



Albemarle County, Virginia Department of Finance & Budget | Office of Procurement

Vendor Access User Guide

Welcome to the Vendor Access portal!

The portal will allow you as the vendor to sign up to receive electronic payments in lieu of printed checks, make changes to information such as address, contacts, and banking information, and upload documentation as needed. You will also have access to view any requisitions, purchase orders, invoices and payment status, and checks.

The screenshot shows the Vendor Access portal interface. On the left is a navigation menu with options: Home, Vendor profile, Purchase Orders (selected), Invoices, and Checks. The main content area is titled 'Purchase Orders' and contains a section 'My purchase orders'. This section has filters for 'Last 7 Days' and 'Last 30 Days', and a 'Filter' button. Below is a table with the following data:

Number ↑	Description	Date	Total Amount	Status	Actions
26401029	sbbeqab	09/18/2025	100,000.00	Open	>

At the bottom of the table, it says 'Rows per page: 25' and '1-1 of 1'. To the right of the table is an 'Overview' box that states 'You have 1 open PO's' and shows 'Open amount \$99,900.00' and 'Total amount \$100,000.00'. At the bottom of the overview box, it says 'Amounts as of Sep 22, 2025'.

If you have any questions, please contact vendorsupport@albemarle.org.

Let's get started!

- Create Your Vendor Access Account2
- For Existing Vendors Working with Albemarle County9
 - Link Your Vendor Access Account9
- For New Vendors Working with Albemarle County 15
 - Register/ create a new vendor 15
 - Enter Your Profile Information 16
 - Enter Your Location Information 17
 - Enter Your Information (Delivery Methods)..... 18
 - Enter Your Contact Information 19

Upload Your Documentation 20

Review Your Registration Information 21

Vendor Account Pending 22

Vendor Access Features 23

 Sign up for electronic payments 23

 Adding/Updating Your Location..... 25

 Adding/Updating Your Contacts 28

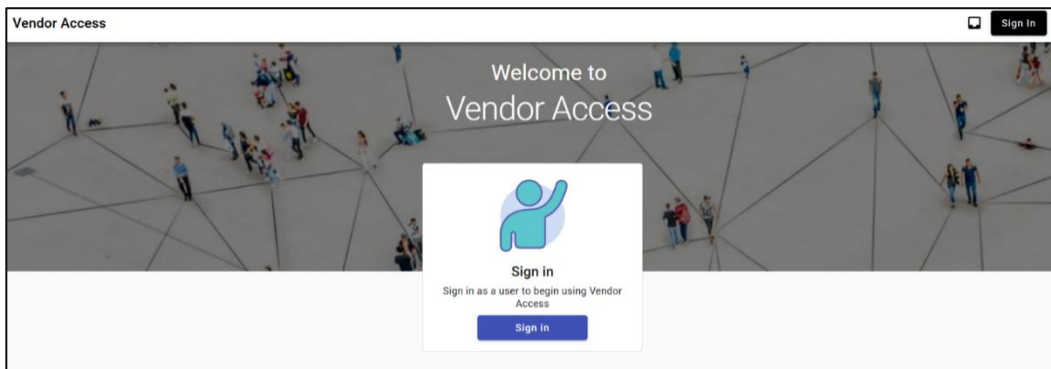
 Adding Attachments 30

 Approving/Canceling Account Additions & Updates 31


 Viewing Purchase Orders/Invoices/Checks 32

Create Your Vendor Access Account

1. Navigate to [this link](#), then click the **Sign in** button.



2. Click the **Create an account** button.







Sign in to community access services for Albemarle County.

Email address

Keep me signed in

[Next](#)

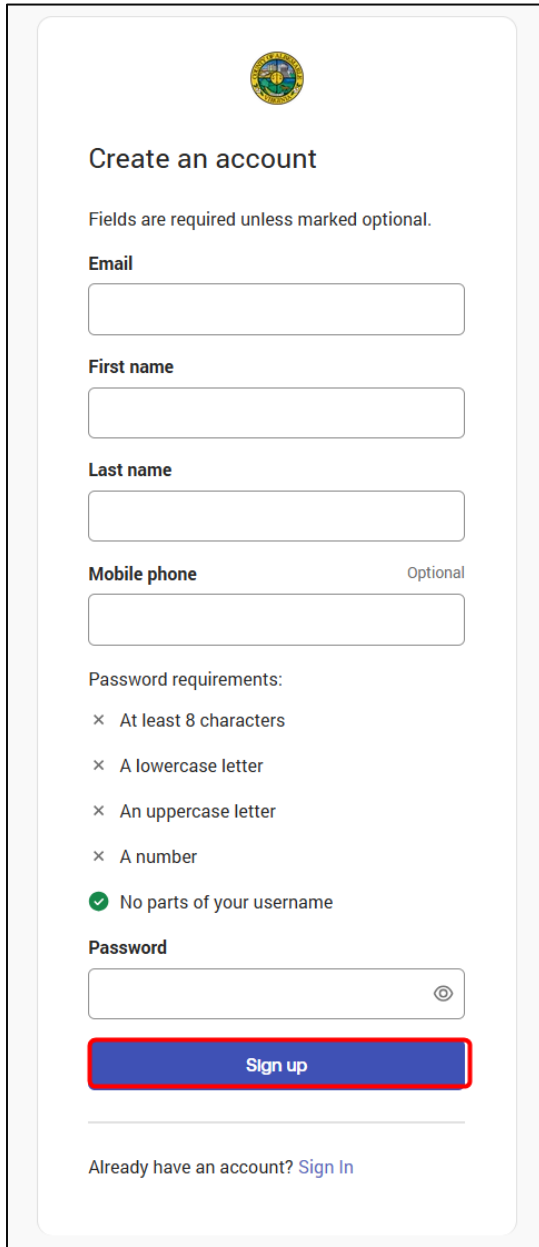
OR


   

[Unlock account?](#) [Help](#)

[Create an account](#)

3. Enter the requested information, then click the **Sign up** button.





Create an account

Fields are required unless marked optional.

Email

First name

Last name

Mobile phone Optional

Password requirements:

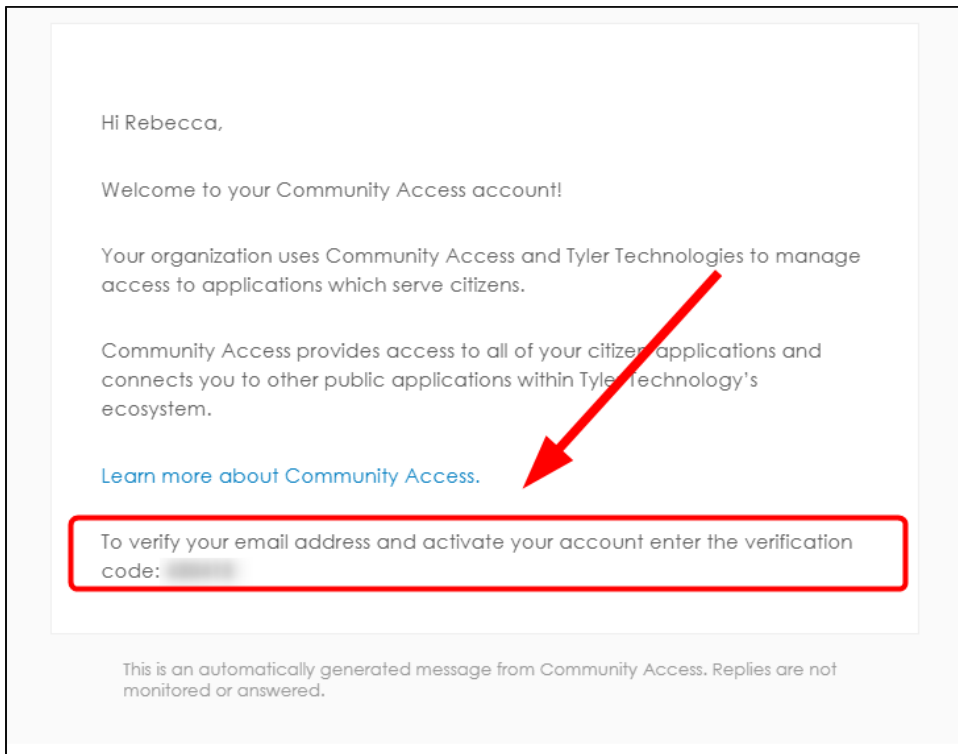
- × At least 8 characters
- × A lowercase letter
- × An uppercase letter
- × A number
- ✓ No parts of your username

