



Imperial County Vendor Access



The County of Imperial is launching a new financial management system in November 2026. As part of this upgrade, we are introducing a self-service vendor portal called Vendor Access powered by Tyler Technologies.

Vendor Access will provide vendors with a convenient online resource to **sign up and view and maintain their vendor information.**

All vendors, both current and new, must register for Vendor Access. Vendors who do not register and verify their information may experience delays in invoice processing. **Verifying new vendor information may take up to 5 business days to process. Existing Vendors need to link their records to the new Tyler Vendor ID, not the legacy ID.**

Vendor Access will give vendors the ability to:

- View payment information
- Access open purchase orders, contracts, and bids
- Update your address and contact information
- Upload or update your IRS Form W-9

Additional information regarding the launch of Vendor Access will be provided soon. At this time, Imperial County is not allowing Vendors to submit invoices through Vendor Access, but it is a means to view transactions against your record.

We look forward to working with you and making the vendor registration process easier and more accessible.

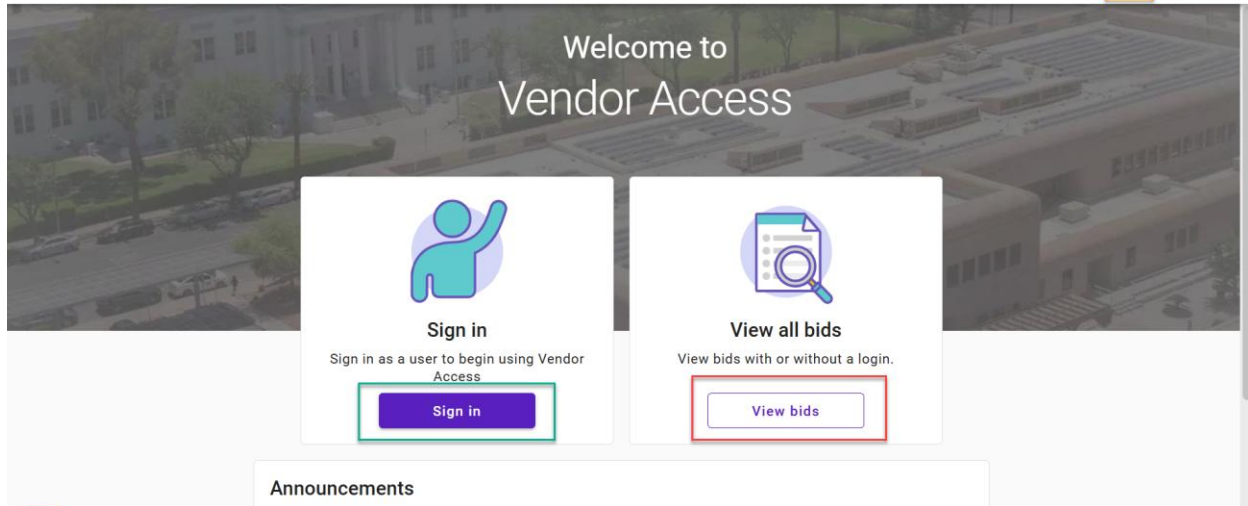
The objective of this guide is to ensure you are correctly onboarded to Vendor Access. Continue reading to see if either outright registering or linking to an existing record is most relevant to you. In addition to this guide, there are additional videos to help you throughout the process provided by Tyler and the County.



VENDOR ACCESS HOMEPAGE

Everyone is met with the County's Vendor Access Homepage:

Vendor Access



1. **Yellow box:** Click here to view provided resources such as a blank W-9.
 - a. A completed W-9 is required when doing business with the County
2. **Red box:** Click here to look at bids. Those currently accepting proposals, such as the ones created by Public Works, are clearly marked with this status for participation.
3. **Green box:** The first time visiting this page, you need to sign into Vendor Access via Tyler by clicking here. The next portion of this guide covers the sign-in process.



SIGNING UP

After clicking on '**Sign In**', the green box in the screenshot above, you are brought to this screen:



Sign in to community access services.

Email address

☐ Keep me signed in

Next

OR



[Unlock account?](#)

[Help](#)

[Create an account](#)

For the first time, click on '**Create an account**' below and then fill out the information. After doing so and completing the password's requirements, click on the blue '**Sign up**' button

1. **Note:** This is the email representing your vendor to the County's Vendor Access portal for responsibilities such as communications as well as bids participation so please make sure it is an appropriate email address

After clicking on the button, you will get a code. Put that code in and then click on '**Verify**':

Enter the verification code in the text box.

Enter Code

Verify

You are then brought to the main page of Vendor Access before fully registering. Please reference the right area of the guide to see if you need to link to an existing vendor or register as a new vendor.



LINK TO AN EXISTING VENDOR

Click on 'Link Account'



Link to an existing vendor

Once complete, you'll be directed to vendor profile.

Link account

You will be brought to this screen asking you for your new Tyler Vendor ID which by default is different than your old one with Imperial County:



Sean, welcome to Vendor Access.

