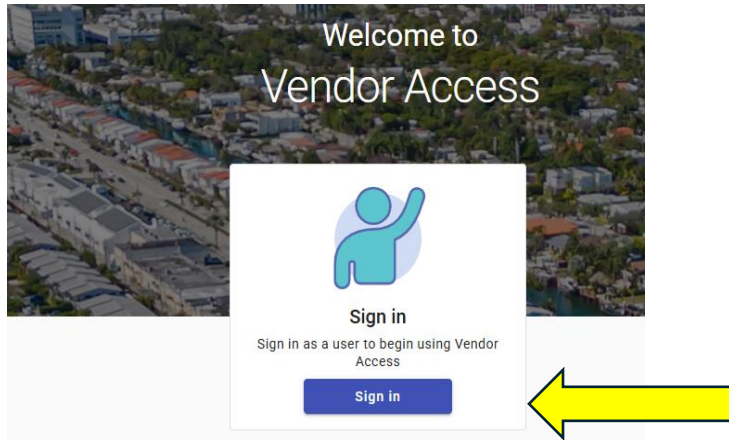
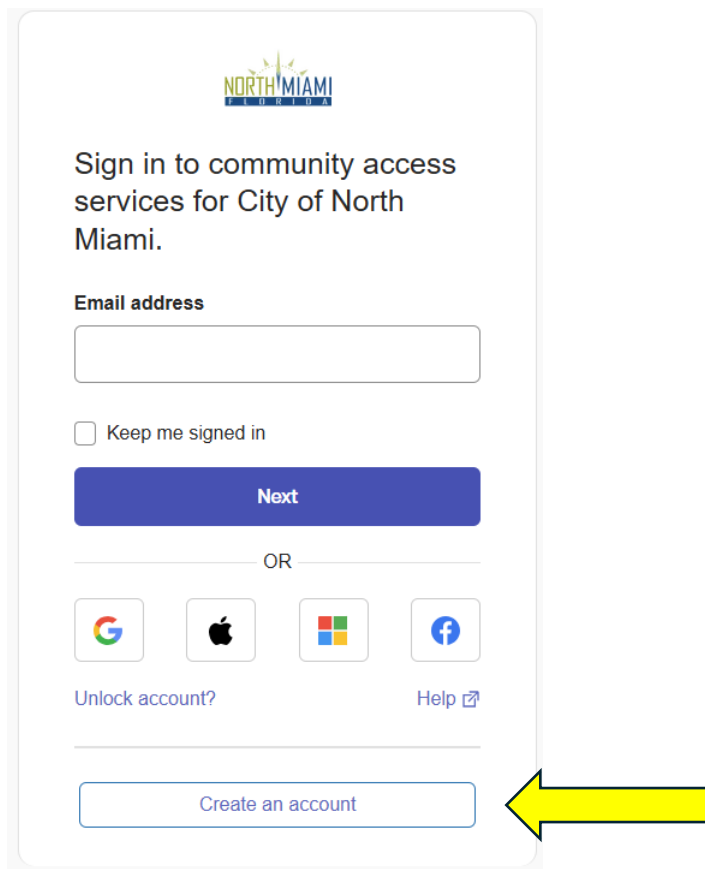


## To Register as a vendor with the City of North Miami:


1. Click on the link [Vendor Access](#)
2. To access the Self-Service Vendor Portal, click the sign in



3. Click on Create an Account



4. Enter the requested information on the registration page and then click Sign up



### Create an account

Fields are required unless marked optional.