Password

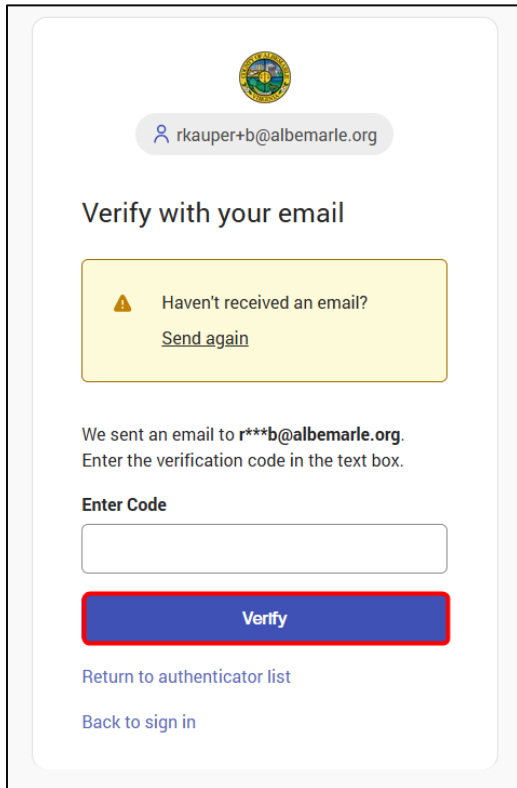
Sign up


Already have an account? [Sign In](#)

4. You will receive an email from “Community Access Identity” titled “Welcome to your Community Access account.” This email will provide a verification code at the bottom of the email that you will use to verify your email address and activate your account. Copy this code.




5. Paste the verification code into the “Enter Code” field on the “Verify with your email” screen, then click the **Verify** button.





[rkauper+b@albemarle.org](#)

Verify with your email

 Haven't received an email?
[Send again](#)

We sent an email to **r***b@albemarle.org**.
Enter the verification code in the text box.

Enter Code

Verify

[Return to authenticator list](#)

[Back to sign in](#)

- 6. We strongly recommend enabling additional security measures in the form of multi-factor authentication. You have the following options to enable additional multifactor authentication: receive a code through the Google Authenticator mobile app, receive a code through the Okta Verify mobile app, or receive a code through your work/personal mobile device. Otherwise, click **Continue**.

The screenshot shows a user interface for setting up security methods. At the top is the Tyler County logo. Below it is the email address 'rkauper+d@albemarle.org'. The main heading is 'Set up security methods'. A sub-heading explains that security methods help protect the account. Under the heading 'Optional', there are three options: 'Google Authenticator', 'Okta Verify', and 'Phone'. Each option has a 'Set up' link with a right-pointing arrow. The 'Okta Verify' option is marked with a checkmark icon. At the bottom of the page is a large blue button with the text 'Continue' and a red border. Below the button is a link that says 'Back to sign in'.

7. Next, you will complete your account set up. If you are an existing vendor working with Albemarle County, follow the steps in the [Link Your Vendor Access Account](#) section. If you are a new vendor working with Albemarle County, follow the steps in the [Register / create a new vendor](#) section.

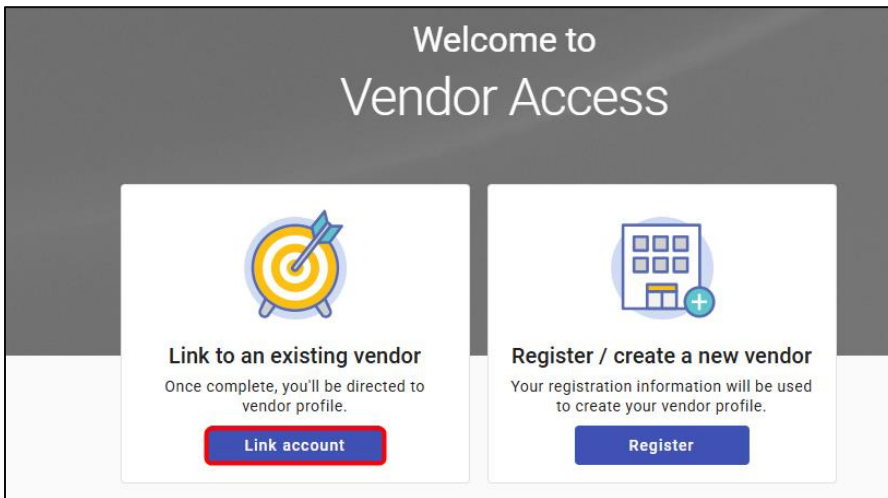
The image shows a 'Welcome to Vendor Access' screen. At the top, the text 'Welcome to Vendor Access' is displayed in white on a dark grey background. Below this, there are two white rectangular cards. The left card features a target icon with an arrow, the title 'Link to an existing vendor', the text 'Once complete, you'll be directed to vendor profile.', and a blue button labeled 'Link account'. The right card features a building icon with a plus sign, the title 'Register / create a new vendor', the text 'Your registration information will be used to create your vendor profile.', and a blue button labeled 'Register'.

For Existing Vendors Working with Albemarle County

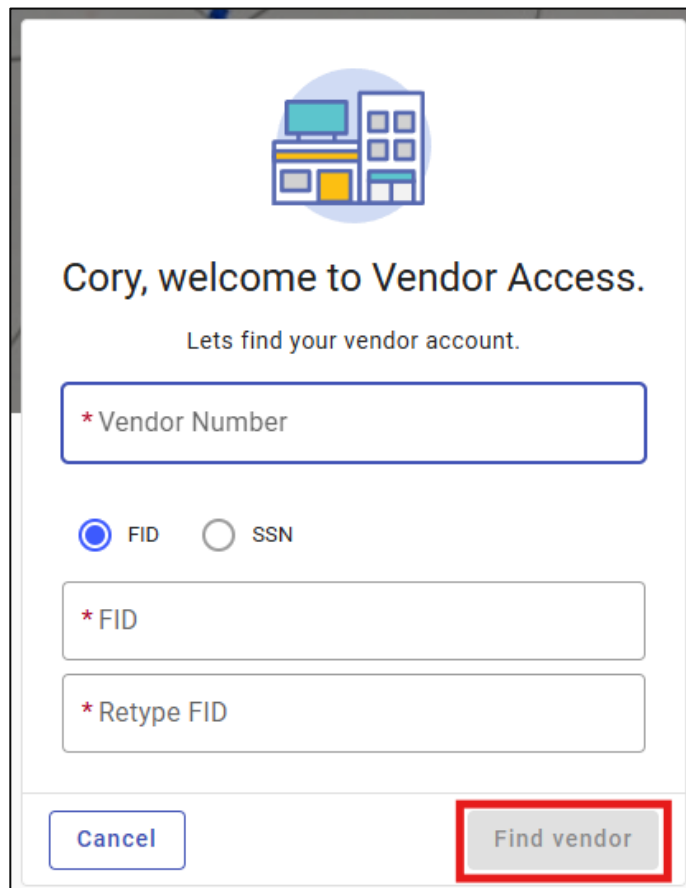
If you are a current vendor working with Albemarle County, please follow these steps to set up your account and link it to your existing vendor record.

