond to the questions you select below.

		Enter Answer	Re-enter Answer
*Question 1:	What street did you live on in your childhood? <input type="text"/>	<input type="text" value="....."/>	<input type="text" value="....."/>
*Question 2:	What was your childhood nickname? <input type="text"/>	<input type="text" value="....."/>	<input type="text" value="....."/>
*Question 3:	What's the last name of your favorite teacher? <input type="text"/>	<input type="text" value="....."/>	<input type="text" value="....."/>
*Question 4:	What's the make of your first car? <input type="text"/>	<input type="text" value="....."/>	<input type="text" value="....."/>
*Question 5:	What's the name of your first pet? <input type="text"/>	<input type="text" value="....."/>	<input type="text" value="....."/>

* Indicates a required field

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors. If there are errors:

Cancel Activation Back Next

Cancel Activation Back Next

The red asterisk (*) means the fields are required. Then click "Next"

Step 2.4: On the Verify Email Address page, click **Next**. An Email will be sent to the Email address you entered.

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: pip@fisa-opa.nyc.gov

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

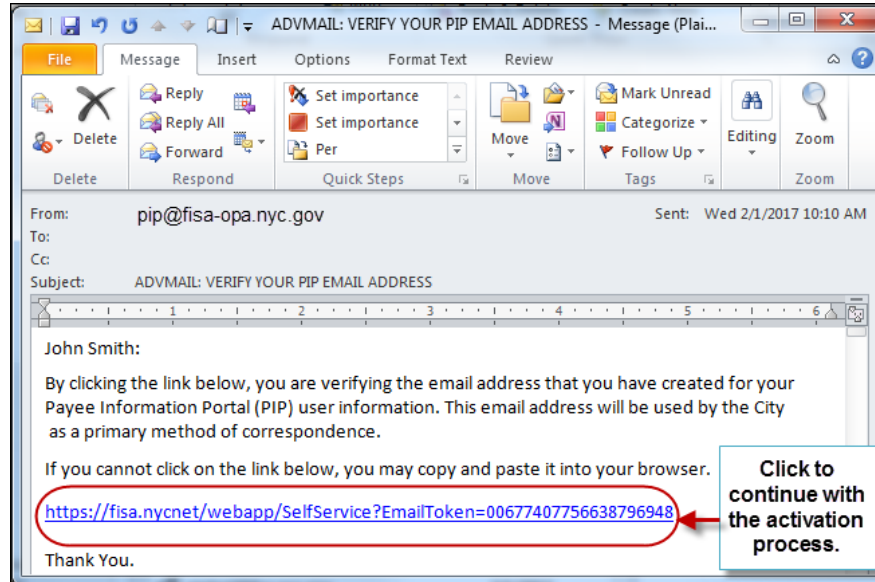
Step 2.5: On the Thank You page, click **Close Browser** to exit PIP.

PIP Activation Quick Start Guide

Section 2: Activating a **NEW** Vendor Account

Step 2.6: Open the verification Email and click the **link**. It will take you to a PIP login page.

(If you don't receive an Email from PIP, check your spam folder or contact PIP@fisa-opa.nyc.gov.)



Step 2.7: Enter your User ID and Password and click Login.

Note: Do not bookmark this page. You will be logging in from the PIP Home Page once you activate your account.



PIP Activation Quick Start Guide

Section 2: Activating a **NEW** Vendor Account

Step 2.8: Select the TIN Type.

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

Step 2.9: Select the classification that applies to your particular business entity.
Note: The Classification list changes, based on the TIN Type you select.

Then click **Next**.

Payee Information Portal

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

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

Step 1: New Account Activation

Please choose one of the following options to describe how you plan on doing business and select the Next button to continue.

TIN Type

I will use a Social Security Number (SSN), Individual Taxpayer Identification Number (ITIN), or Adoptive Identification Number (ATIN).
Please select one of the following: SSN ITIN ATIN

I will use my entity's Employer Identification Number (EIN).

Classification

I plan to do business using the following classifications. Please select only one.
Hint: Use the Frequently Asked Questions to obtain a definition of the classifications.

Select	Classification
<input type="radio"/>	Individual
<input type="radio"/>	Partnership
<input type="radio"/>	Corporation
<input type="radio"/>	Trust
<input type="radio"/>	State Government
<input type="radio"/>	Other Government
<input type="radio"/>	Joint Venture
<input type="radio"/>	Other Non-Profit Org
<input type="radio"/>	Estate
<input type="radio"/>	LLC Filing as Partner
<input type="radio"/>	LLC Filing as Corp
<input type="radio"/>	LLC Filing as Sole Prop
<input type="radio"/>	Church/Religious Org
<input type="radio"/>	Personal Service Corp
<input type="radio"/>	Sole Prop/Small Business
<input type="radio"/>	Federal Government

Question

If you need assistance select the Submit Question button to send us your questions.

