

Quick Start Guide

if you are new to the EDS system:

1. Go to the right website

<https://webapps.cityofchicago.org/EDSWeb>

This link must be typed with the right capitalization. If this link doesn't work for you, please go to the City of Chicago website at www.cityofchicago.org and in the search bar found in the upper right-hand corner type in "EDS". Click on the first search result and scroll to bottom of the page to the button that says "Get Started On-Line". Click on that button..... and bookmark the page (add it to your favorites).

2. Register for the EDS System

If you have never filled out an on-line EDS with the city you can start the registration process by clicking on "Vendor Registration" found on the left hand side column. If someone from your organization has already registered, you will be linked to the existing application during this registration process. If you are the first person to register for your organization, *please, please, please* be sure to type in the exact legal name of your organization and enter the correct FEIN number. After you fill out the vendor registration, an account will be generated for your organization and you will be sent an e-mail with a link, user ID and a password that will allow you to log into the EDS system.

3. Login

Return to <https://webapps.cityofchicago.org/EDSWeb>

In the upper right hand corner of this page, there is the word "login". When/if you have a login name/password – you will click on this to login.

4. Fill out the EDS information update

Once you have logged in you will need to complete the EDS template. You start this process by clicking on "Create New" found in the left hand side column. The first question you will be asked is do you have an invitation number – if you are contracting with the City, you will not have an invitation number. If you are an owner company of an organization contracting with the City, you must have an invitation number. The next question is: **Is this an EDS for a contract or an EDS information update?** If you are completing this form for the very first time, it is an information update so click on that, answer all the questions and hit submit.

5. Fill out an EDS for a contract

If you have already completed your EDS template and are bidding on a new contract or have been awarded a contract, you will need to fill out an EDS for a contract. **For every contract with its own PO, you will need to complete a NEW EDS.** I cannot emphasize this enough. To do this, click on "create new" again but this time indicate that this is for a contract and complete the questions accordingly. Most questions will be pre-populated with the answers from your template. If your organization has multiple tiers of ownership, legal entity owners who own more than 7.5% of your organization will be required to fill out their own EDS. Please see the help manuals and/or videos for assistance if this is the case.

6. Print and submit your Certificate of Filing

After you electronically sign your EDS for a contract, click "View Certificate" to view and print your Certificate of Filing. Include the Certificate of Filing with the contract materials you return to the City. If you need to reprint a certificate later, you can click "Recently Submitted", find the appropriate EDS, and click the "P" button.

Helpful Hints:

The Online EDS has a great library of documents and videos to help you trouble shoot common questions. You can access them on the left hand side column.

If you still have questions after reading the instruction manuals and/or viewing the help videos, please contact your contracts person.