Link Your Vendor Access Account


1. Click the **Link account** button.



2. Enter your vendor number (found in the invitation email you receive from Albemarle County) and FID/SSN, then click the **Find vendor** button.



The screenshot shows a user interface for 'Vendor Access'. At the top, there is an icon of a computer monitor and a building. Below the icon, the text reads 'Cory, welcome to Vendor Access.' followed by 'Lets find your vendor account.' There are three input fields: the first is labeled '* Vendor Number', the second is labeled '* FID', and the third is labeled '* Retype FID'. Below the first field, there are two radio buttons: 'FID' (which is selected) and 'SSN'. At the bottom, there are two buttons: 'Cancel' and 'Find vendor'. The 'Find vendor' button is highlighted with a red border.



Cory, welcome to Vendor Access.
Lets find your vendor account.

* Vendor Number

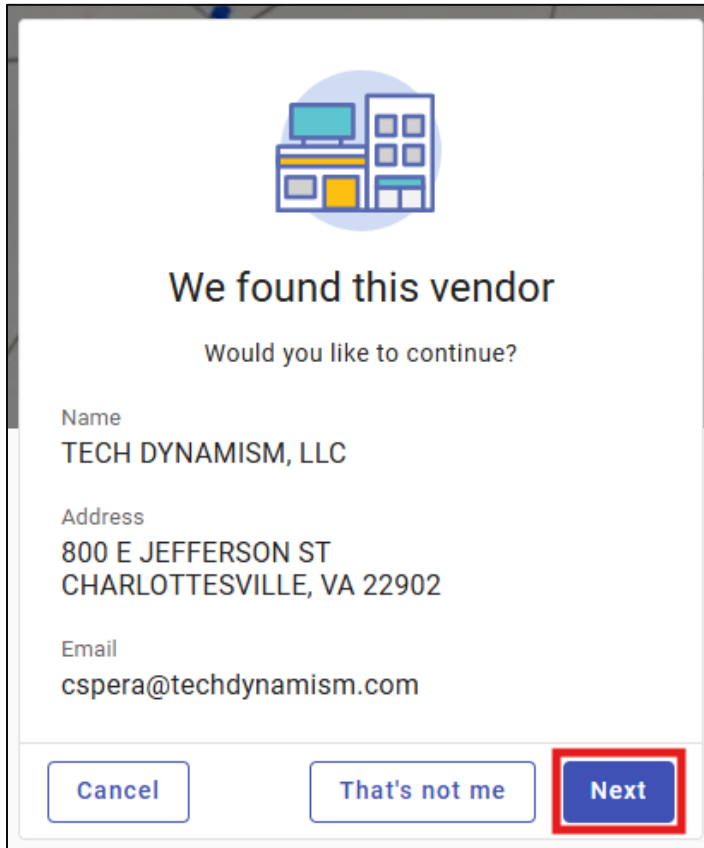
FID SSN

* FID


* Retype FID

Cancel Find vendor

3. A vendor match will appear. If the vendor information is correct, click the **Next** button (clicking **That's not me** will take you back to the previous screen).



The image shows a vendor match confirmation dialog box. At the top, there is an icon of a computer monitor and a server rack. Below the icon, the text reads "We found this vendor" followed by "Would you like to continue?". The vendor information is listed as follows: Name: TECH DYNAMISM, LLC; Address: 800 E JEFFERSON ST, CHARLOTTESVILLE, VA 22902; Email: cspera@techdynamism.com. At the bottom, there are three buttons: "Cancel", "That's not me", and "Next". The "Next" button is highlighted with a red border.



We found this vendor


Would you like to continue?

Name
TECH DYNAMISM, LLC

Address
800 E JEFFERSON ST
CHARLOTTESVILLE, VA 22902

Email
cspera@techdynamism.com

4. Add the requested/additional information, then click the **Next** button.



Please confirm your contact information.

If it looks good, click Finish.

Name
Cory Spera

Email
CSPERA+TEST@TECHDYNAMISM.COM

* Phone number

Mobile number

Cancel Next

5. You will receive an email titled “Vendor Profile Verification – PIN forward request” which will include a pin number that you will use to log into your account. Copy the pin number.

Hide message history

From: no-replyerp <no-replyerp@albemarle.org>
Sent: Friday, September 12, 2025 11:52:15 AM
To: MICHELLE KREBS <michelle_krebs@hotmail.com>
Subject: Vendor Profile Verification - PIN forwarding request

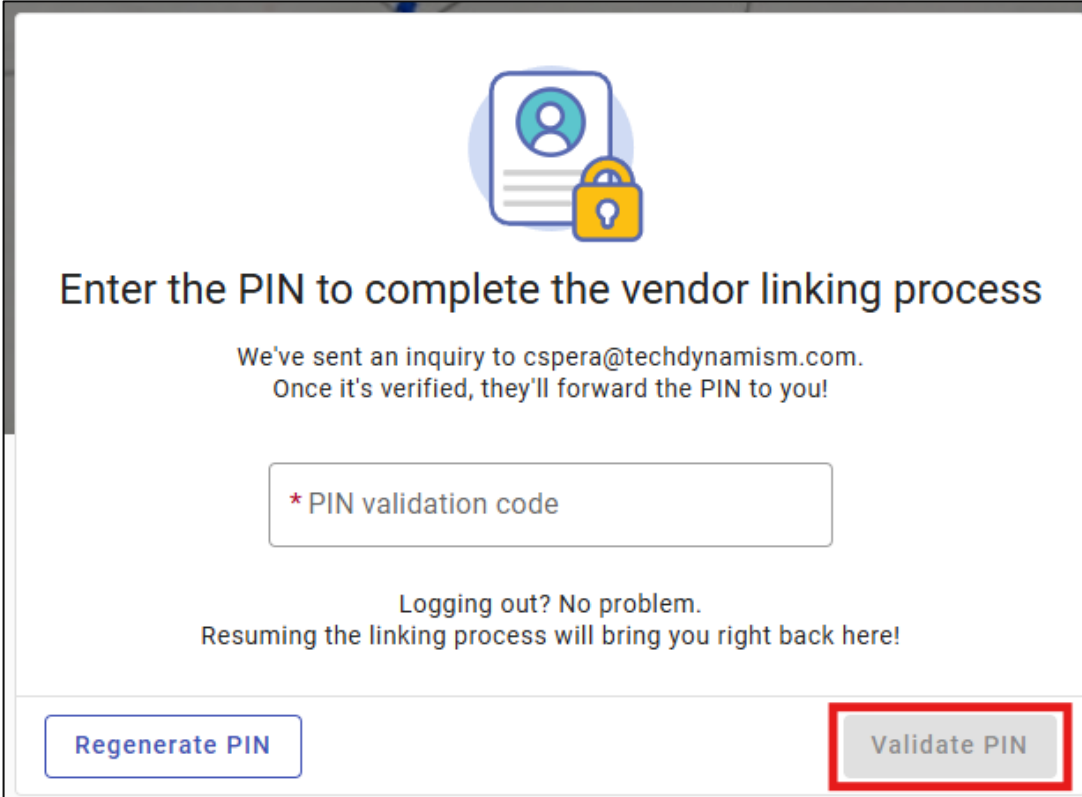
A user has requested to be linked to this Vendor profile: Tech Dynamism

User information:
Name: Becca Kauper
Email: RKAUPER+1@ALBEMARLE.ORG
Phone Number: 5407182749

If this profile is valid, please forward PIN: [REDACTED]
to: RKAUPER+1@ALBEMARLE.ORG

The PIN is valid until: Sep 14 2025 3:52AM

6. Paste the pin number into the "PIN validation code" field. Then click the **Validate PIN** button.



The screenshot shows a web interface for validating a PIN. At the top center is an icon of a document with a person silhouette and a yellow padlock. Below the icon, the text reads "Enter the PIN to complete the vendor linking process". Underneath, it says "We've sent an inquiry to cspera@techdynamism.com. Once it's verified, they'll forward the PIN to you!". A text input field is centered, containing the placeholder text "* PIN validation code". Below the field, there is a message: "Logging out? No problem. Resuming the linking process will bring you right back here!". At the bottom, there are two buttons: "Regenerate PIN" on the left and "Validate PIN" on the right. The "Validate PIN" button is highlighted with a red rectangular border.

