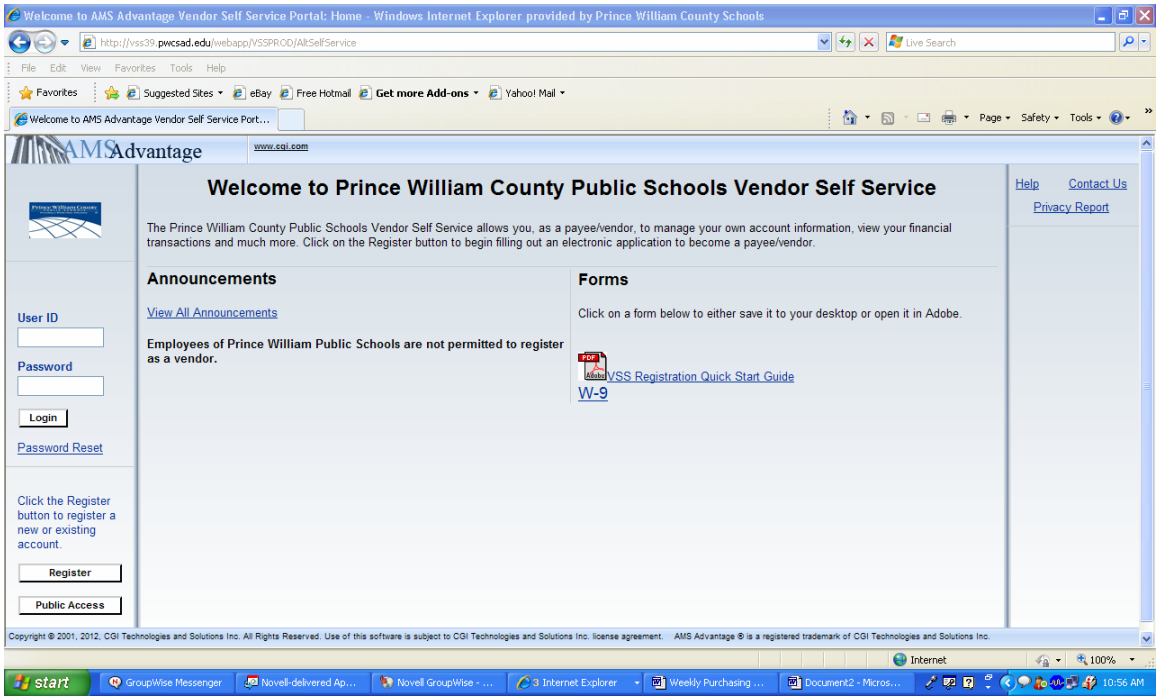
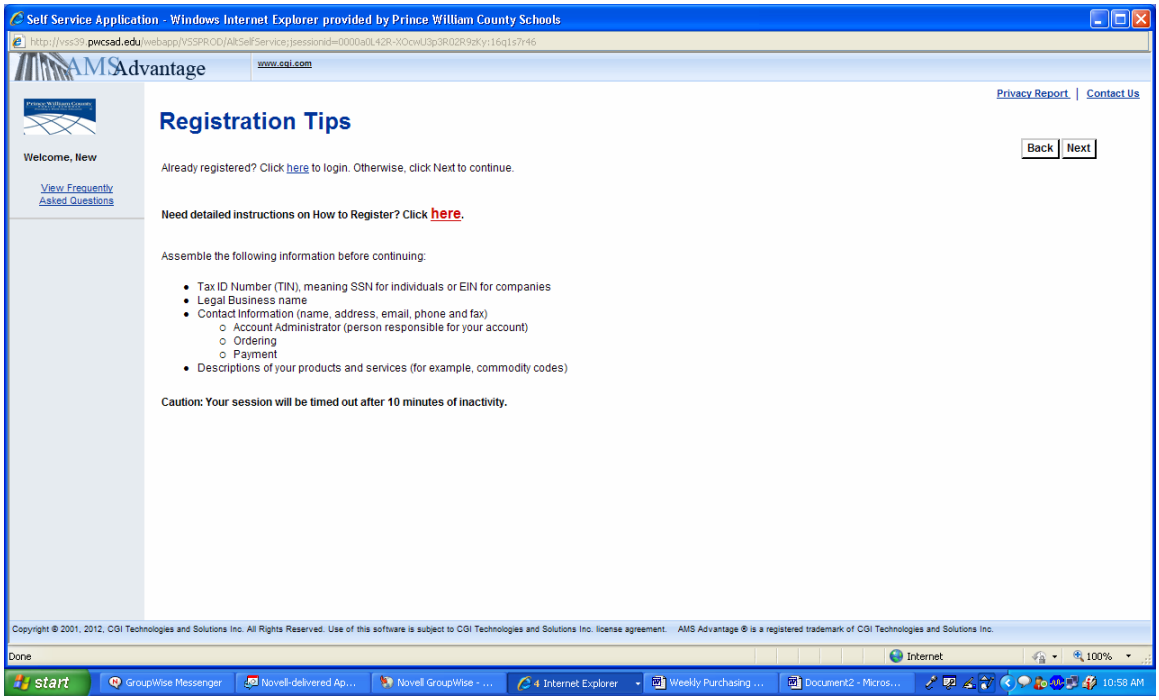
STEPS TO REGISTER AS A VENDOR WITH PRINCE WILLIAM COUNTY PUBLIC SCHOOLS



