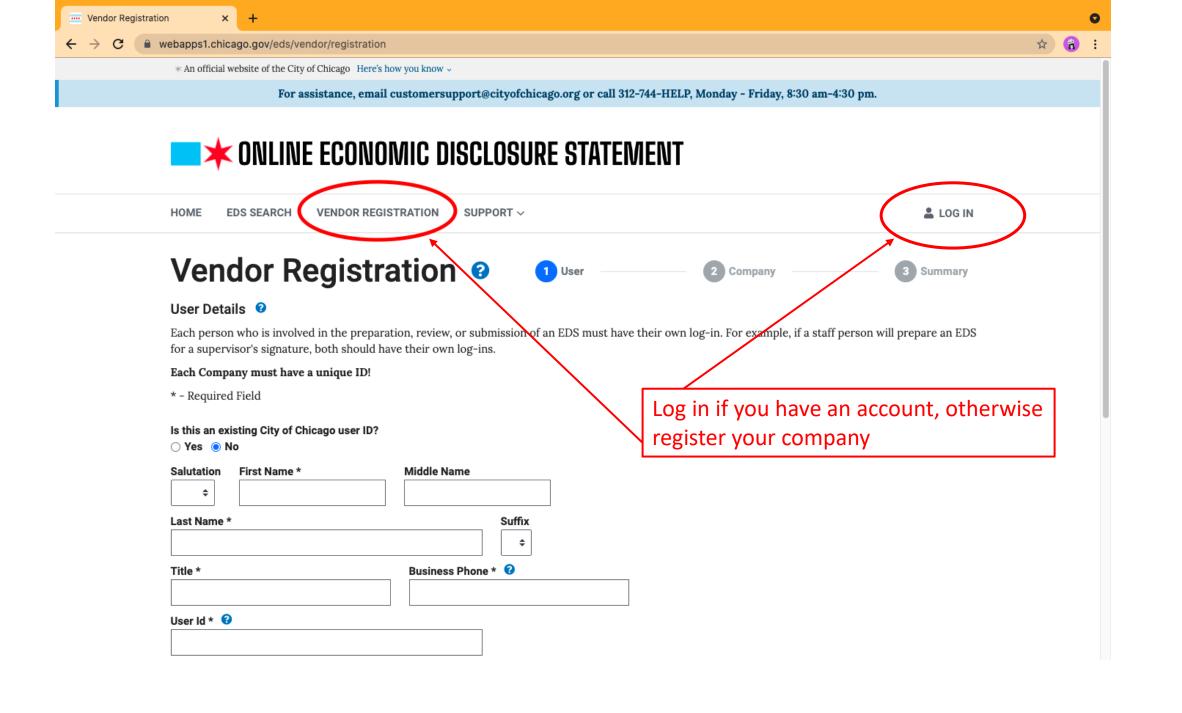
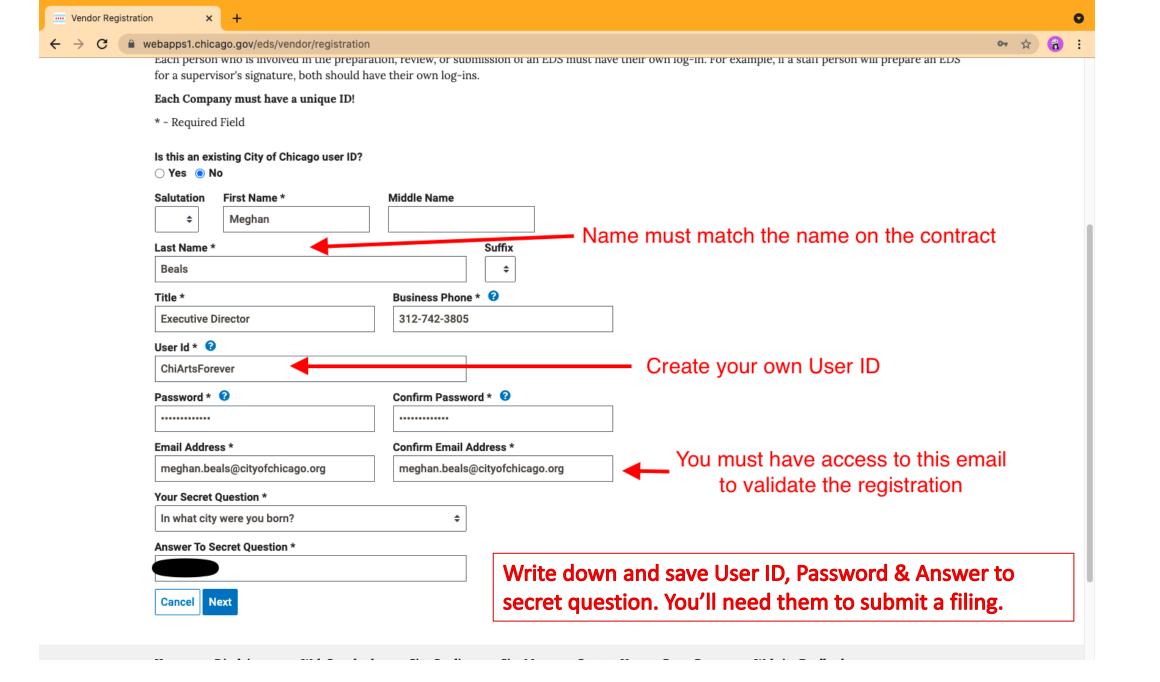