Annotations:

- AND:** A red box highlights the TIN Type section, with a note: "Select the TIN Type. Note: If you select Social Security Number be sure to select SSN, ITIN, or ATIN."
- OR:** A red box highlights the Classification list, with a note: "The list of Classification types changes, based on the TIN Type you selected."
- Click Next:** A red arrow points to the "Next" button at the top right.
- Note:** A note at the bottom states: "Note: If you have any questions, use the 'Submit Question' link. Once you get an answer, you can log back in and resume activation."

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Section 2: Activating a **NEW** Vendor Account

Step 2.10: Most of the fields on the My Business Information page will be pre-populated with the answers you submitted. Only required fields (*) are necessary, but you should enter any other applicable information. Then click **Next**.

The postal address is verified against current postal codes. Click **Next** again.

Payee Information Portal
Welcome, John Smith
View Frequently Asked Questions

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

Step 2: My Business Information Save and Close Cancel Activation Back Next

Please enter the general information below. Fields with a red asterisk (*) indicate required fields. Some of the fields are populated with data gathered from the questions you previously answered. Please review all information carefully before proceeding. You must select the Save and Close prior to exiting. If you do not, you will have to re-enter all data again.

Organization Information
*Organization Type: Individual Change
*Classification: Individual
Location Web Address: _____

Legal Name Information
*First Name: John *Last Name: Smith
Middle Name: _____ Business Name (Alias/DBA): _____
Name on Check: Legal Name

1099 TIN Information
*Create Taxpayer ID Number: _____
*Re-enter Taxpayer ID Number: _____
Taxpayer ID Number: _____ Taxpayer ID Number Type: SSN/TIN/EIN
Detailed TIN Type: SSN

Legal (1099) Address Information
*Street 1: 1 Main Street
*City: New York
State/Province: New York
Zip/Postal Code: 10001
Country: United States

Exemption from Backup Withholding and FATCA Reporting
The following codes identify payees that are exempt from Backup Withholding. Generally, individuals (including sole proprietors) are not exempt from Backup Withholding. Corporations are not exempt from Backup Withholding if they supply legal or medical services. For payees exempt from Backup Withholding, please select the appropriate choice. If you do not qualify, leave this field blank.
Backup Withholding Exemption: _____ Find
The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this application for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this application for an account you hold in the United States, leave this field blank.
FATCA Reporting Exemption: _____ Find

Discount Information
If appropriate, please enter any Discount Terms you offer for prompt payment of invoices.
Number of Days 1: _____ Discount Percent 1: _____
Number of Days 2: _____ Discount Percent 2: _____
Number of Days 3: _____ Discount Percent 3: _____
Number of Days 4: _____ Discount Percent 4: _____

Fields with red asterisks (*) are required to be filled in to move forward

Other fields should only be filled in if they apply

Save and Close Cancel Activation Back Next

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Section 2: Activating a **NEW** Vendor Account

Step 2.11: On the Address Information Questionnaire page, indicate whether the legal address entered on the previous page will be used for the types of transactions you might have with the City: an address for **Administrative** correspondence, an address for **Ordering** from you, an address for **Payment** to you, and an address for **Billing** to you. You can specify the same or a different address for each of these address types.

The screenshot shows a web form titled "Address Information Questionnaire" from the "Payee Information Portal". The form is for a user named John Smith. It contains a "Legal Address Information" section with the following details: Street 1: 1 Main Street, City: New York, State: NY, and Zip/Postal Code: 10001. Below this is an "Address Questions" section with three questions (A, B, and C) and radio button options for "Yes" and "No". A red arrow points to the "Next" button at the bottom right of the form.

Address Questions:

- A: Should your legal address listed above be used for any other type of address (Administrative, Ordering, Payment or Billing)? Yes No
- B: Is your address information the same for Administrative, Ordering, Payment, and Billing addresses? Yes No
- C: Do you have the same contact for all address types (Administrative, Ordering, Payment, or Billing)? Yes No

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:** If you chose "Yes" or "No" on **A** above and 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".

PIP Activation Quick Start Guide

Section 2: Activating a **NEW** Vendor Account

Step 2.12: On the Addresses and Contacts page, the Address information is copied from the Legal (1099) Address based on the answers you provided on the Questionnaire page. If you answered “Yes” to all the previous questions, the example below shows the Address and Contact information you entered. You can change addresses here, if needed.