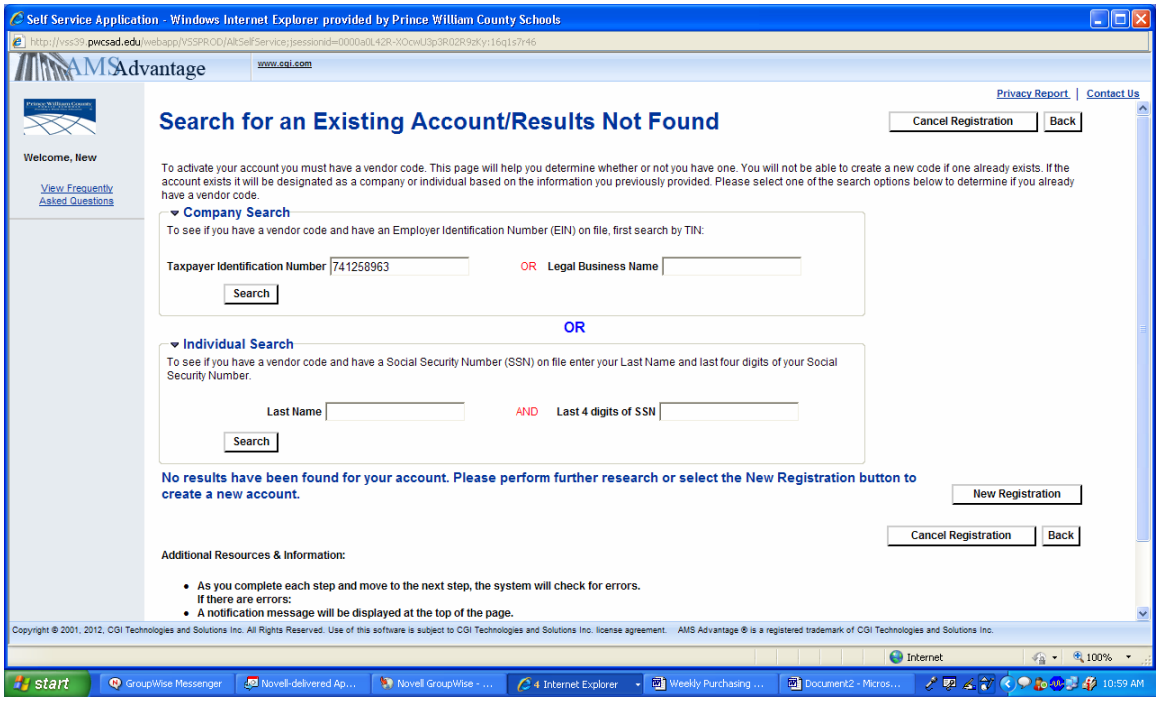
As a New User, click on “Register”.

Read the Memorandum of Agreement. If you accept the Terms of Agreement, click “Accept Terms”.