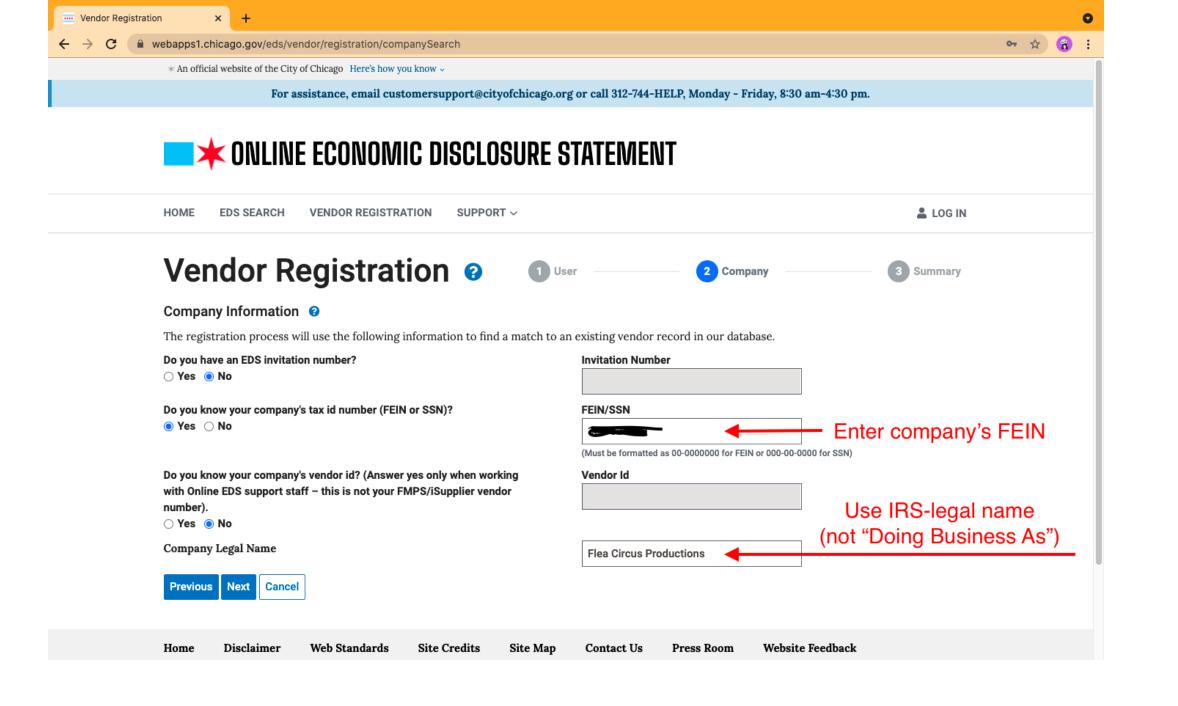
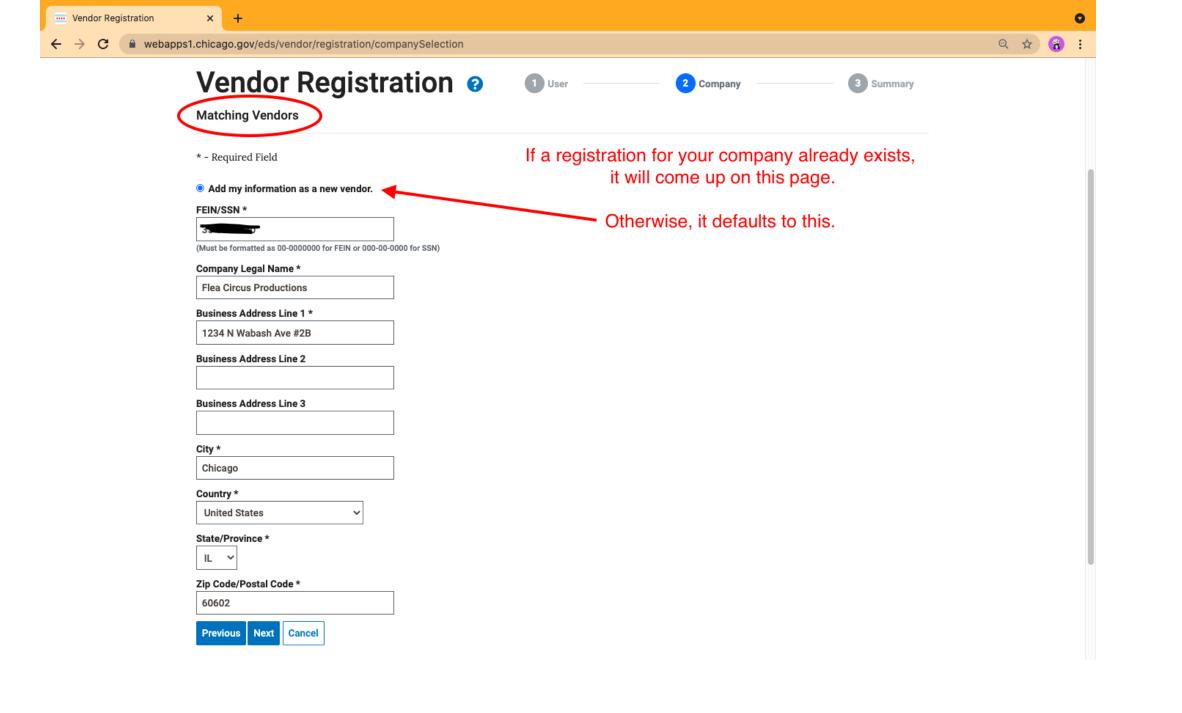
# Filing an EDS