Lets find your vendor account.

* Vendor Number

Vendor number is required

[Request your vendor number](#)



FID



SSN

* FID

* Retype FID

Cancel

Find vendor



Imperial County Vendor Access



Click on **'Request your vendor number'** to show the County's contact information

- a. Email: vendoraccess-auditors@co.imperial.ca.us
- b. Phone: [\(442\) 265-1299](tel:(442)265-1299)

Once Imperial County lets you know your new Vendor ID, fill that in as well as your FID then click on **'Find vendor'**



Sean, welcome to Vendor Access.

Lets find your vendor account.

* Vendor Number

2

[Request your vendor number](#)



FID



SSN

* FID

12-3456789

* Retype FID

12-3456789

Cancel

Find vendor



Imperial County Vendor Access



Vendor Access will then search through Imperial County's internal vendor database and let you know if there is an exact match. If there is not an exact match, then please verify that information such as the email, ID as well as FID are correct. Otherwise, you should know that there is an exact match if the screen looks like this. If so, click on '**Next**':



We found this vendor

Would you like to continue?

Name
ABC SUPPLY

Address
123 MAIN STREET
SANTA MONICA, CA 90403

Email
IMPERIALVENDORACCESS@GMAIL.COM

Put in a preferred phone number, verify that you are not a robot, and then click on '**Next**' again.

Afterwards, you are going to get a PIN emailed to the address on file. This is a crucial step to protect against fraud as well as identity theft to ensure that Imperial County's vendor database is as accurate as possible.

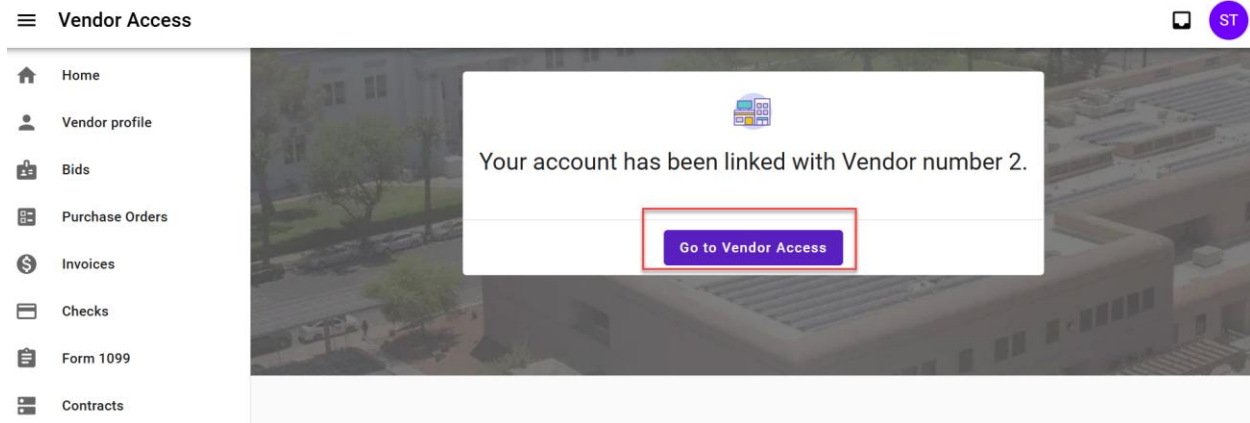
1. Put in the PIN and then click on '**Validate PIN**'



Imperial County Vendor Access



If successful, your page now looks like the pictured and then you can click on '**Go to Vendor Access**' to return to your vendor-specific main page.



Because you have already successfully been validated then you can go ahead and click around on any of the buttons available to navigate through Vendor Access. For example, clicking on 'Contracts' on the left-hand side will show you any relevant Contracts against you as well as who the Administrator is at the County.



REGISTER AS A NEW VENDOR

When you want to outright register as a new Vendor, your profile is subject to Imperial County's review. As a reminder, please expect a processing period of 5 business days.

To get started, click on '**Register**' on the Vendor Access Homepage:

 Link to an existing vendor Once complete, you'll be directed to vendor profile. Link account	 Register / create a new vendor Your registration information will be used to create your vendor profile. Register	 View all bids View bids with or without a login. View bids
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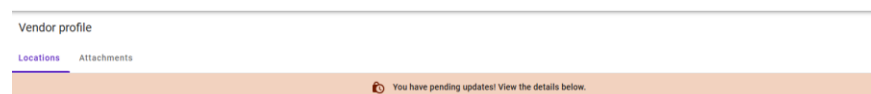
From there, you are brought to a 6-step vendor registration process. Fill out the stages and then click on '**Next**' to proceed:

1. **Profile:** Fill out your business name (Not the DBA) as well as FID twice
2. **Location:** Fill out required fields of email and address. The email is used for all Vendor Access communications. The address is where you want your physical checks mailed to. The DBA and website are not required. In addition, the DBA does not appear on the check.
3. **Information:** Mark off 'Mail' under AP and 'Email' under Purchasing. Imperial County will email you POs as well as use regular mail for AP checks.
4. **Contacts:** Fill out any required fields noted by the red asterisk.
5. **Attachments:** Upload the required W-9 (a blank is provided via the Resources tab in the top-right corner of the screen next to your initials). Not required, but potentially helpful, is any supporting documentation.
 - a. Once uploaded, click on '**Done**'
6. **Review:** Please double check your work. If there are any errors, there is a pencil icon to update where needed. Otherwise, click on 'Submit'

Click on '**I'm done**' on the next screen.

