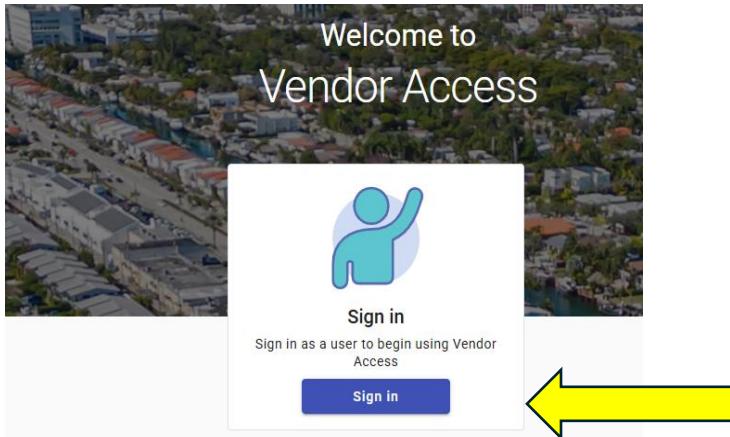


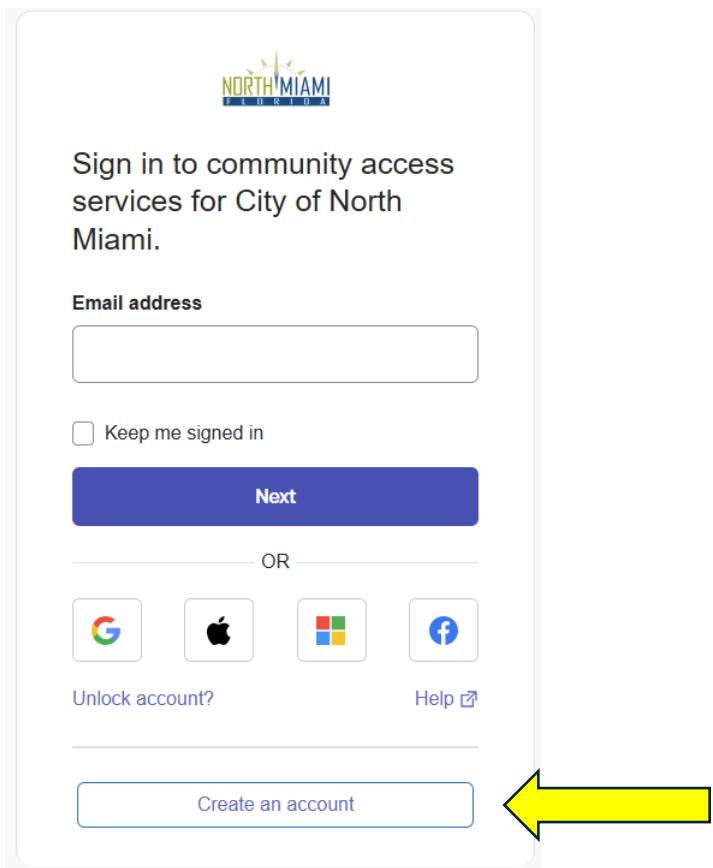
To Register as a vendor with the City of North Miami:

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



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 →](#)