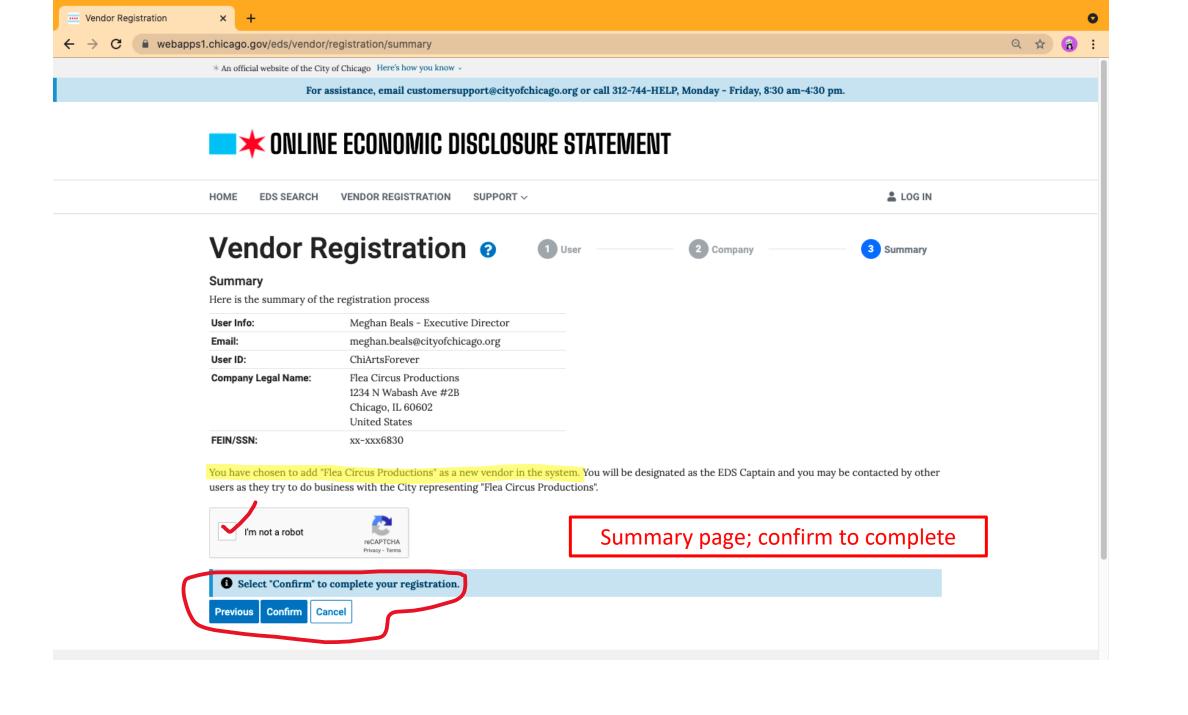
Registering a New Account

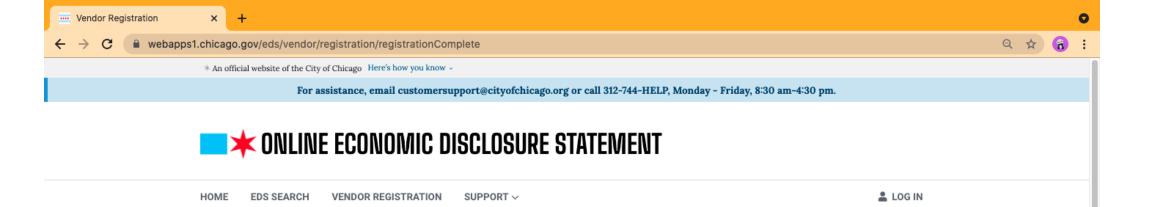












### **Vendor Registration 9**

#### Check your email and verify your new account

#### Registration complete

Your registration as a vendor user is complete. Your verification link has been mailed to meghan.beals@cityofchicago.org. You should be receiving it within 10 minutes, although sometimes it may take longer. You must open the verification link email and click on the link before you can log in with your new account.

After clicking the verification link, you may click the Log In button to be taken to the Log In screen. As the first user representative of Flea Circus Productions, you are the default EDS Captain for Flea Circus Productions. As EDS Captain, you will have several rights and responsibilities.

First, the Online EDS will send other account applications for Flea Circus Productions to you for approval.