Enter the **Phone Number**.

Step 2.13: In the *Contact Information* section, enter the **Principal Contact, Phone** and **Email** address.

Click **Next**.

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.

***Administrative**
Administrative: This is the address where correspondences that do not relate to Payment, Billing, or Ordering will be sent. The contact person should be someone who will be able to appropriately route all correspondences, which may be sent via e-mail, fax, or direct mail. In order to avoid any disruption in correspondence, please avoid the use of P.O. Boxes when entering your administrative address.

***Ordering**
Ordering: This is the address where orders and solicitations will be sent. The contact person should be someone who will be able to respond to or appropriately route correspondences regarding contracting opportunities. Please note that notices of solicitation for bids and requests for proposals will be sent via e-mail to the contact person listed for the Ordering Address. Other types of correspondences related to orders may be sent via e-mail, fax, or direct mail.

***Payment**
Payment: This is the address for your Accounts Receivable, and where contract and other payments should be sent. The contact person should be someone who will be able to process or appropriately route payments made to the business.

Billing
Billing: This is the address for your Accounts Payable, and where bills and invoices should be sent. The contact person should be someone who will be able to process or appropriately route bills and invoices received by the business.

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

Country:
*Phone: XXX-XXX-XXXX Ext.:
Additional Address Info:
Division/Department:

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

*Principal Contact: John Smity
*Phone: 212-555-1212
Phone Extension:
Alternate Phone:
Alternate Phone Extension:
English Spoken:

Fax:
Fax Extension:
Alternate Fax:
Alternate Fax Extension:
*Email: jsmith@company.com
Correspondence Type: Email

Fields with red asterisks (*) are required to be filled in to move forward

Click "Next"

PIP Activation Quick Start Guide

Section 2: Activating a **NEW** Vendor Account

Step 2.14: The Activation Summary page shows the Account, Business, Address and Contact information you entered. Review all the information and use the **Update** Information links to go back and change information if necessary.

Once you determine that the information is correct, select the **Submit Activation** button.

The screenshot shows the 'Activation Summary' page for a vendor account. The page is titled 'Activation Summary' and includes a navigation bar with buttons for 'Save and Close', 'Cancel Activation', 'Back', 'Submit Activation', and 'Print This Page'. The main content area is divided into several sections, each with an 'Update Information' link:

- Organization Information:** Organization Type: Individual, 1099 Classification: Individual, Location Web Address: [blank].
- Legal Name Information:** Legal Name: Jack Jones, Business Name (Alias/ DBA): [blank], Name Control: JONE, First Name: Jack, Middle Name: [blank], Last Name: Jones, Name on Check: [blank].
- 1099 TIN Information:** Taxpayer ID Number: *****2122, Taxpayer ID Number SSM/TIN/ATIN Type: [blank], Detailed TIN Type: SSN.
- Legal (1099) Address Information:** Street 1: 450 w33rd street, City: manhattan, State/Province: New Jersey, Zip/Postal Code: 07003, Country: United States.
- Exemption from Backup Withholding & FATCA Reporting:** Backup Withholding Code: [blank], FATCA Reporting Code: [blank].
- Billing Address:** Address Information: Street 1: 450 w33rd street, Street 2: [blank], City: manhattan, State/Province: New Jersey, Zip/Postal Code: 07003, Division/Department: [blank], Country: United States, County: [blank], Phone: 2122122122, Phone Extension: [blank], Additional Address Info: [blank].
- Contact Information:** Principal Contact: Jack Jones, Phone: 2122122122, Phone Extension: [blank], Alternate Phone: [blank], Alternate Phone Extension: [blank], Fax: [blank], Fax Extension: [blank], Alternate Fax: [blank], Alternate Fax Extension: [blank], Email: fact@fisa-opa.nyc.gov, Correspondence Email Type: [blank], English Spoken: Yes.

Annotations on the page include:

- A callout box pointing to the 'Update Information' links for Legal Name and 1099 TIN information, stating: "Use 'Update Information' links to change information before submitting for activation."
- A callout box pointing to the 'Submit Activation' button, stating: "There are two options for submitting your activation. In order to receive awards and payments, you are required to sign the W-9. If you select 'Opt-Out', you are eligible for commodities and solicitations only."
- A callout box pointing to the 'Opt-Out' checkbox, stating: "Click 'Submit Activation' above to create and electronically sign your W-9 on the next screen. OR Check the Opt-Out box below if you do not want to sign the W-9 and click 'Submit Activation' to continue. Note: If you do not sign the W-9 you cannot receive awards and payments directly from the City of New York, but you are still eligible to enroll for commodities, receive solicitations or be a subcontractor. If you do not sign the W-9 at this time, you can sign it after you complete activation (see FAQs for details)."