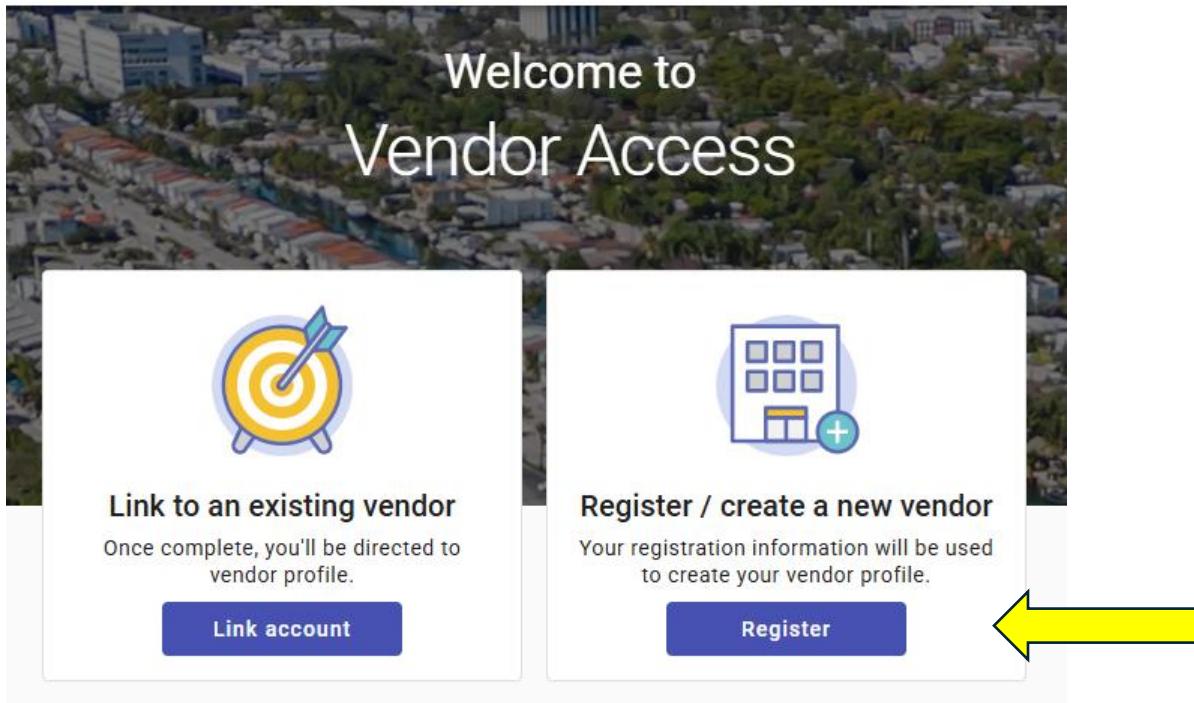
Phone
Verify with a code sent to your phone

[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

The image shows the 'Vendor registration' screen, specifically the 'Profile' tab. It displays a 'Hi there!' message and instructions to create a vendor profile. The 'Business name' field is filled with 'TRY ME FLOWER'. The 'FID' radio button is selected, and the 'FID' field contains '00-0000000'. The 'Next' button is highlighted with a yellow arrow.

- 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

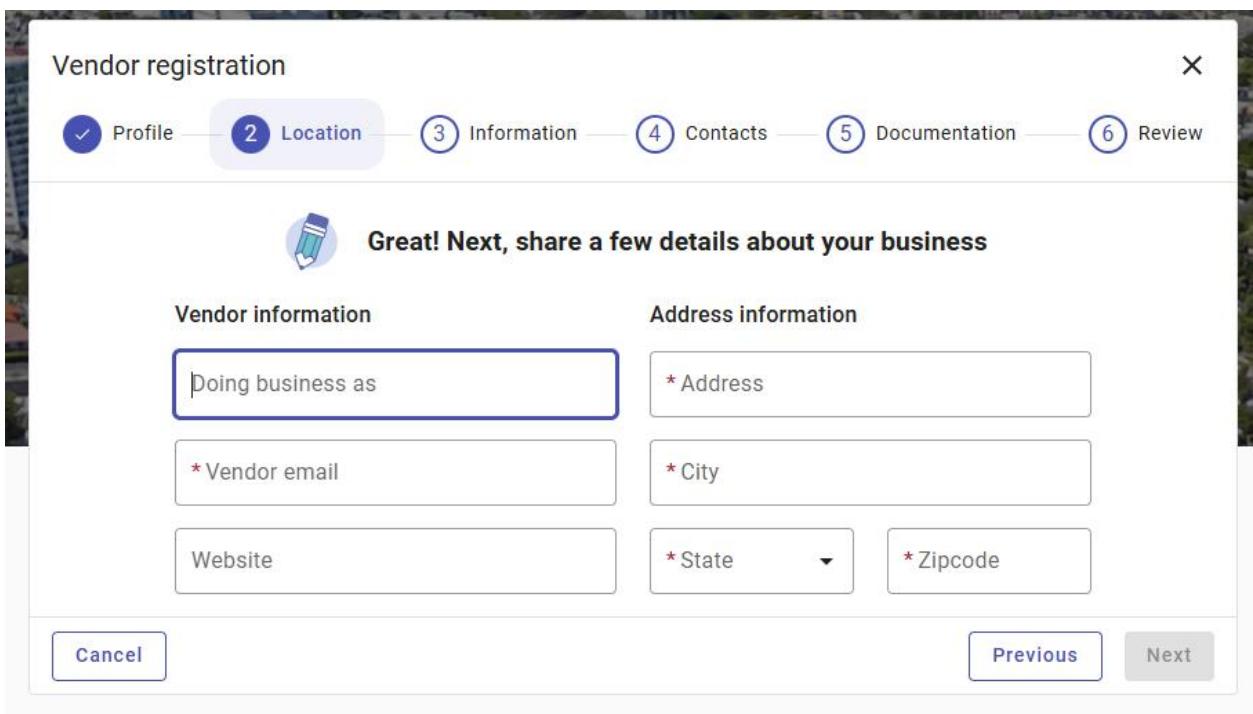
Great! Next, share a few details about your business