Second, if you or another **Flea Circus Productions** representative wishes to file an EDS with a different office address for **Flea Circus Productions**, you will be responsible for updating online site/location information for the different offices of **Flea Circus Productions**.

Third, you will be able to designate other users as EDS Co-Captains with the same online rights and responsibilities once they have been registered as representatives of **Flea Circus Productions**.

Fourth, you may deactivate the accounts of other Online EDS users who have left **Flea Circus Productions** or no longer have responsibilities for filing EDSs. In addition, you will be able to file Online EDSs as a representative of **Flea Circus Productions**.

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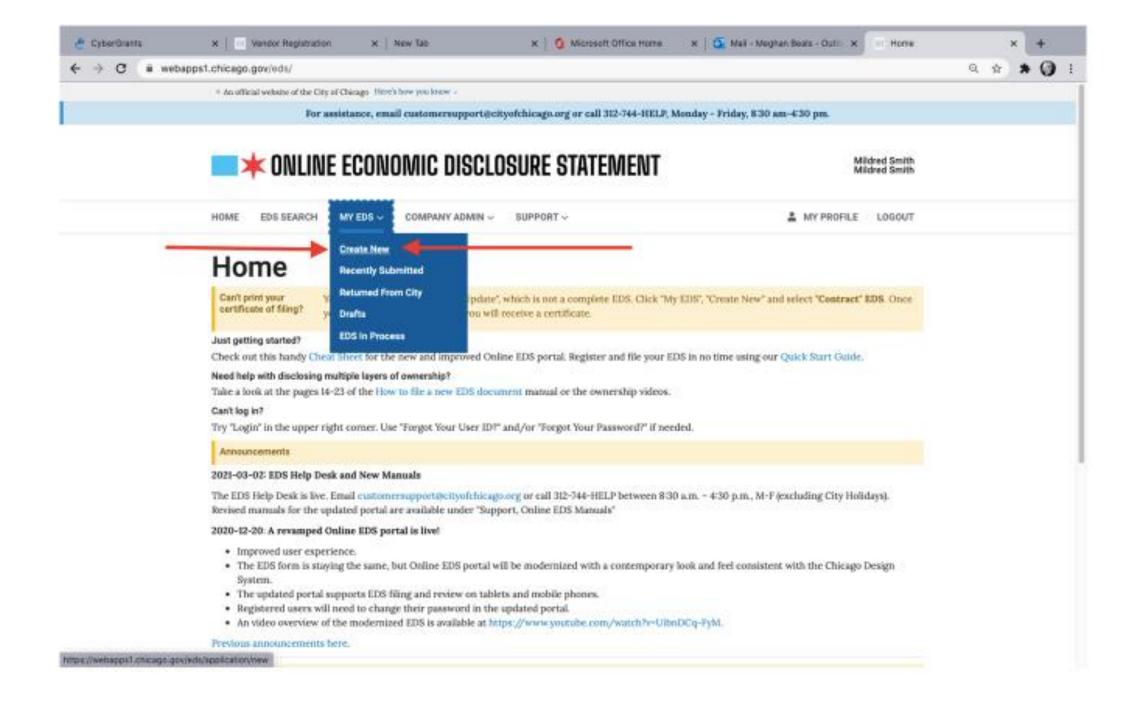
City of Chicago Department of Procurement Services