Enter the PIN to complete the vendor linking process

We've sent an inquiry to cspera@techdynamism.com.
Once it's verified, they'll forward the PIN to you!

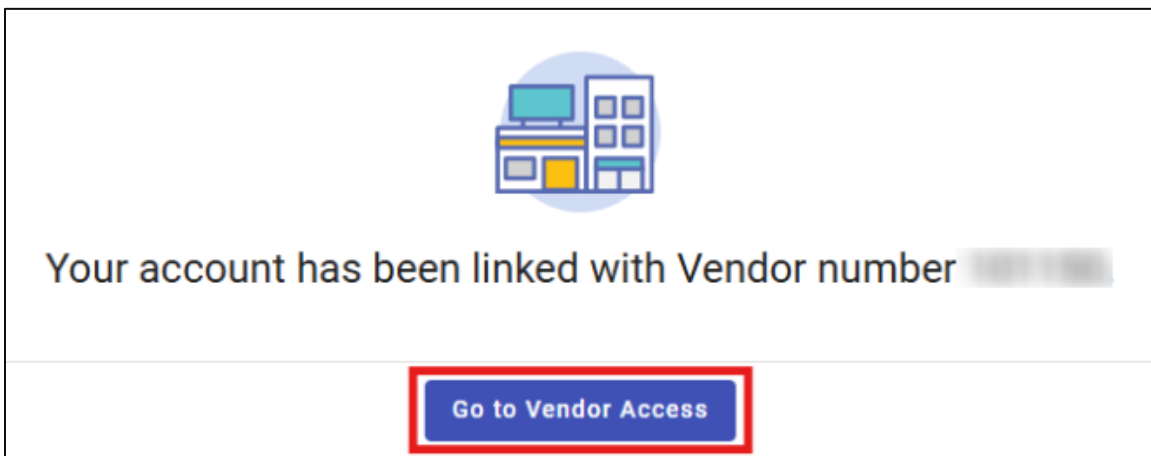
* PIN validation code

Logging out? No problem.
Resuming the linking process will bring you right back here!

Regenerate PIN

Validate PIN

7. You have successfully linked your account – now, click **Go to Vendor Access** to access your profile.

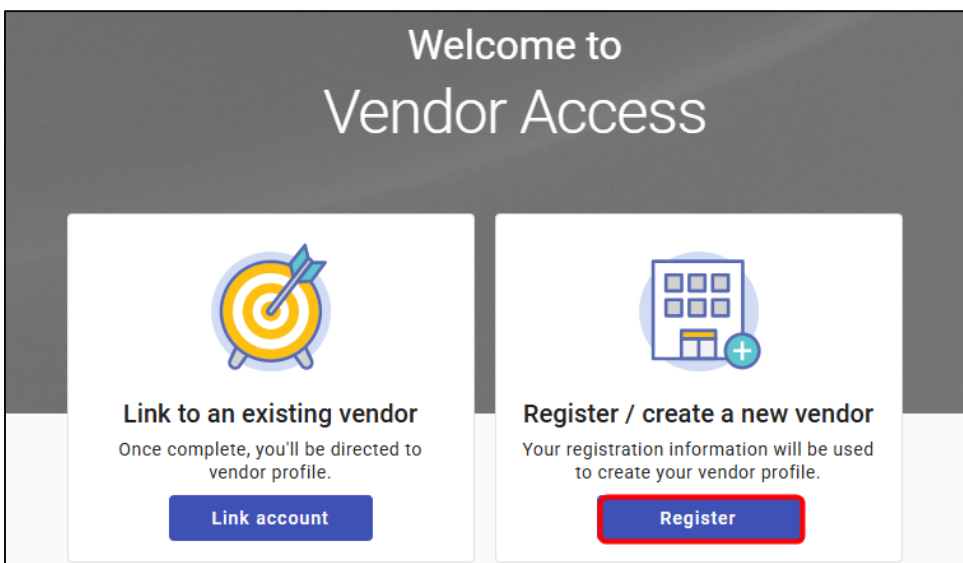


For New Vendors Working with Albemarle County

If you are a new vendor working with Albemarle County, please follow these steps to provide your business information and set up your account.

Register/ create a new vendor

1. Click the **Register** button.




2. You will be taken to the “Vendor registration” screen where you will provide your vendor information to associate with your account.

Enter Your Profile Information

1. Enter your business name into the “Business name” field. Then select **FID** or **SSN** and enter the corresponding identifier into the designated field. Then click **Next**.

Vendor registration

1 Profile — 2 Location — 3 Information — 4 Contacts — 5 Documentation — 6 Review

 **Hi there!**

Let's create your vendor profile. First, share some information about yourself.

* Business name

Business name is required

FID SSN

* FID

* Retype FID

Cancel Next

Enter Your Location Information

1. Next, enter your “doing business as” name into the “Doing business as” field, then enter your physical and email addresses. Provide a link to your website (if applicable). If you want to sign up to receive electronic payments as opposed to printed checks, you can click the **Update my bank account** button (or you can wait until your account has been created and you are logged in). Then click **Next**.

The screenshot shows a 'Vendor registration' window with a progress bar at the top. The progress bar has six steps: 1. Profile (checked), 2. Location (highlighted), 3. Information, 4. Contacts, 5. Documentation, and 6. Review. Below the progress bar is a message: 'Great! Next, share a few details about your business'. The form is divided into three sections: 'Vendor information' with fields for 'Doing business as', '* Vendor email', and 'Website'; 'Address information' with fields for '* Address', '* City', '* State' (a dropdown menu), and '* Zipcode'; and 'Bank information' with a button labeled 'Update my bank account'. At the bottom of the form are three buttons: 'Cancel', 'Previous', and 'Next'.