**Email**

**First name**

**Last name**

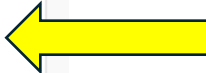
**Mobile phone** Optional

Password requirements:

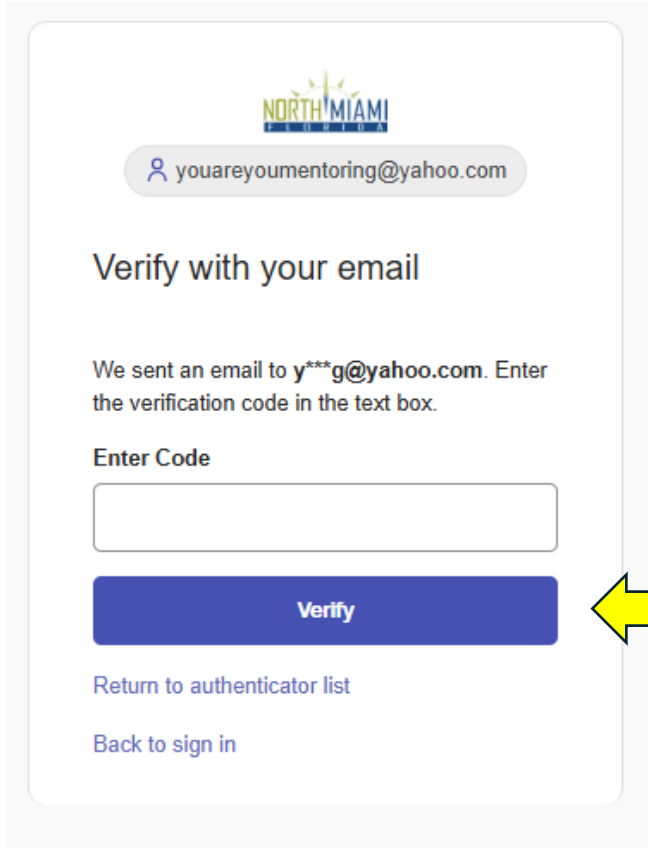
- × At least 8 characters
- × A lowercase letter
- × An uppercase letter
- × A number
- ✓ No parts of your username

**Password**

**Sign up**



5. Enter the verification code received to your email and click Verify



The screenshot shows a web interface for the North Miami Platform. At the top, there is a logo for "NORTH MIAMI PLATFORM" and a user profile section with a person icon and the email "youareyoumentoring@yahoo.com". Below this, the heading "Verify with your email" is displayed. A message states: "We sent an email to y\*\*\*g@yahoo.com. Enter the verification code in the text box." Underneath, there is a label "Enter Code" followed by a text input field. A large blue button labeled "Verify" is positioned below the input field. A yellow arrow points to this button from the right. At the bottom of the form, there are two links: "Return to authenticator list" and "Back to sign in".

**NORTH MIAMI**  
PLATFORM

youareyoumentoring@yahoo.com

### Verify with your email

We sent an email to y\*\*\*g@yahoo.com. Enter the verification code in the text box.