STEPS TO REGISTER AS A VENDOR WITH PRINCE WILLIAM COUNTY PUBLIC SCHOOLS

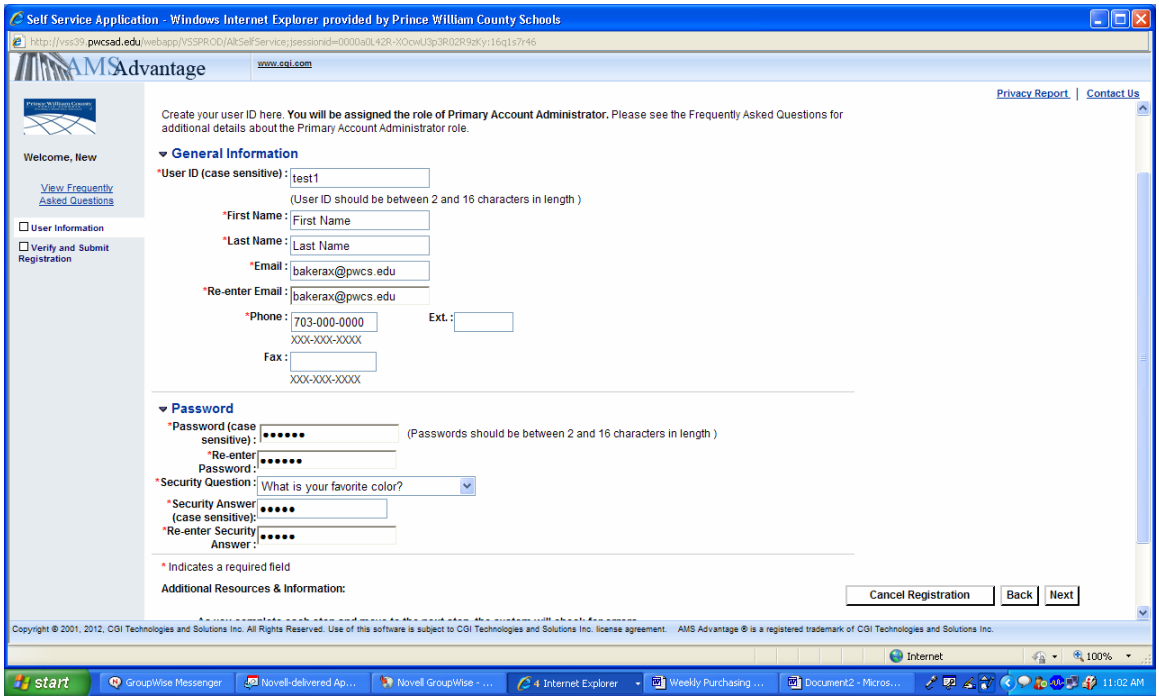


Review the Registration Tips and click on “Next”.