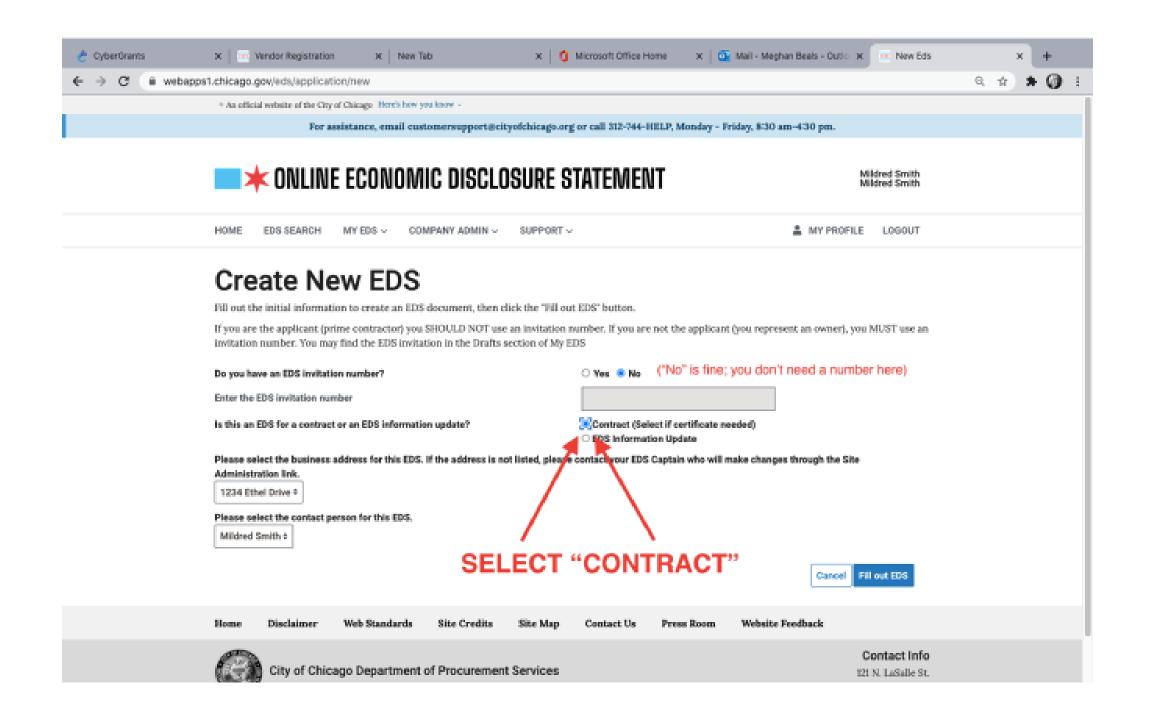
Contact Info

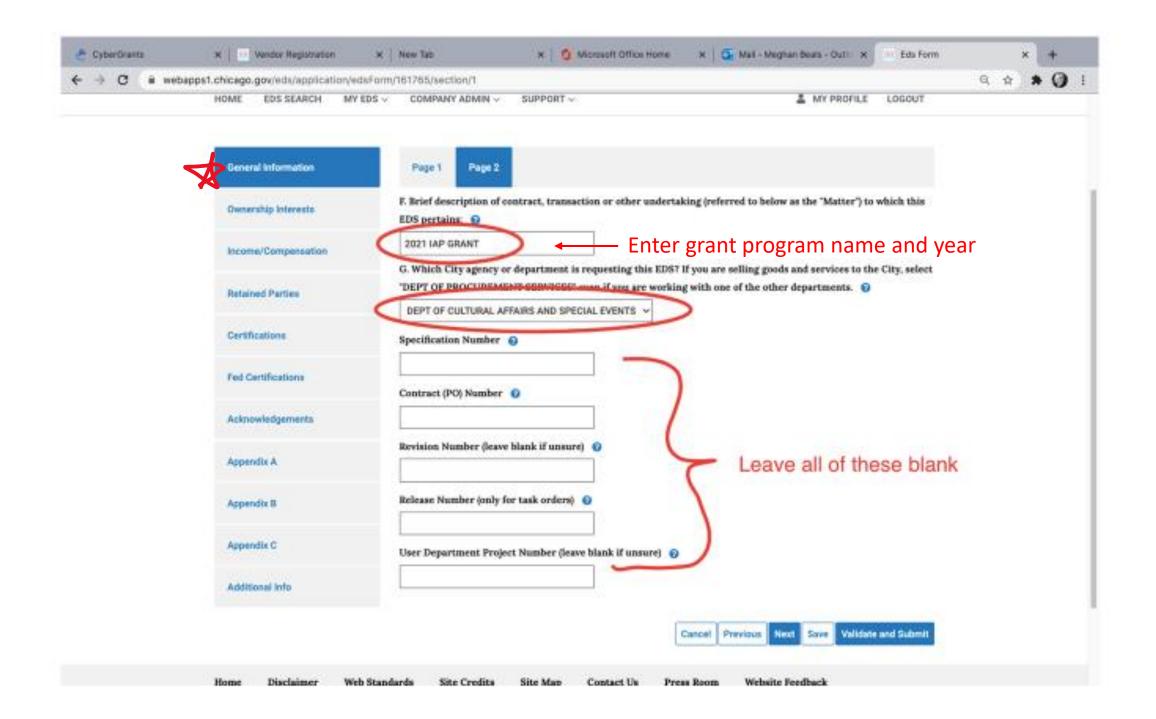
121 N. LaSalle St. Room 806 Chicago, IL 60602

