Registration Submission
In this Course you will learn how to submit a registration to get access to the City of Chicago's iSupplier Portal.

If you have already signed up for the City's iSupplier Portal, you can log into the system and do not need to register.

This is an example of a company registering for access to iSupplier Portal. You will need to use your Company's information to register.
Step 1

From the City of Chicago's web site, you will be brought to the Prospective Supplier Registration window once you click on the register link.

The first thing you will do is fill out your company details.

Click in the Company Name field.

Note: Any field marked with an Asterisk (*) is a required field and must be filled in to continue with the registration.
Step 2

Enter your company's name in this field.

Enter the desired information into the **Company Name** field. In this example, enter "Company Name Here".
Step 3

Click in the **Tax Country** field.
Step 4

Enter the desired information into the **Tax Country** field. Enter "**United States**".
Step 5

A Popup window will appear.

Click the **Quick Select** button for United States. If you are not located in the United States, please choose your appropriate country name.
Step 6

Click in the **FEIN** field. You will need to enter your company's Federal Tax ID EIN Number in this field.
Step 7

Enter the desired information into the **FEIN** field. In this example, enter "**XX-XXXXXX**".
Step 8

Click in the **DUNS Number** field. You can enter your DUNS number if you have one. Otherwise leave this field blank.
Step 9

Next you will enter the main contact information. You can provide additional contacts at a later point in time in this registration.

Click in the Email field.
Step 10

Enter the email for the main contact here.

Enter the desired information into the Email field. In this example, enter "johndoe@company.com".
Step 11

Click in the **First Name** field.
Step 12

Enter the desired information into the **First Name** field. In this example, enter "John".
Step 13

Click in the **Last Name** field.
Step 14

Enter the desired information into the **Last Name** field. In this example, enter "Doe".
Step 15

Click in the **Phone Area Code** field.
Step 16

Enter the desired information into the **Phone Area Code** field. In this example, enter "312".
Step 17

Click in the **Phone Number** field.
Step 18

Enter the desired information into the **Phone Number** field. In this example, enter "123-4567".

You can also add a Phone Extension if one is available for this contact.
Step 19

Click the **Next** button.

**Note:** It is important only to click the Next button once. Please wait patiently for the next page to load.
Step 20

The **Prospective Supplier Registration: Additional Details** window now appears.

At least one address must be provided for your company.

Click the **Create** button under the Address Book section of the page.
Registration Submission

Step 21

The *Create Address* window now appears.

Click in the **Address Name** field.
Step 22

Give your address a name.

Enter the desired information into the **Address Name** field. In this example, enter "Headquarters".
Step 23

Click in the **Address Line 1** field.
Step 24

Enter the desired information into the **Address Line 1** field. In this example, enter "123 Main St.".
Step 25

Click in the **City** field.
Step 26

Enter the desired information into the **City** field. In this example, enter "Chicago".
Step 27

Click in the **State** field.
Step 28

Enter the desired information into the **State** field. In this example, enter "IL".
Step 29

Click in the **Postal Code** field.
Step 30

Enter the desired information into the **Postal Code** field. In this example, enter "60602".
Step 31

Click in the **Phone Area Code** field.

This is a phone number for this address. This is NOT a phone number for a specific contact.
Step 32

Enter the desired information into the **Phone Area Code** field. In this example, enter "312".
Step 33

Click in the **Phone Number** field.
Step 34

Enter the desired information into the **Phone Number** field. In this example, enter "456-7890".
Step 35

Determine what this address can be used for.

If this is a purchasing address, click the **Purchasing Address** option.

(Checkbox)
Step 36

If this is a payment address as well or only, click the **Payment Address** option. (Checkbox)
Step 37

You can also enter any of the other fields as appropriate for your company's address.

Once finished with this address, click the **Apply** button.
You can add as many addresses for your company as necessary. Once all addresses have been added we will then show how to add additional contacts. If no additional contacts are necessary you do not need to follow the next steps.

Click the Create button under the "Contact Directory" section of the page.

**Note:** At least one contact is required for your registration.
Step 39

The *Create Contact* window now appears.

Click in the **First Name** field.
Step 40

Enter the desired information into the **First Name** field. In this example, enter "Bob".
Step 41

Click in the **Last Name** field.
Step 42

Enter the desired information into the **Last Name** field. In this example, enter "Jones".
Step 43

Click in the **Phone Area Code** field.
Step 44

Enter the desired information into the **Phone Area Code** field. In this example, enter "312".
Step 45

Click in the **Phone Number** field.
Step 46

Enter the desired information into the **Phone Number** field. In this example, enter "098-7654".
Step 47

Click in the **Contact Email** field.
Step 48

Enter the desired information into the **Contact Email** field. In this example, enter "Bob@company.com".

You can also add any additional information for this contact by filling out any of the other fields.
Step 49

If you would like this user to be setup with an iSupplier account for the City of Chicago, click the **Create User Account For The Contact** option.

If no iSupplier account is necessary, skip the next step.
Step 50

Click the **Apply** button.
Step 51

If you need to update any information for a contact or address, click the **Update** button for that specific row. (Pencil Icon)
Step 52

Once you click the update button, you can make your changes and then click the **Apply** button.
Step 53

Once all information is entered, click the **Next** button.
Step 54

The *Attachments* window now appears.

Click the **Add Attachment...** button to add any attachments to your supplier profile.
Step 55

The Add Attachment window now appears.

Click in the Title field.
Step 56

Give your attachment a title.

Enter the desired information into the **Title** field. In this example, enter "**W-9 Form**".
Step 57

Click the **Browse...** button. You will then need to browse your computer and find the file to attach similar to an email attachment.
Step 58

Once the file is seen in the attachment, click the **Apply** button.
Step 59

You will see your attachment added below. You can add additional attachments by repeating the previous steps.

Click the **Submit** button to submit your registration to the City of Chicago.
You will receive confirmation that your registration has been submitted. Upon approval of your registration, you will receive another email with details on your username and password.

Click the **Close** link to close the registration page.