Vendor registration

Profile — 2 Location — 3 Information — 4 Contacts — 5 Documentation — 6 Review

Great! Next, share a few details about your business

Vendor information

Doing business as

* Vendor email

Website

Address information

* Address

* City

* State

* Zipcode

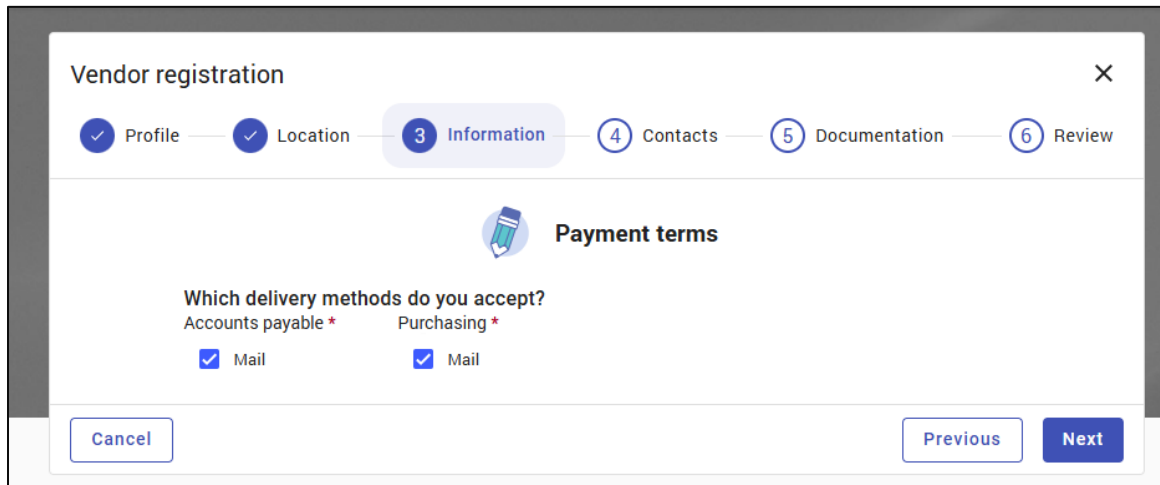
Bank information

Update my bank account

Cancel Previous Next

Enter Your Information (Delivery Methods)

1. Then select the **Mail** checkbox for both the “Accounts payable” and “Purchasing” delivery methods. Then click **Next**.



The screenshot shows a 'Vendor registration' window with a progress bar at the top. The progress bar has six steps: Profile, Location, Information (highlighted), Contacts, Documentation, and Review. Below the progress bar is a 'Payment terms' section with a pencil icon. The question is 'Which delivery methods do you accept?'. There are two columns: 'Accounts payable *' and 'Purchasing *'. Under 'Accounts payable *', the 'Mail' checkbox is checked. Under 'Purchasing *', the 'Mail' checkbox is also checked. At the bottom of the window, there are three buttons: 'Cancel', 'Previous', and 'Next'.

Enter Your Contact Information

1. Next, enter your contact information, then click **Next**.

Vendor registration ✕

✓ Profile — ✓ Location — ✓ Information — **4 Contacts** — 5 Documentation — 6 Review

Nice work!

We have your email, but how else can you be contacted?

* Full Name
Rebecca Kauper

* Type ▼

* Phone Mobile phone

Fax number

* Email
rkauper+b@albemarle.org

Description

Cancel Previous Next

Upload Your Documentation

1. Next, please provide and upload the following required documents: W-9 and SCC. If you are working with children, please upload the CAC document (Vendor Support will provide you with this form). Then upload any additional / miscellaneous documents (note that you can only upload one additional document at this point in the registration process, but when you are logged into your account, you can upload as many additional documents as needed). Then click **Next**.

a. **Note:** You can download and complete the W-9 and SCC forms by clicking the icon in the top right corner of the screen next to your initials.

Vendor registration

Profile Location Information Contacts 5 Documentation 6 Review

Upload attachments relevant to your vendor activity

Required documentation

Type	Document name	Upload	Delete
SCC			
W-9			

General documentation (optional)

Type	Document name	Upload	Delete
Additional / Miscellaneous			
CAC			

Cancel Previous Next

Review Your Registration Information

1. Next, review the information provided. If your information is correct, click the **Submit** button.

The screenshot shows a 'Vendor registration' window with a progress bar at the top indicating the current step is 'Review' (step 6). The window is divided into three main sections: Profile, Location, and Payment methods. Each section has an edit icon (pencil). The Profile section includes fields for Business name (Test Company), SSN (*** - ** - 9999), and Vendor email (rkauper+b@albemarle.org). The Location section includes fields for Doing business as (test), Vendor type, Address (qljqenvjl), City (Charlottesville), State (VIRGINIA), and Zipcode (22902). The Payment methods section includes fields for Accounts Payable (Yes), Purchasing (Yes), and Mail (Yes). At the bottom of the window, there are two buttons: 'Cancel' and 'Submit'. A red arrow points to the 'Submit' button.

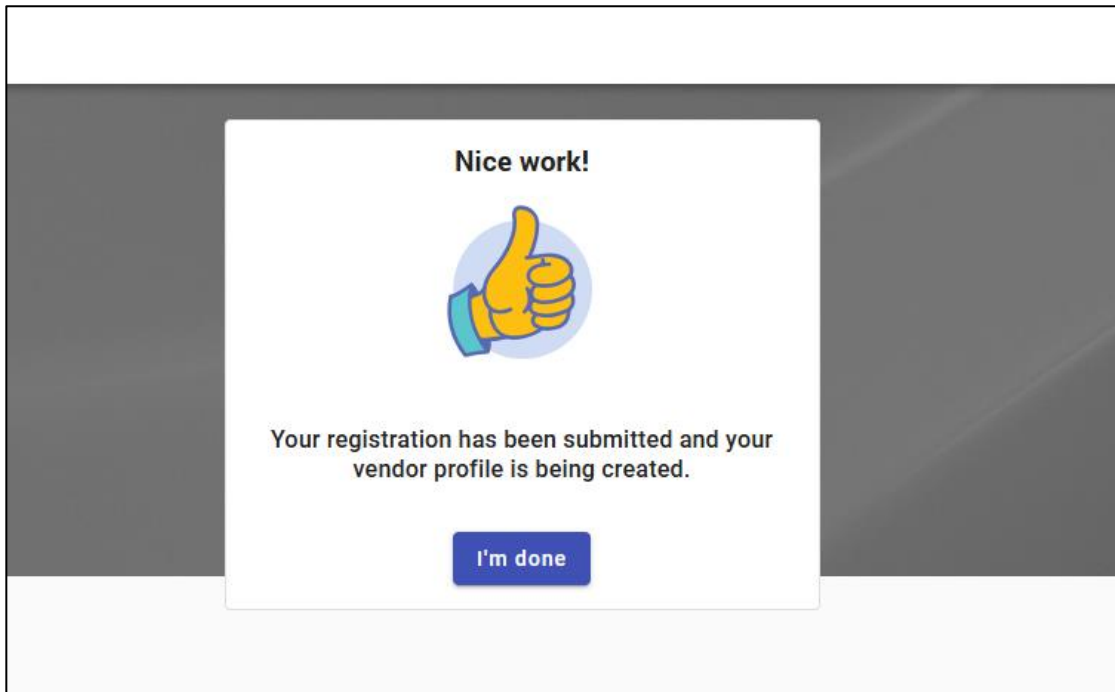
Profile	
Business name	Test Company
SSN	*** - ** - 9999
Vendor email	rkauper+b@albemarle.org

Location	
Doing business as	test
Vendor type	
Address	qljqenvjl
City	Charlottesville
State	VIRGINIA
Zipcode	22902

Payment methods	
Accounts Payable	Yes
Purchasing	Yes
Mail	Yes

Vendor Account Pending

1. Your vendor account will be created and put in a “Pending” state. Your information and account request will be reviewed internally by our Vendor Support team. Once reviewed, the Vendor Support team will reach out to let you know that your account is ready to be used.