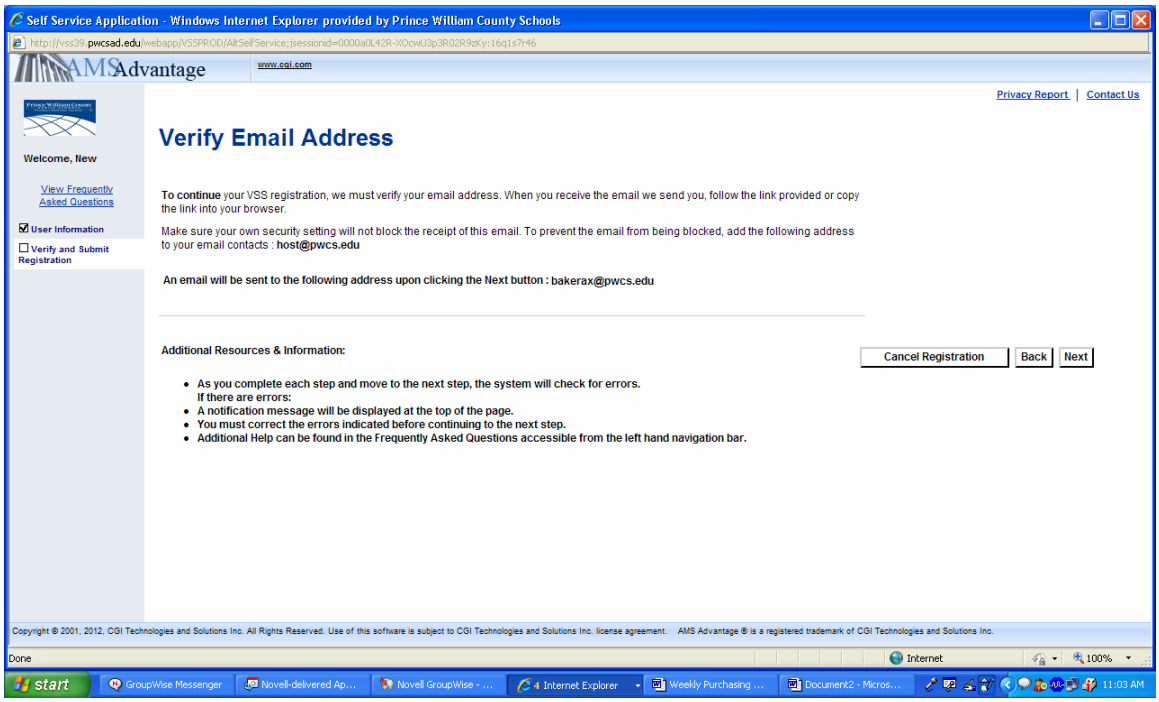


Enter your Taxpayer Identification Number and click “Search”. If you wish to search as an individual, enter Last Name AND last 4 digits of your Social Security Number. Click “New Registration” if no results found.

STEPS TO REGISTER AS A VENDOR WITH PRINCE WILLIAM COUNTY PUBLIC SCHOOLS

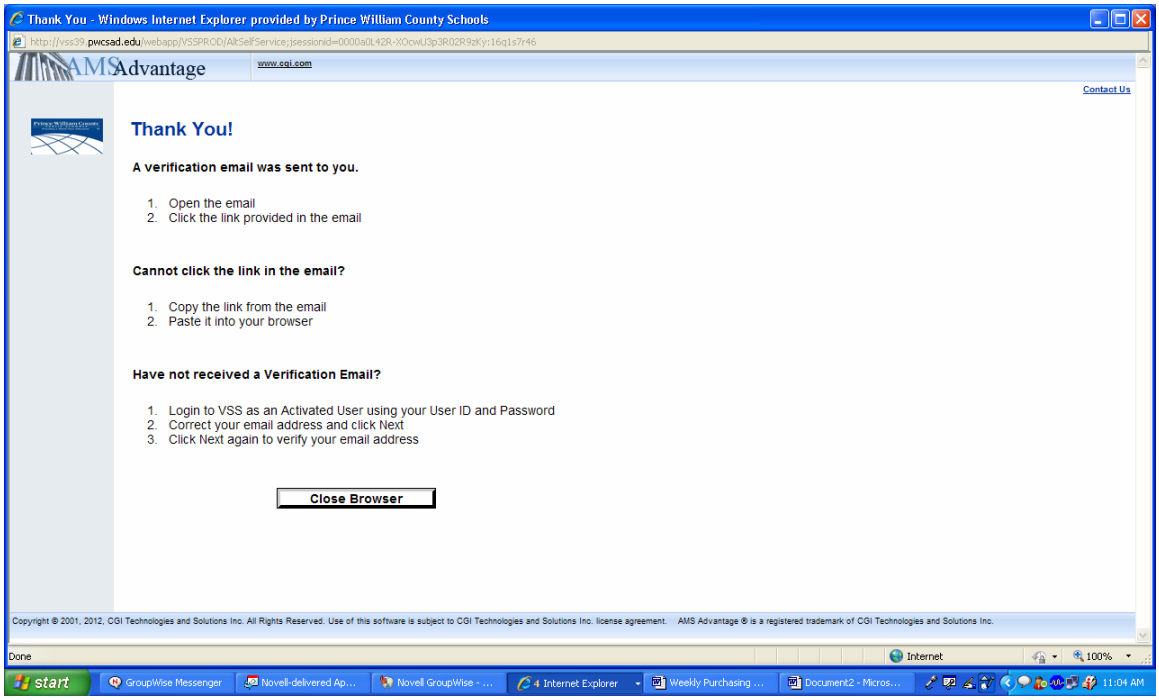


Complete all mandatory fields (*). Click “Next”.