At this point, your vendor is still in a pending status so no transactions can occur. The County will contact you with the information on file within 5 business days when your record has been approved.

Any time you see the salmon-colored banner of pending updates then this signals your profile is still under review:

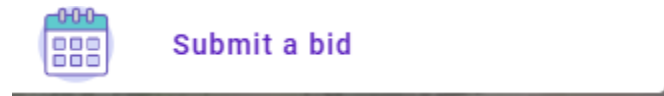




SUBMIT A BID

Imperial County plans to utilize the Vendor Access portal to allow vendors such as yourself to submit bid proposals. While you can view bids on the initial homepage without logging in, you must log into the portal to participate in a bid.

From your logged-in profile main page, click on **'Submit a bid'**:



Once the list of bids appears, find the bid you want to participate in and click on the '>' icon on the far-right of the bid to see further details.

If you like what you see and you want to participate then click on **'Create Proposal'** in the top-right corner of the screen:

← Bid 27007: MASSIVE CONSTRUCTION PROJECT Accepting Proposals Create Proposal

Status	Opening date: 09/19/2026 Expected award date: 09/20/2026 Response submitted: No	Count down Days remaining: 3 Due by: 09/18/2026 Time: 12:00 AM GMT-7	Bid total \$0.00
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Information | Items: 1 | Attachments: 0 | Events: 0 | Addenda: 0 | Evaluations: 0

Type: REQUEST FOR QUOTATION	Number: 27007	Event: Accepting Proposals
Due by: Sep 18, 2026	Opening date: Sep 19, 2026	Approximate award date: Sep 20, 2026
Description: MASSIVE CONSTRUCTION PROJECT		

When the proposal screen appears, click on the arrow on the right to get the entry portion to appear:

Add proposed cost to items in the groups below
Bid total: \$0.00

Needs input Already bid

Default bid group.		Group Total	\$0.00
Commodity : BIG ITEM			
Manufacturer	Part number	Quantity	1
UOM	* Unit price	Total	\$0.00
EACH			

Fill out the information then click on **'Next'** in the bottom-right corner of the screen. You are then brought to a review screen. If satisfied, then click on **'Submit'** in the bottom-right corner of the screen. After, click on **'I'm done'** to return to the main page.



Imperial County Vendor Access



At this time, Imperial County seals its bids. The County will both solicit bids as well as display who won on Vendor Access. If you are the winner then the County will contact you. Regardless, you can see who the bid was awarded to by clicking into the bid and then to the **'Awarded'** section:

Information	Items	1	Attachments	0	Events	0	Addenda	0	Evaluations	0	Awarded
Default bid group. 1											
Description	UOM	Quantity	Awarded To	Substituted	Total						
Test item 1	EACH	1	SEAN	No	1,234.00						

You can submit a bid through Vendor Access regardless if you have been vetted by the county or not. However, in order to move forward in the process such as having invoices to get paid, then you must be vetted. Again, please give up to **5 business days** for any processing to occur.



Imperial County Vendor Access



Here is an example of a comprehensive Vendor Access page:

Vendor Access SL

Home

Welcome!
SEAN
Sean Lee
[Update profile](#)

[Submit a bid](#)

Announcements

County of Imperial Vendor Access Launch
09/08/2026 Important [Read more](#)

Vendor Access will provide vendors with a convenient online resource to sign up and view and maintain their vendor information.

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Purchase Orders

Number	Open Amount	Total Amount	Entry Date	Status
20270002	133.15	133.15	09/08/2026	Open
20270003	1,335.81	1,335.81	09/08/2026	Open
20270004	162,375.00	162,375.00	09/08/2026	Open

[All purchase orders](#)

The menu on the far-left side of the screen allows for you to focus on that specific transaction type:

Vendor Access SL

Purchase Orders

My purchase orders

[Last 7 Days](#) [Last 30 Days](#) [Filter](#)

Number	Description	Date	Total Amount	Status	Actions
20270002	sean	09/08/2026	133.15	Open	>
20270003	sean again	09/08/2026	1,335.81	Open	>
20270004	BUILD A NEW FIRE STATION	09/08/2026	162,375.00	Open	>

Rows per page: 25 1-3 of 3

Overview

You have 3 open PO's

Open amount \$163,843.96

Total amount \$163,843.96

Amounts as of Sep 14, 2026