Vendor information

Address information

Doing business as	* Address	
* Vendor email	* City	
Website	* State	* Zipcode

Cancel Previous Next



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

Vendor registration X

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 * Purchasing *

Email Email

Cancel Previous Next

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

Vendor registration

X

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

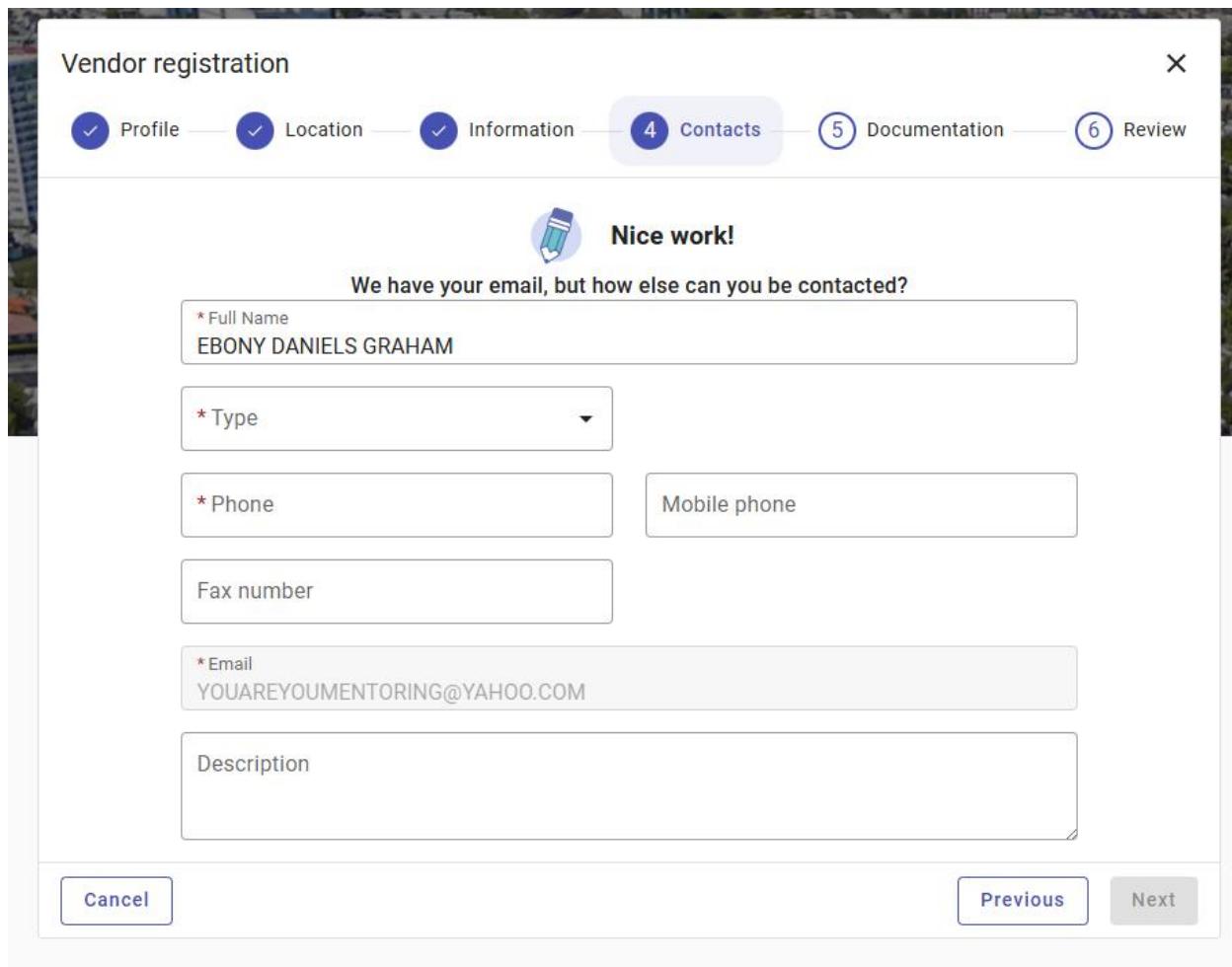
* Phone Mobile phone

Fax number

* Email
YOUAREYOUTMENTORING@YAHOO.COM

Description

Cancel Previous Next



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

Vendor registration

5 Documentation

Upload attachments relevant to your vendor activity

Type	Document name	Upload	Delete
default		⬆	