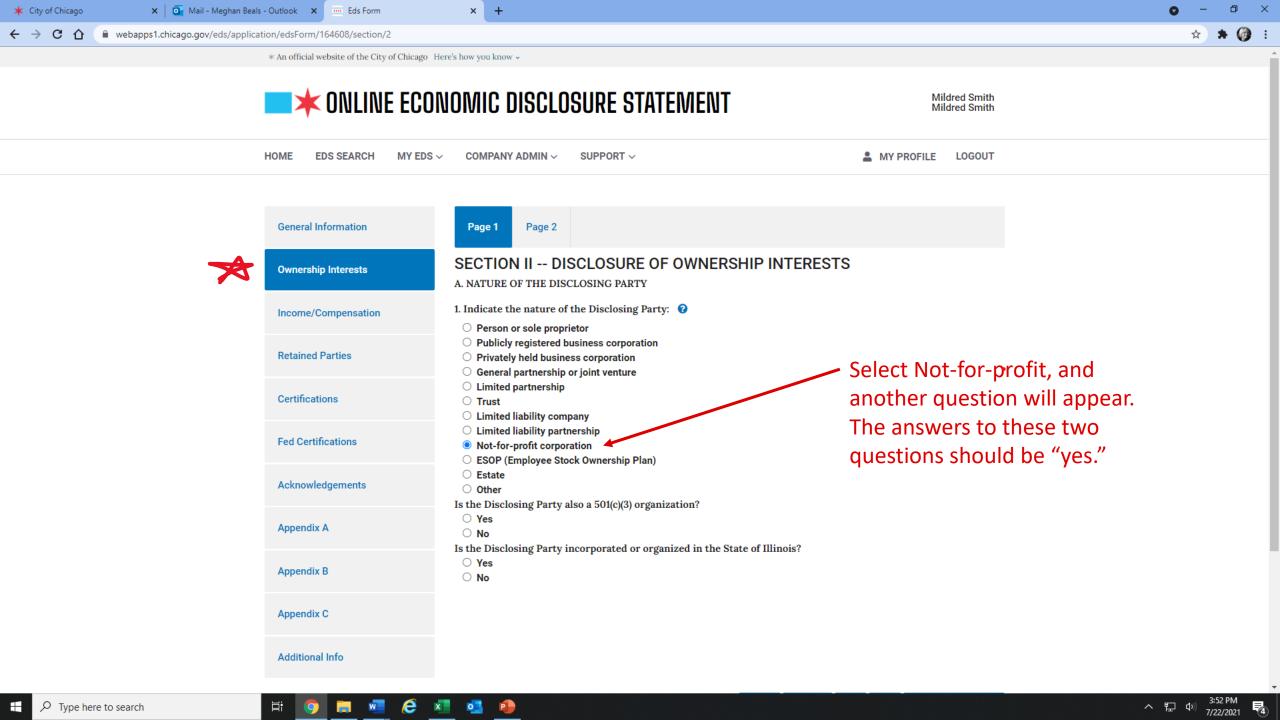
## Filing an EDS

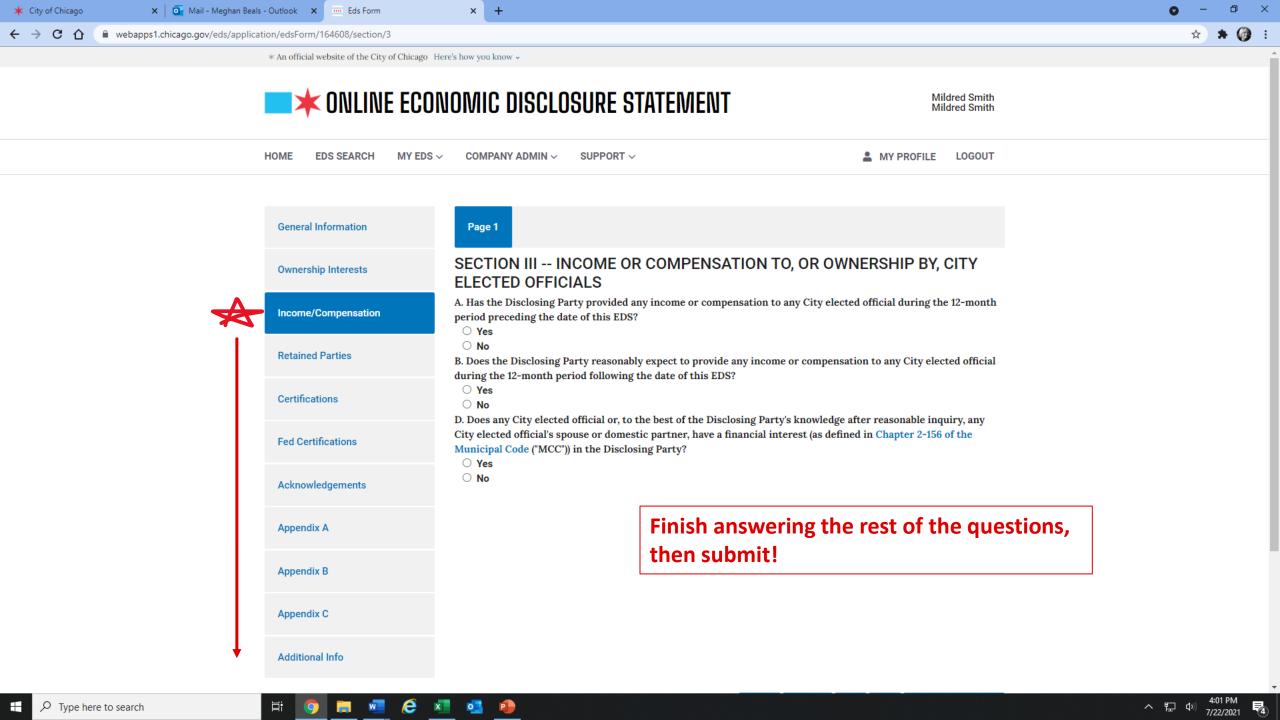
Starting a "New Contract" & Other Key Points