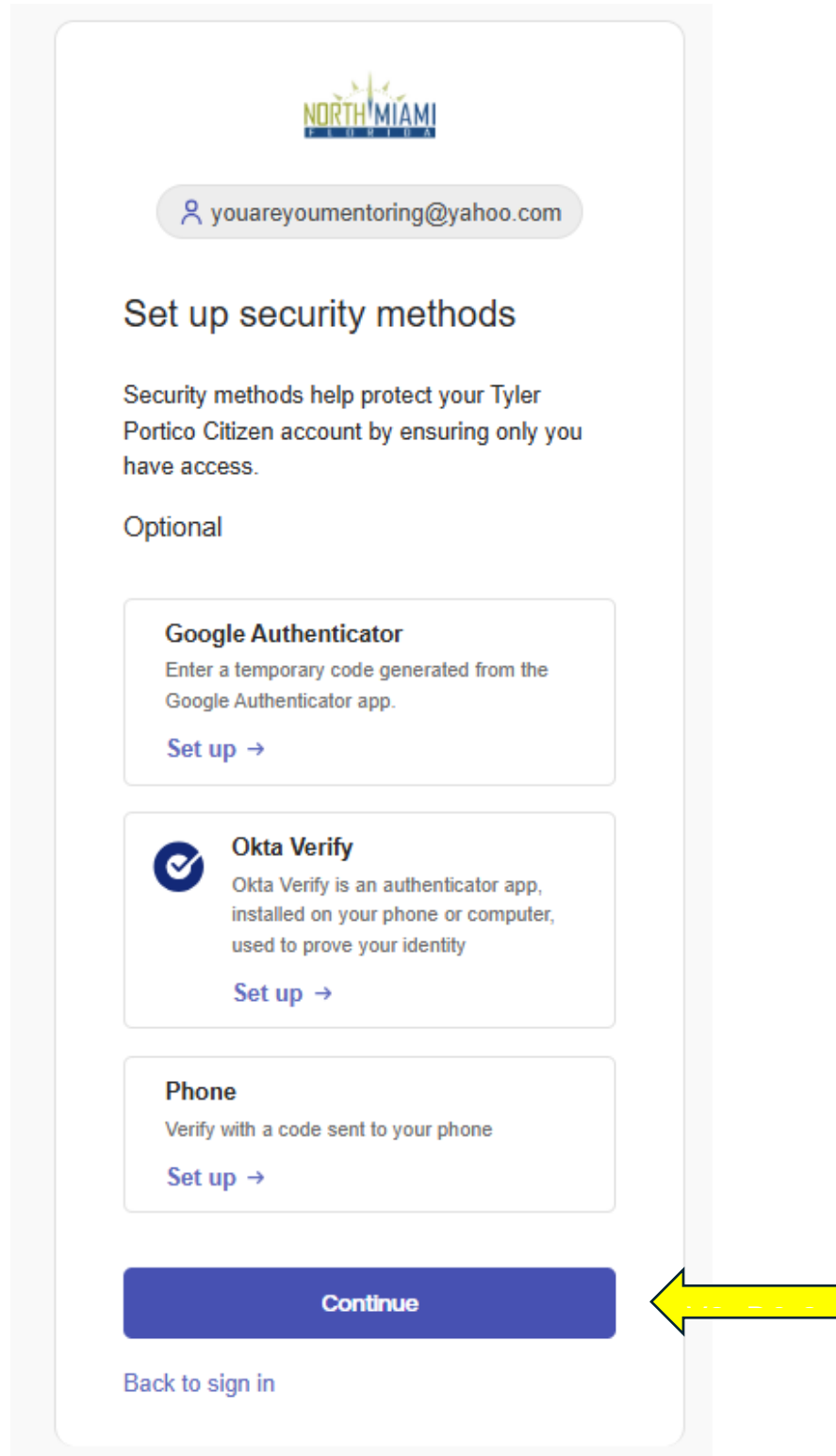
Enter Code


**Verify**


[Return to authenticator list](#)

[Back to sign in](#)

## 6. Set up security methods and click Continue





 youareyoumentoring@yahoo.com

### Set up security methods


Security methods help protect your Tyler Portico Citizen account by ensuring only you have access.

Optional

**Google Authenticator**

Enter a temporary code generated from the Google Authenticator app.

[Set up →](#)

 **Okta Verify**

Okta Verify is an authenticator app, installed on your phone or computer, used to prove your identity

[Set up →](#)