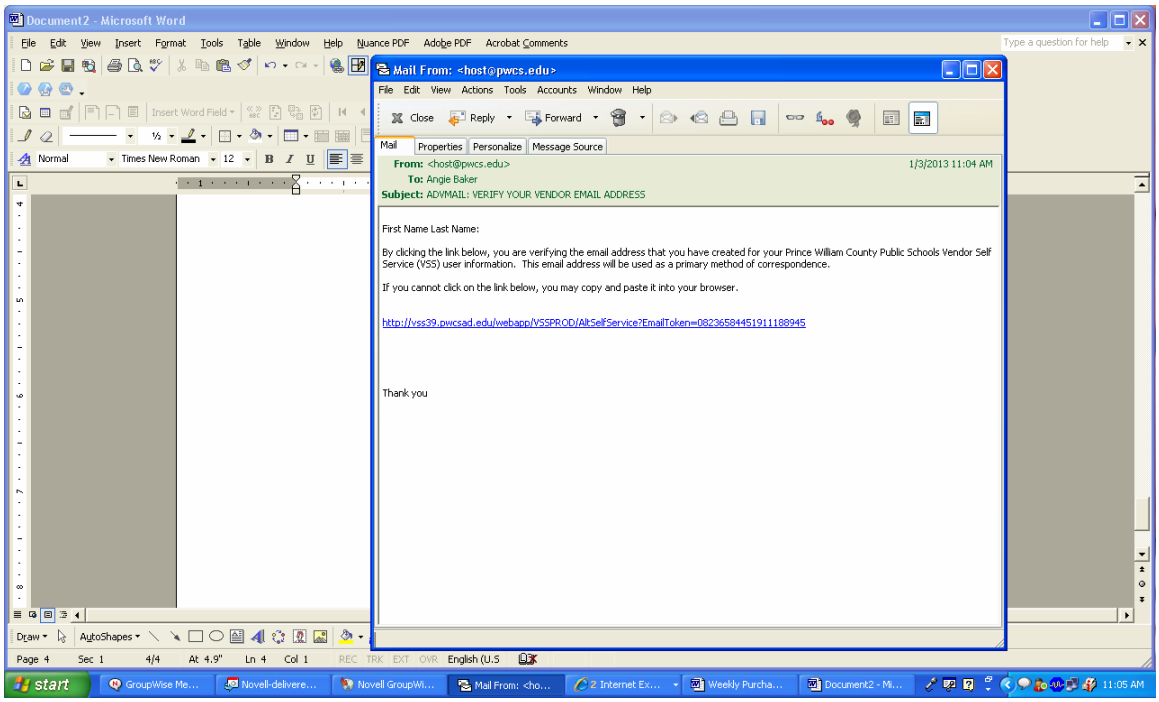


Verify that your email address is correct and click “Next”.