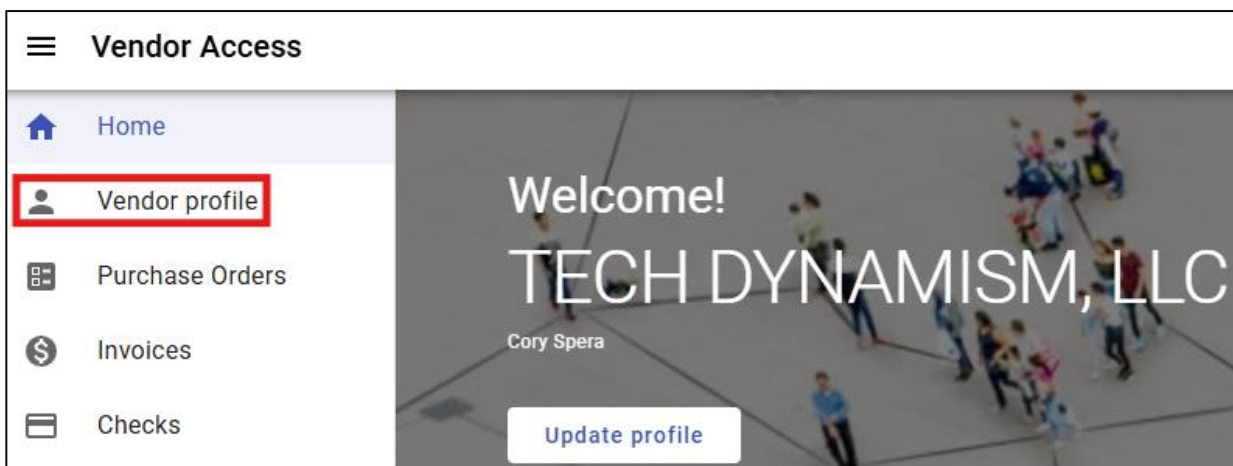
Vendor Access Features

Sign up for electronic payments

To receive electronic payments rather than printed checks, enter your banking information.

Electronic payments are strongly encouraged as it enables you to receive your payments faster than by mailed check.

1. Select **Vendor profile**.



2. Then, click the **Update my bank account** button.

The screenshot shows a vendor profile page for 'TECH DYNAMISM, LLC'. The 'Location' dropdown is set to 'TECH DYNAMISM, LLC'. The 'Business owner' section shows the vendor email as 'cspera@techdynamism.com'. The 'Bank information' section has a blue button labeled 'Update my bank account' which is highlighted with a red border.

Location	TECH DYNAMISM, LLC	+	✎
Name	TECH DYNAMISM, LLC	Remit Address	800 E JEFFERSON ST STE 100 CHARLOTTESVILLE, VA 22902
Address Type	Main Address		
Accepted delivery methods			
Accounts payable		Purchasing	
<input checked="" type="checkbox"/> Mail		<input checked="" type="checkbox"/> Email	
Business owner			
Vendor email cspera@techdynamism.com			
Bank information			
Update my bank account			

3. Enter your bank account information, then click **Save**.

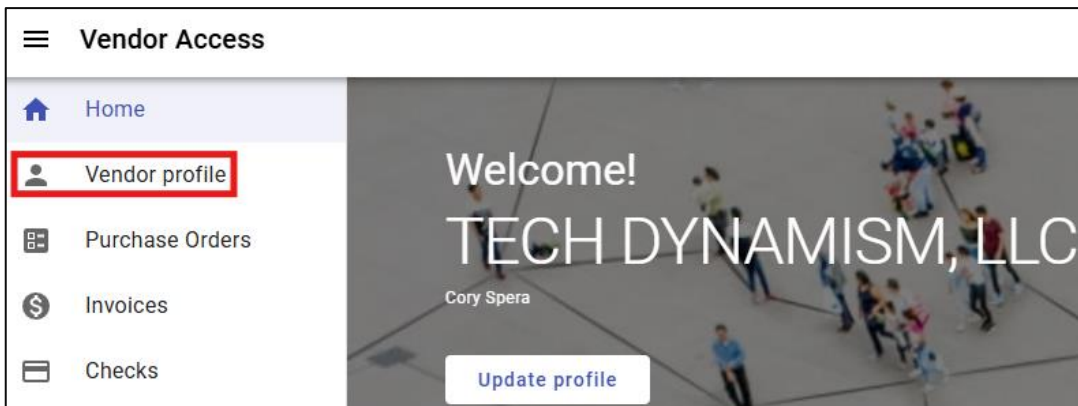
The screenshot shows a modal form titled 'Update Bank Account'. It contains two input fields: '* Routing number' and '* Account number'. Below the fields are radio buttons for 'Checking' (selected) and 'Savings'. At the bottom, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a red border.

4. Your request will be reviewed internally by the Albemarle County Vendor Support Team. Once approved, you will be set up to receive electronic payments in lieu of printed checks going forward. Note that any invoices currently in progress will continue to be paid by printed check, and any new invoices submitted after this change was made will be paid electronically.

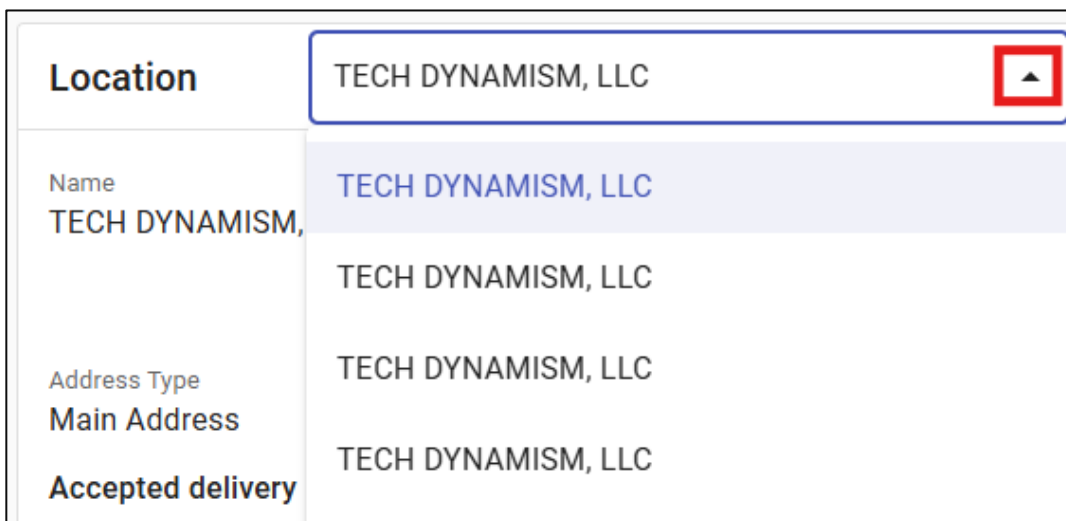
Adding/Updating Your Location

Note that you can associate only one bank account with your vendor record and not per location.



1. Select **Vendor profile**.



2. If multiple locations are saved, click the dropdown next to **Location** to review.



3. To add a new location, click the + icon; to edit, click the **pencil** icon.

Location	TECH DYNAMISM, LLC	 
Name	TECH DYNAMISM, LLC	Remit Address
		800 E JEFFERSON ST STE 100 CHARLOTTESVILLE, VA 22902
Address Type	Main Address	
Accepted delivery methods		
Accounts payable	Purchasing	
<input checked="" type="checkbox"/> Mail	<input checked="" type="checkbox"/> Email	

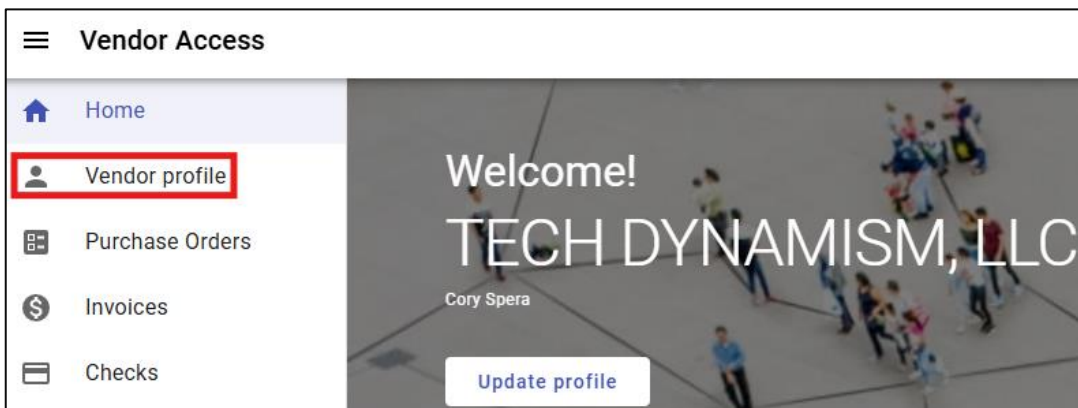
4. Then add/edit the location info, then click **Save**.