**Phone**

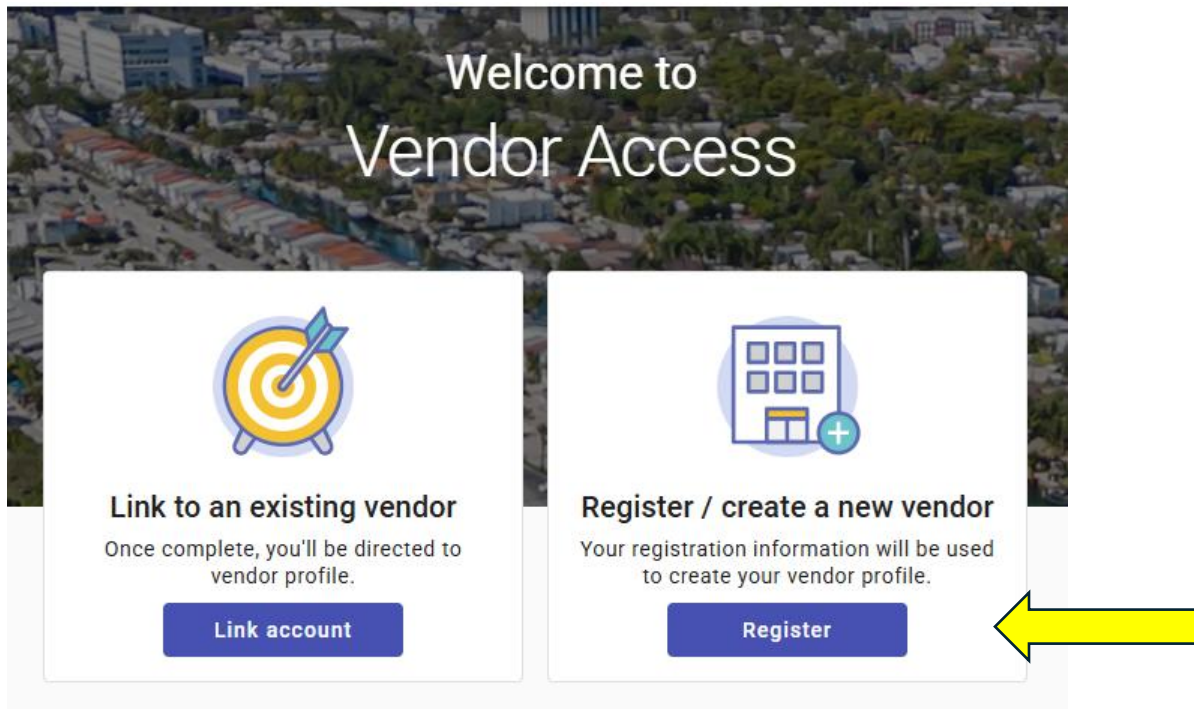
Verify with a code sent to your phone

[Set up →](#)

[Continue](#)

[Back to sign in](#)


7. Click Register, under **Register / create a new vendor**



8. Enter required information under **Profile Tab** and 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  
TRY ME FLOWER

☒ FID ☐ SSN

\* FID  
00-0000000

\* Retype FID  
00-0000000

[Cancel](#) [Next](#)

- If you are registering as a business, please select FID and enter your registered and active FID number.
- If you are registering as an individual, please select SSN and enter your full Social Security Number.

9. Enter required information under **Location Tab** and click 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

Cancel

Previous

Next

10. Select the box(es) that apply to your business under the **Information Tab** and click Next

Vendor registration

✓ Profile


✓ Location

3 Information

4 Contacts


5 Documentation

6 Review

 **Minority business enterprise**

Do any of the following MBE classifications apply to your business?

Applies	Description	Certifications	Actions
<input type="checkbox"/>	Minority-Owned Business	0	▼
<input type="checkbox"/>	Women-Owned Business	0	▼
<input type="checkbox"/>	Veteran-Owned Business	0	▼
<input type="checkbox"/>	Disability-Owned Business	0	▼
<input type="checkbox"/>	LGBTQ Owned Business	0	▼

 **Payment terms**

Which delivery methods do you accept?

Accounts payable \*

☐ Email

Purchasing \*

☐ Email

Cancel

Previous

Next

11. Enter required information under **Contacts Tab** and 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

EBONY DANIELS GRAHAM

\* Type

\* Phone

Mobile phone

Fax number

\* Email

YOUAREYOUMENTORING@YAHOO.COM

Description

Cancel

Previous

Next



12. Upload all required attachments under the **Documentation Tab** and click Next

Vendor registration

✓ Profile


✓ Location

✓ Information

✓ Contacts





5 Documentation

6 Review



Upload attachments relevant to your vendor activity

Required documentation

Type	Document name	Upload	Delete
General documentation (optional)			
Type	Document name	Upload	Delete
default			
E-Verify Form			
Vendor Insurance			
Vendor W-9			<div>REQUIRED</div>

Cancel

Previous

Next

### 13. Review and click Submit

Vendor registration

✓ Profile


✓ Location


✓ Information

✓ Contacts

✓ Documentation

6 Review

 Review and submit

Profile 

Business name

YOUAREYOUMENTORING@YAHOO.COM

FID


86-3305525

Vendor email

YOUAREYOUMENTORING@YAHOO.COM

Are you a minority business enterprise?