STEPS TO REGISTER AS A VENDOR WITH PRINCE WILLIAM COUNTY PUBLIC SCHOOLS

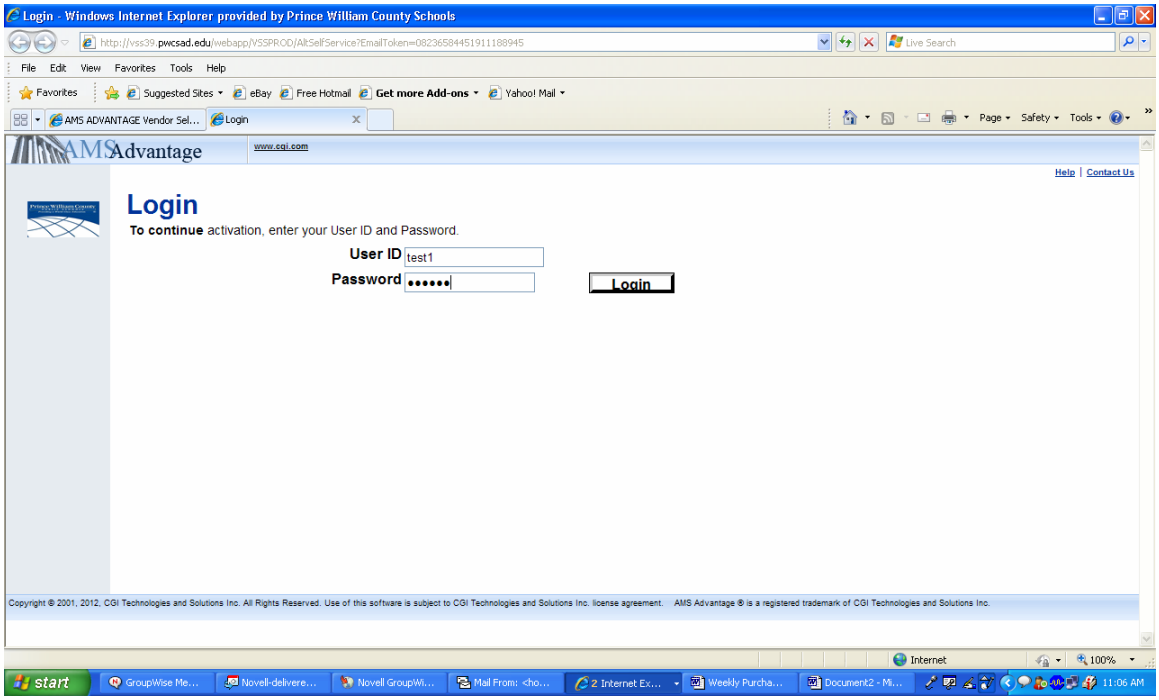


Review information and click “Close Brower”.



Open email from host@pwcs.edu and click on link.