The image shows a screenshot of a web form titled "Add Location" with a close button (X) in the top right corner. The form contains several input fields: "Location Name" (marked with a red asterisk), "Doing Business As", "Email address", "Address" (marked with a red asterisk), "Address line 2", "City", "State" (a dropdown menu currently showing "N/A" and marked with a red asterisk), and "Zip Code". Below these fields is a section titled "Which delivery methods does this location accept?". Under this section, there are two sub-sections: "Accounts payable*" and "Purchasing*", each with checkboxes for "Email" and "Mail". A red note at the bottom of this section says "Select one or more accounts payable and purchasing options." At the bottom right of the form, there are two buttons: "Cancel" and "Save". The "Save" button is highlighted with a red rectangular border.

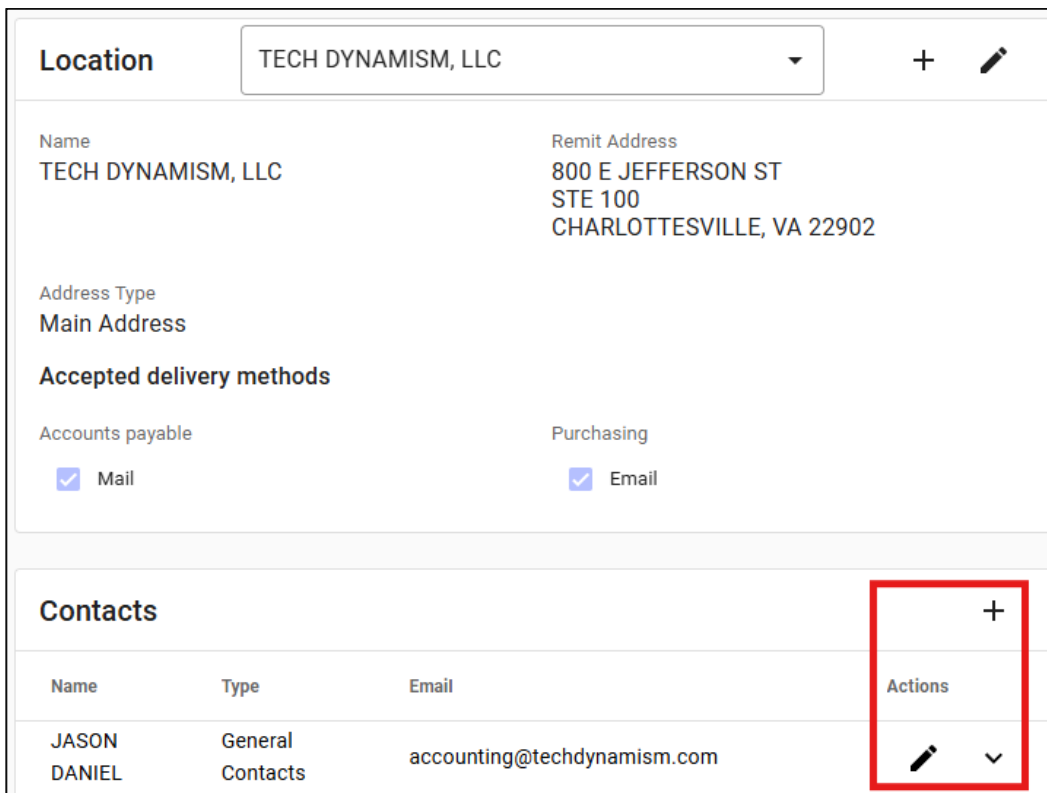
5. Your additions/updates will be reviewed internally by the Albemarle County Vendor Support Team. Once approved, the changes will be reflected in your vendor profile.

Adding/Updating Your Contacts

1. Select **Vendor profile**.



2. To add a contact, click the + icon; to edit, click the **pencil** icon.



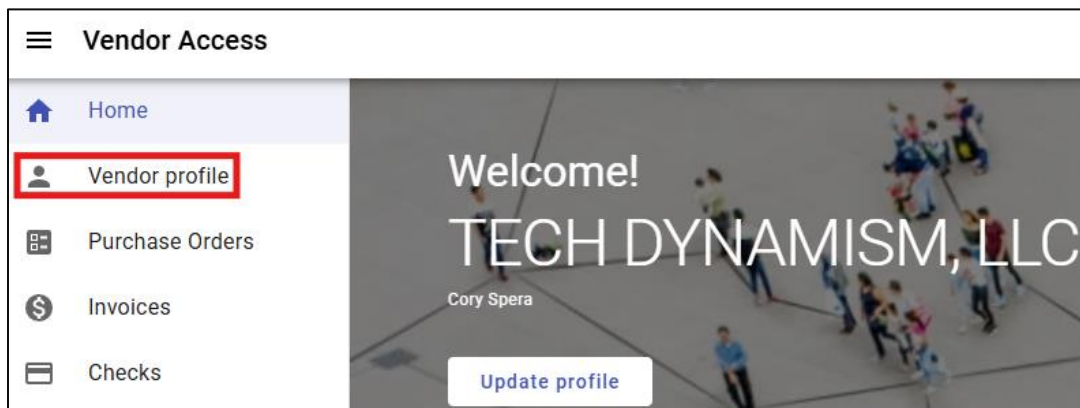
3. Then add/edit your contact info, then click **Save**.

The image shows a screenshot of a web form titled "Add Contact" with a close button (X) in the top right corner. The form contains several input fields: a required field for "Full Name", a dropdown menu for "Type" currently set to "General Contacts", a required field for "Phone", a field for "Fax number", a field for "Mobile phone", a required field for "Email", and a larger text area for "Description". At the bottom right of the form, there are two buttons: "Cancel" and "Save". The "Save" button is highlighted with a red rectangular border.

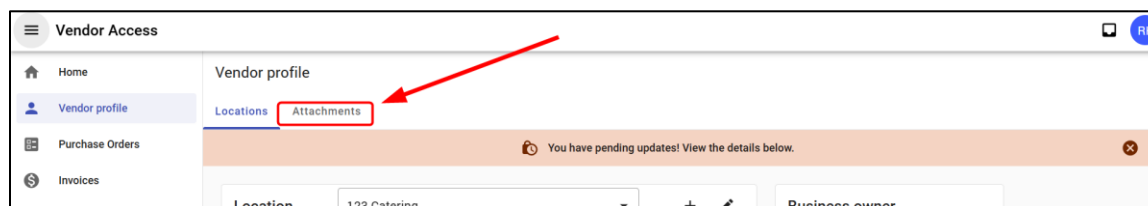
4. Your additions/updates will be reviewed internally by the Albemarle County Vendor Support Team. Once approved, the changes will be reflected in your vendor profile.