No

Location 

Vendor type

Address

776 NE 125TH STREET

City


NORTH MIAMI

State

FLORIDA

Zipcode

33161

Payment methods 

Accounts Payable


Purchasing

Email

Yes

Email

Yes

Contact 

Full Name

EBONY DANIELS GRAHAM

Type

General Contacts

Phone


3058936511

Mobile phone

Fax number

Email

YOUAREYOUMENTORING@YAHOO.COM

Attachments 

Vendor attachments

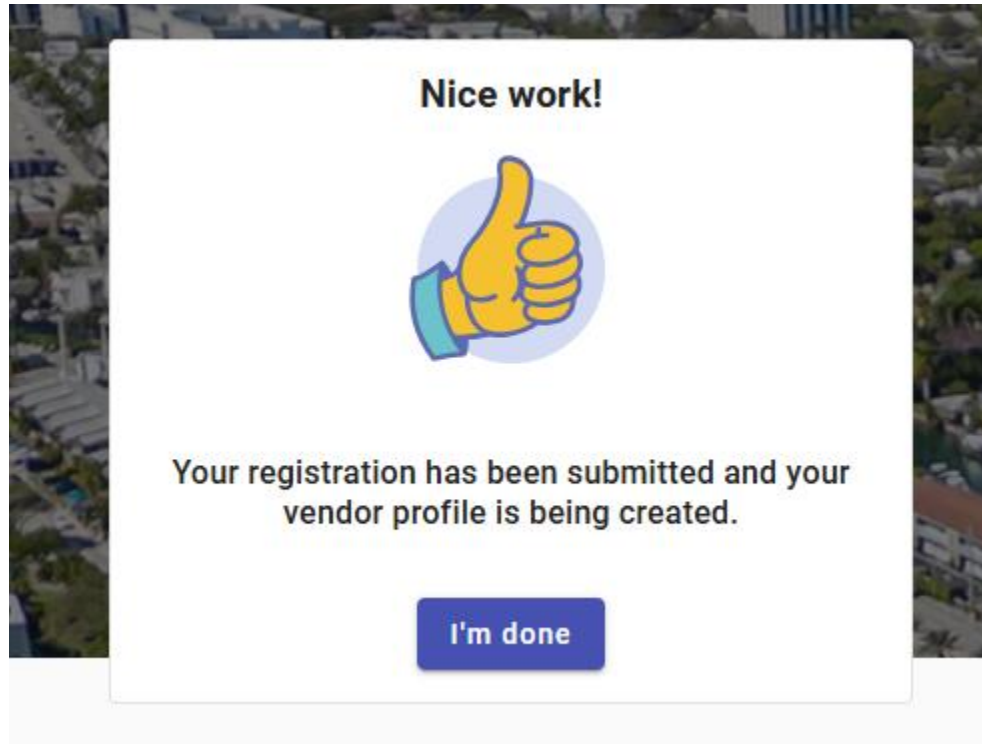
Type

Document name

Cancel

Submit

14. Registration has been successfully submitted, and your vendor profile is being created.



Thank you for registering your vendor profile with the City of North Miami.

Please be advised that an official vendor number will be assigned once your business has officially begun providing services for the City of North Miami.

Should you have any questions or concerns, please contact the Procurement Department at (305) 893-6511, ext. 12900.

We appreciate your interest in doing business with the City of North Miami.