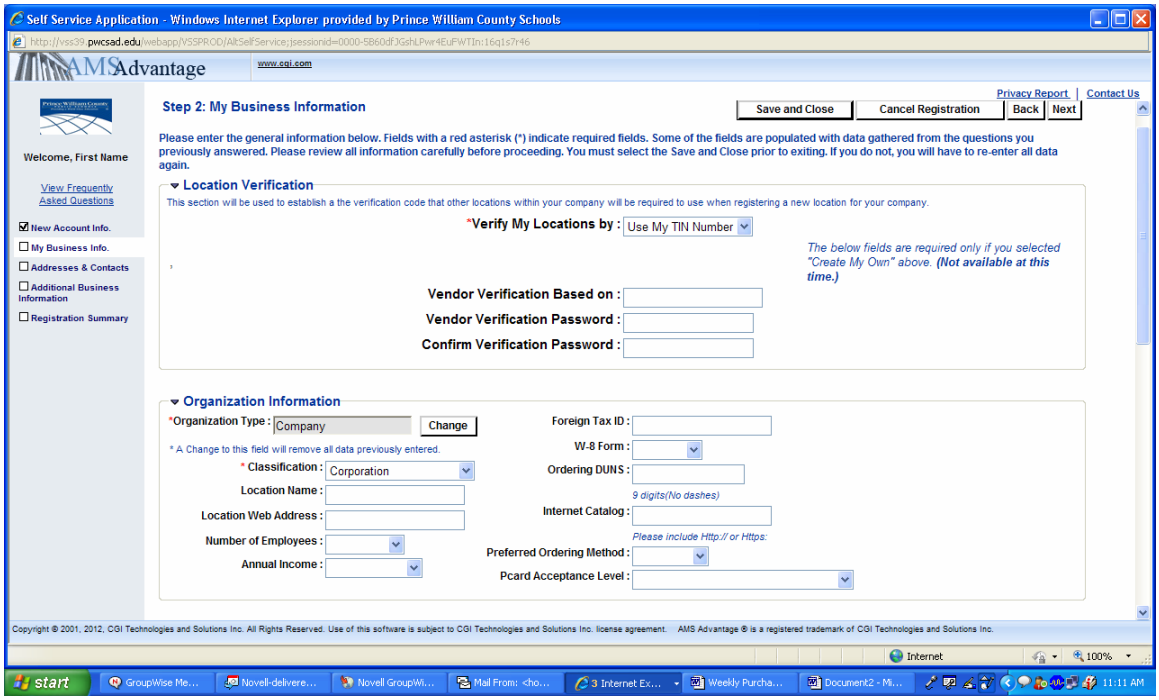
STEPS TO REGISTER AS A VENDOR WITH PRINCE WILLIAM COUNTY PUBLIC SCHOOLS



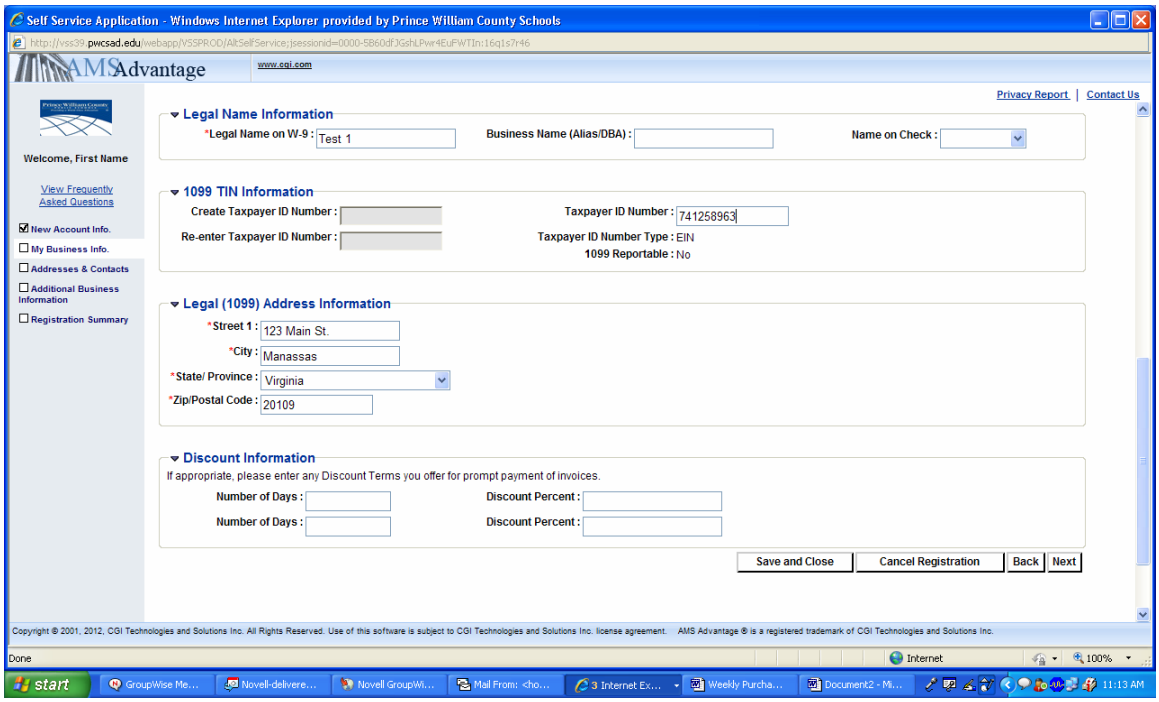
Enter your User ID and Password you created and click “Login”.

Chose your TIN Type and Classification. Click “Next”.

