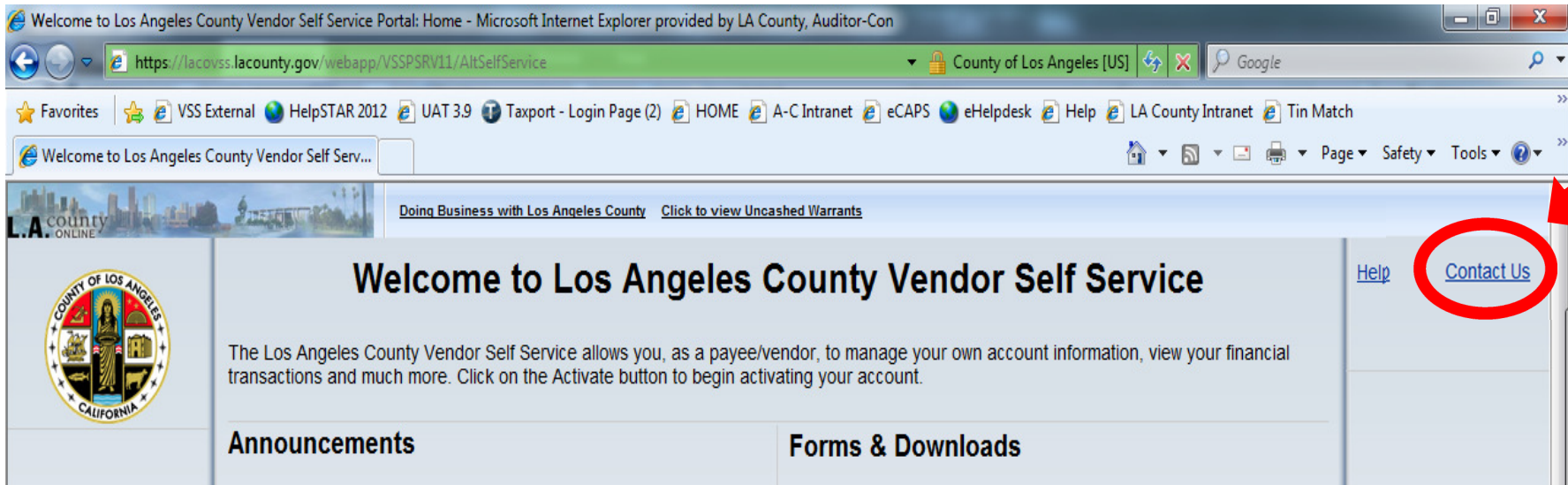
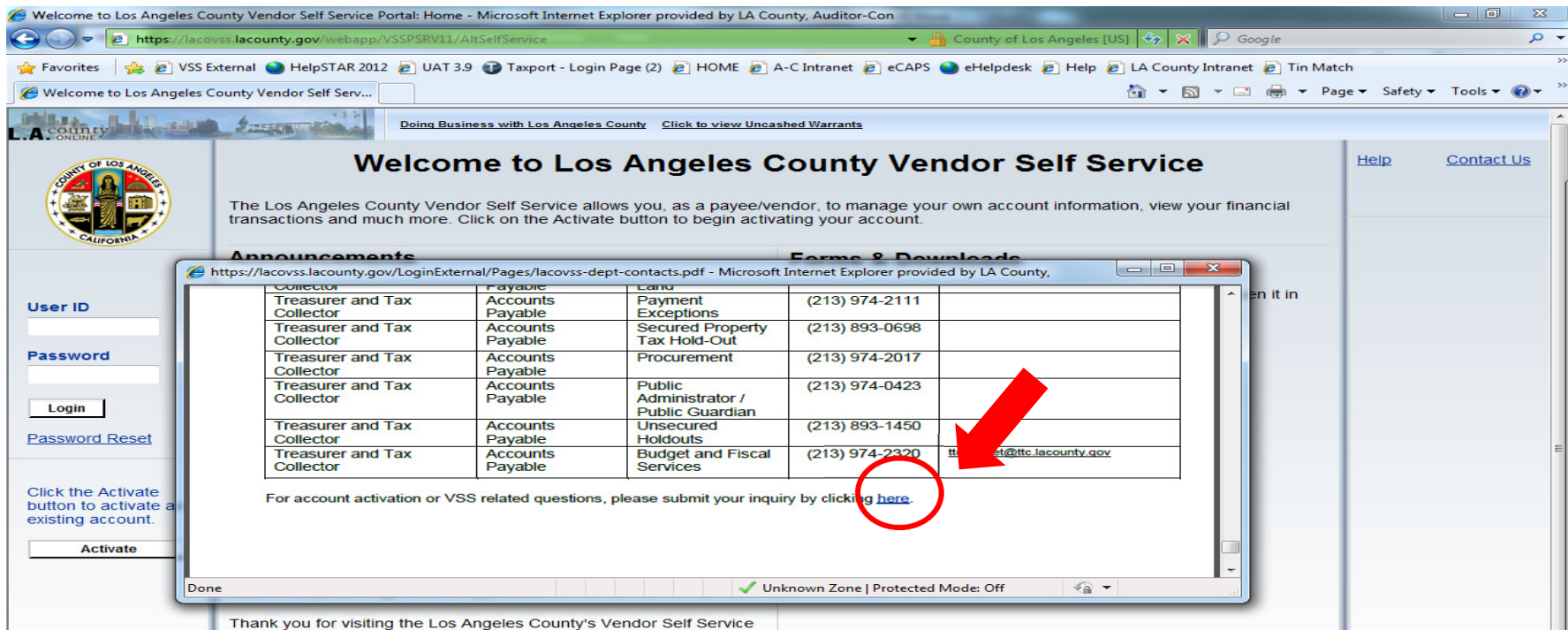


How to Request for VSS Access

1.) Visit the VSS website: <https://lacovss.lacounty.gov/webapp/VSSSRV11/AltSelfService> and Click on the “**Contact US**”



2.) Scroll to the bottom of the pop-up screen and click on the [here](#) link.



3.) Submit your request to access VSS on the Enterprise Helpdesk - VSS Vendor Inquiry page by filling out the form and selecting Vendor Activation under Question Category.

The screenshot shows a web browser window with the address bar displaying `http://camisvr.co.la.ca.us/VSSHelpDeskReq/ - Microsoft Internet Explorer provided by LA County, Auditor-Controller`. The page header includes the County of Los Angeles seal and the text "County of Los Angeles" and "Enterprise Helpdesk". Below this is a blue bar with the text "VSS Vendor Inquiry".

The form contains the following fields:

- Company Name:
- Vendor Code:
- User ID:
- Email:
- Phone:
- Question Category: (dropdown menu is open showing options: Select a Category..., Vendor Activation, Invoices - Online, Invoice Inquiry, Award Inquiry, Scheduled Payments Inquiry, Check/EFT Inquiry)
- Question:

At the bottom of the form, there is a red warning message: *****Please verify that your information is correct before proceeding*****. Below this, it states: "Your inquiry will be forwarded to the responding group based on the selected category".

The browser's status bar at the bottom shows "Done", a security icon, "Trusted sites | Protected Mode: Off", a refresh icon, and a zoom level of "115%".