Adding Attachments

1. Select **Vendor profile**.



2. Select the **Attachments** tab.



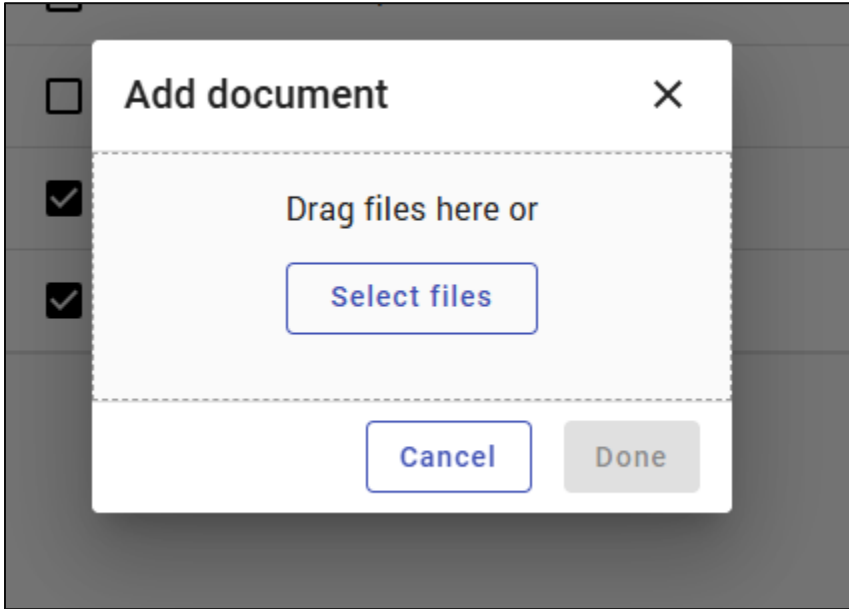
3. To add additional documents, select the **upload** button in the “Additional / Miscellaneous” category.

a. **Note:** The quantity in each document row reflects the number of documents within the document format that is internal to the system. The CAC, SCC, and Additional / Miscellaneous documents all share the same internal format, so you will see the total upload count related to the format and not the specific document row which is why the quantity may look higher per row.

The screenshot shows the 'Vendor documents' table within the 'Attachments' tab. A red arrow points to the upload icon in the 'Actions' column of the first row.

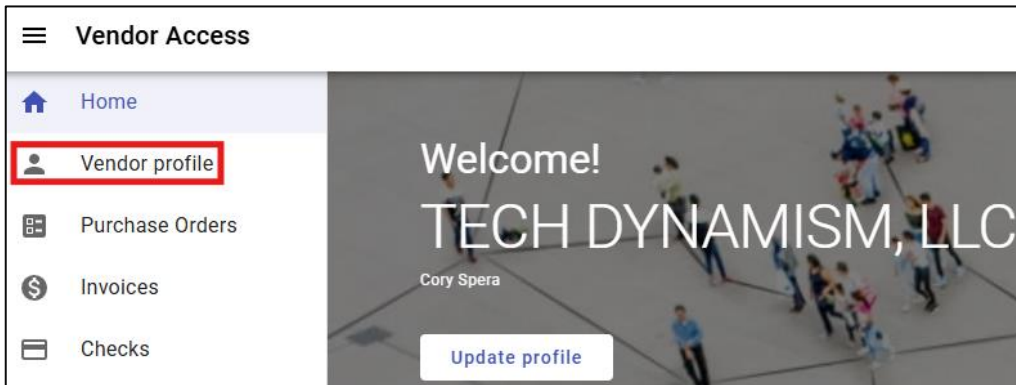
Type	Required	Description	Quantity	Actions
Additional / Miscellaneous	<input type="checkbox"/>	Additional / Miscellaneous Vendor Attachment	3	
CAC	<input type="checkbox"/>	CAC Vendor Attachment	3	
SCC	<input checked="" type="checkbox"/>	SCC Vendor Attachment	3	
W-9	<input checked="" type="checkbox"/>	Vendor W-9	1	

4. Then either upload or drag and drop a file into the “Add document” modal, then click **Done**.

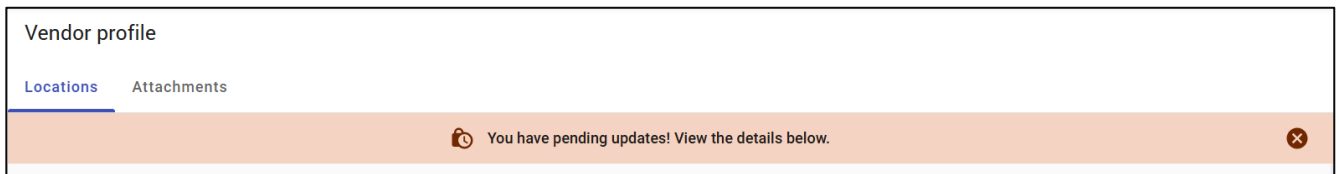


Approving/Cancelling Account Additions & Updates







1. Select **Vendor profile**.



2. If you made an addition or update, you'll see a banner message.



- 3. Click on a **lock/clock** icon to see changes you submitted.

Contacts				+	
Name	Type	Email	Actions		
JASON DANIEL	General Contacts	accounting@techdynamism.com			
CORY SPERA	General Contacts	cspera@techdynamism.com			

- 4. To cancel a requested change, click the **Cancel set** button.

Pending updates (3) ×

The following items have pending updates.

12/04/2024 **Cancel set**

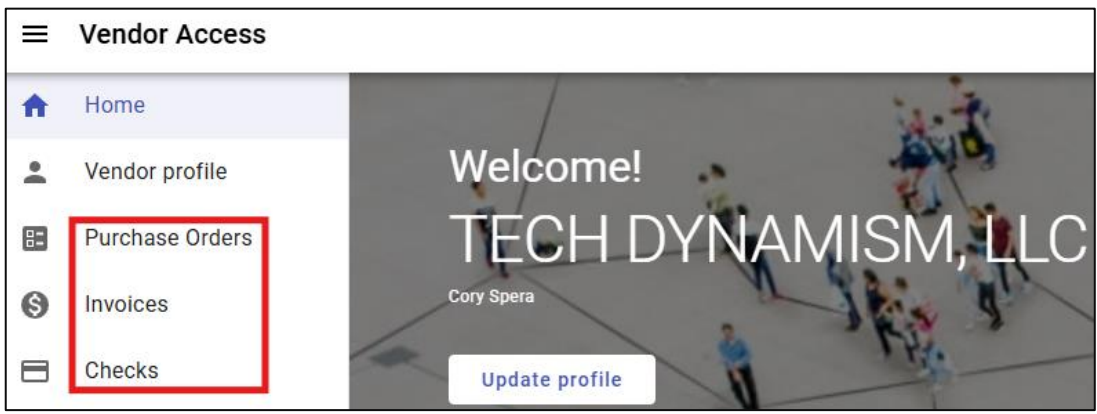
Property	Current value	Pending update
Contact type	General Contacts	
Name	CORY SPERA	Cory Spera
Email address	cspera@techdynamism.com	CSPERA@TECHDYNAMISM.COM

Close


- 5. The banner message and lock/clock icons will be removed once the Albemarle County Vendor Support Team approves your additions and/or updates.

Viewing Purchase Orders/Invoices/Checks

- 1. Select **Purchase Orders, Invoices, and/or Checks.**



- You will see high-level details, such as the amounts, date, and status of your purchase order(s), invoices, and checks/electronic payments. You can click the > or v icon to view additional details.

My Invoices						
Last 7 Days		Last 30 Days		 Filter		
Number	Description	Date ↓	Total Amount	Status	Actions	
1222	Test Prepay with Tech Dynamism	03/19/2025	2500.00	Approved	