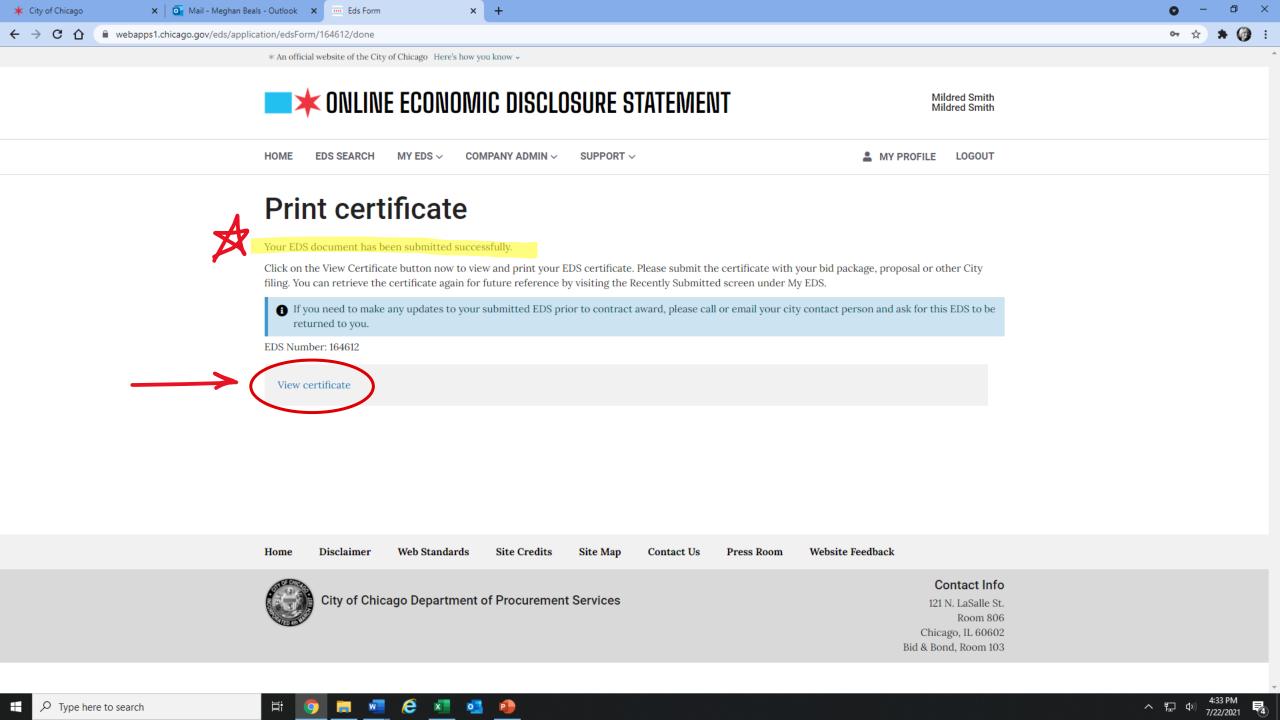


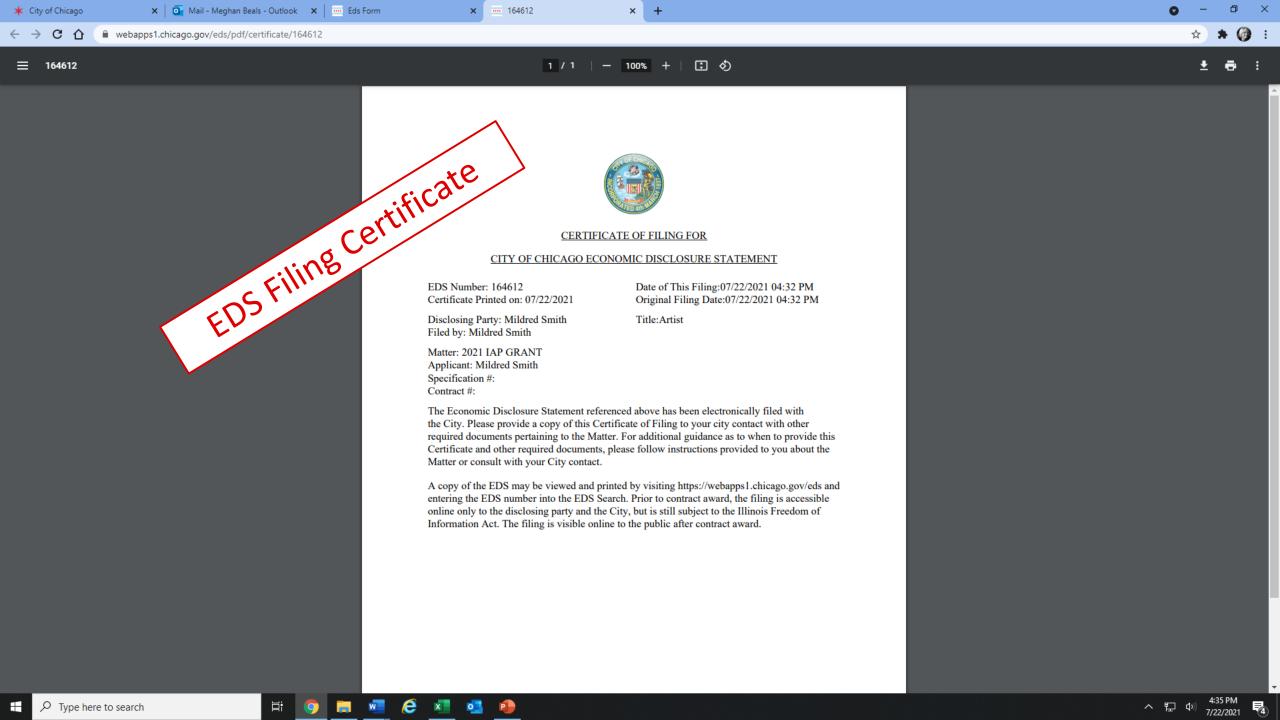












## Notes:

- This system is designed for financial transparency when the City does business with large corporations with many subcontractors, etc.
   Unfortunately, anyone doing business with the City must file an EDS, including grant recipients.
- You must file a new EDS with each new grant (contract).
- Update company information before you file.
- You must answer every question and submit the EDS to generate the filing certificate.

### Notes:

- If your grant is using funds from the Coronavirus Relief Fund (CRF) and/or from the National Endowment for the Arts (NEA) via the national CARES Act, you must answer "yes" to the question: "Is this contract/matter/grant Federally Funded?"
- Do not list any "Retained Parties."
- If you've filed before but forget the User ID and password, you can request them from the homepage: https://webapps1.chicago.gov/eds/
- If you've lost access to the email originally used with this account, email Meghan.beals@cityofchicago.org