E-Verify Form		⬆	
Vendor Insurance		⬆	
Vendor W-9		⬆	REQUIRED

Cancel Previous Next

13. Review and click Submit

Vendor registration

Profile 

Business name YOUAREYOUTMENTORING@YAHOO.COM	FID 86-3305525
Vendor email YOUAREYOUTMENTORING@YAHOO.COM	Are you a minority business enterprise? No

Location 

Vendor type 776 NE 125TH STREET	Address	
City NORTH MIAMI	State FLORIDA	Zipcode 33161

Payment methods 

Accounts Payable Email Yes	Purchasing Email Yes
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Contact 

Full Name EBONY DANIELS GRAHAM	Type General Contacts
Phone 3058936511	Mobile phone
Fax number	Email YOUAREYOUTMENTORING@YAHOO.COM

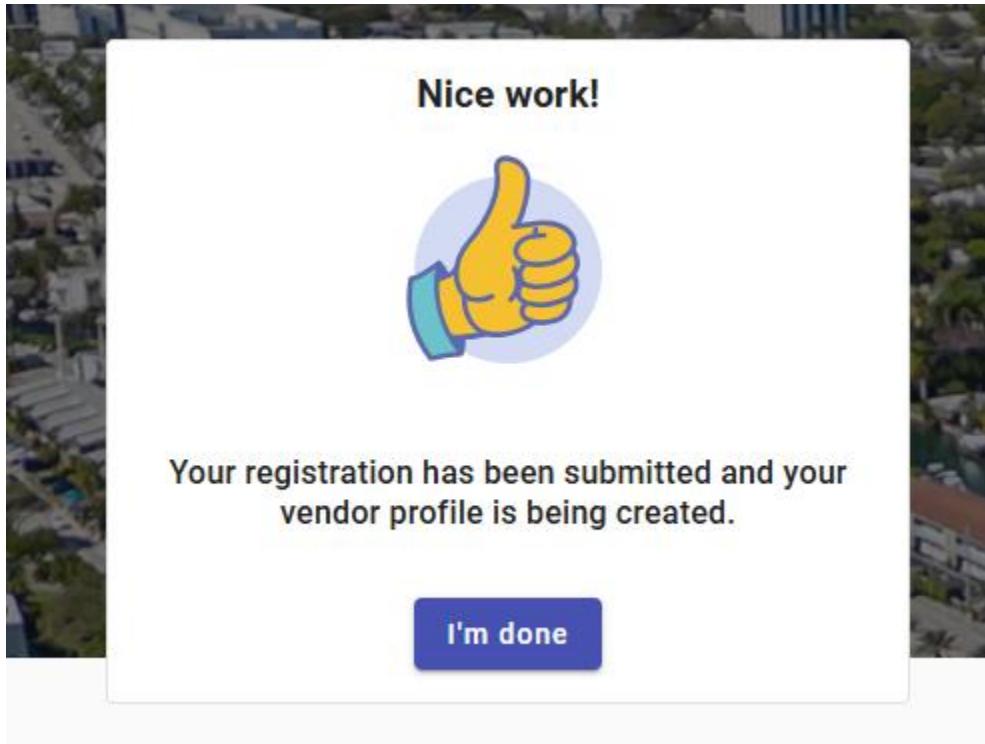
Attachments 

Vendor attachments

Type	Document name



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.