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.

PIP Activation Quick Start Guide

Section 2: Activating a **NEW** Vendor Account

Step 2.15: The *Substitute W-9* form appears and is pre-populated with the information you entered. Review all the information and follow these steps to electronically sign and submit the Substitute W-9:

- Select **I Agree**
- Enter your PIP **Password**
- Click the **Sign** button.

Note: If any information needs to be changed, click the **Back** button to return to previous screens to update them.

Sign Document

NYC FMS	THE CITY OF NEW YORK-PAYEE INFORMATION PORTAL SUBSTITUTE FORM W-9 REQUEST FOR TAXPAYER IDENTIFICATION NUMBER & CERTIFICATION	DO NOT SUBMIT FORM TO IRS PLEASE SEE SUBMISSION INSTRUCTIONS ON LOWER PORTION OF THE FORM 2013 REVISION 1
VENDOR/CUSTOMER CODE: VS000		
Part I - Vendor Information		
1. Legal Business Name: (As it appears on IRS EIN records, CP975, 147C-01-Social Security Admin Records, Social Security Card, Social Security Certifications): John Smith	2. Doing Business As:	
3. Entity Type: Individual	4. For Official Use Only: 308	
Part II - Taxpayer Identification Number & Taxpayer Identification Type		
1. Taxpayer Identification Number:		2. Taxpayer Identification Number Type:

Under the penalties of perjury, I certify that:

1. The number shown on this form is my correct Taxpayer Identification Number, and
2. I am not subject to Backup Withholding because (a) I am exempt from Backup Withholding, or (b) I have not been notified by the IRS that I am subject to Backup Withholding as a result of a failure to report all interest or dividends, or (c) The IRS has notified me that I am no longer subject to Backup Withholding, and
3. I am a US citizen or other US person, and
4. The FATCA code(s) entered on this Form (if any) indicating that I am exempt from FATCA Reporting is correct.

The Internal Revenue service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

**I declare that I read and agree to the above statements, I examined the information within my W-9, and I certify that my W-9 is correct.*

I Agree I Do Not Agree

Enter your PIP password. → Enter Password: ●●●●●●

Sign Back

If you clicked 'I Do Not Agree', click...

If you clicked 'I Agree', please enter the password associated with your PIP User ID and click 'Sign' to electronically sign your W-9.

The City's W-9 review and approval process is 5-10 business days, excluding City holidays.

Click "Sign" to submit your activation.

PIP Activation Quick Start Guide

Section 2: Activating a **NEW** Vendor Account

Step 2.16: The Activation Process is complete. **Save** your Vendor Code for future reference. Click the links under Downloadable Forms to print or save the Substitute W-9 or PIP Activation Report.

Step 2.17: Click the **login** link to enroll in EFT (Direct Deposit) for future payments from the financial system, using your User ID and Password.

[Print This Page](#)

PIP Activation Process Complete

Your Vendor Code is: VS00053053
***Please save your Vendor Code for future reference**

You can print
this page

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.

The PIP Activation Process is now complete. You were assigned a unique "Vendor Code". This is also known as your "Account Number".

Electronic Funds Transfer (Direct Deposit) for Vendor Payments

In accordance with Local Law 43 enacted by the City Council in 2007, all vendors with City contracts over \$25,000 are required to enroll in the City of New York's Electronic Funds Transfer/Direct Deposit program.



The EFT program is a safe and efficient method for sending Vendor payments directly to your authorized bank account via a secure transaction. It can take up to 10 business days to become an active participant, assuming the bank verification is successful.

All vendors and payees are encouraged to enroll in the program. Go to the EFT Enrollment page in PIP to sign up for EFT with the City of New York.

Please note that a fee of \$3.50 may be charged for the issuance of a paper check. Look at payment detailed information in the Check/EFT Financial Inquiry to see if a check fee was deducted from your payment.

Download the forms below for your own records.

Downloadable Forms

-  [Download Substitute W-9](#)
-  [PIP Activation Report](#)

Click login to
enroll in EFT

Now you can [login](#) to your PIP account to view or update your account information.

For additional assistance contact the PIP Helpdesk at PIP@fisa-opa.nyc.gov or 212-857-1777.