STEPS TO REGISTER AS A VENDOR WITH PRINCE WILLIAM COUNTY PUBLIC SCHOOLS

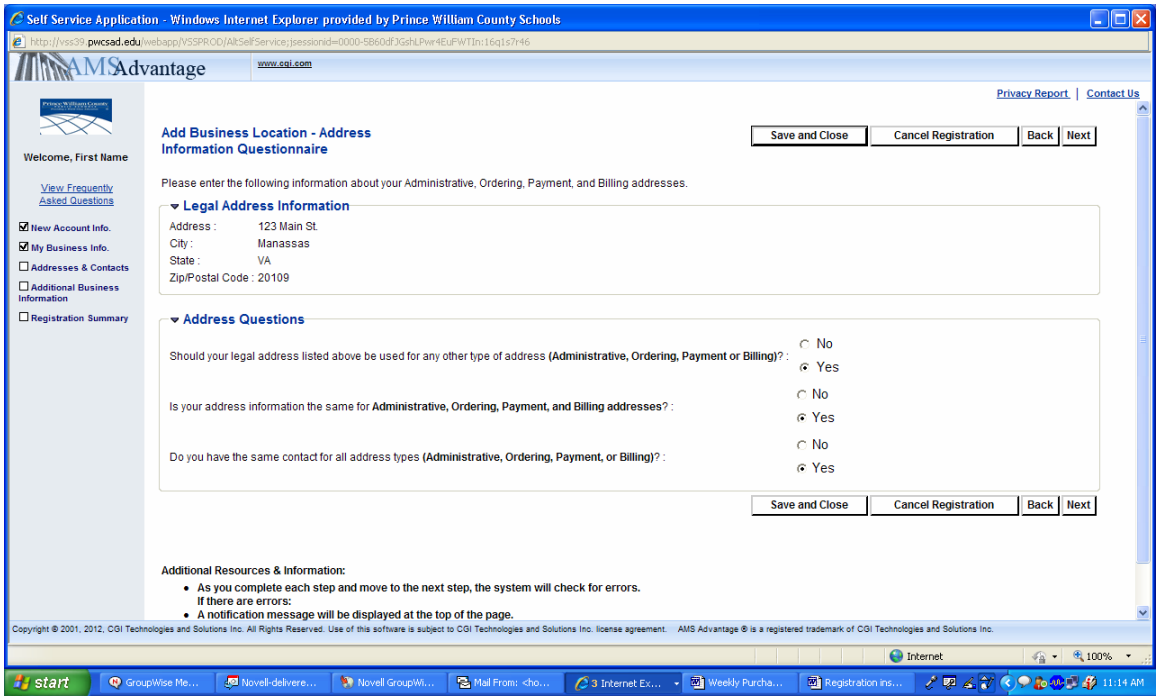


Select “Use my Taxpayer ID Number” using the drop arrow.

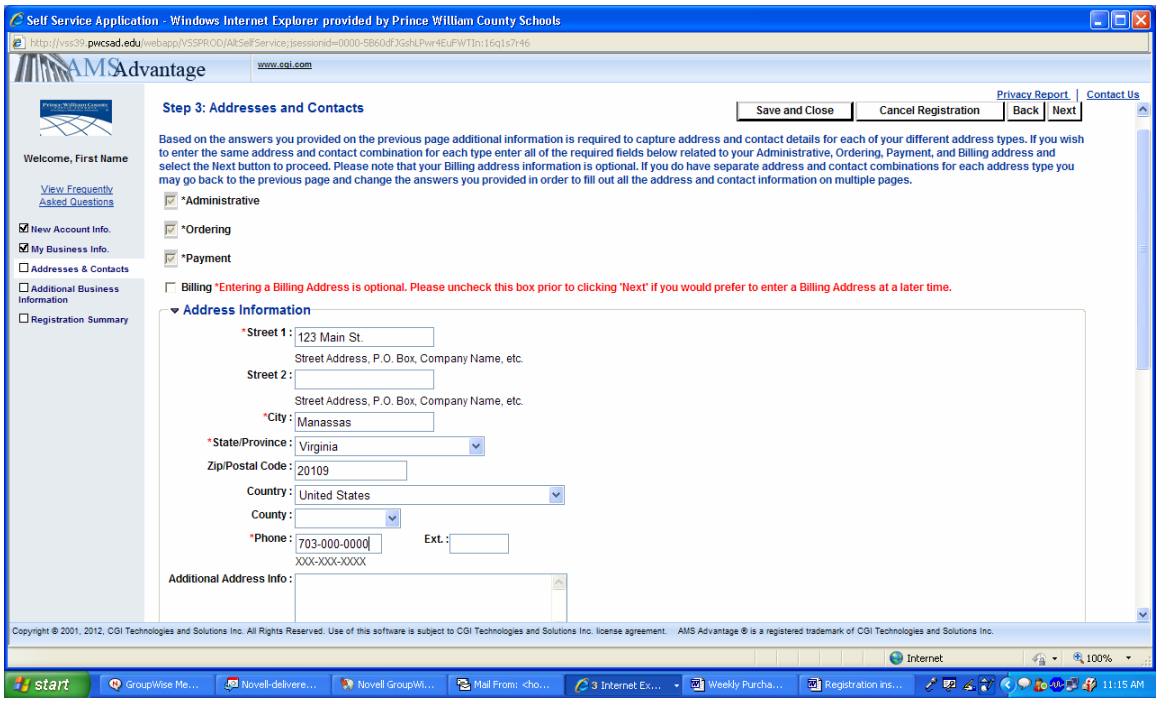


Complete all mandatory fields (*) to include Taxpayer ID Number. Click “Next”.

STEPS TO REGISTER AS A VENDOR WITH PRINCE WILLIAM COUNTY PUBLIC SCHOOLS

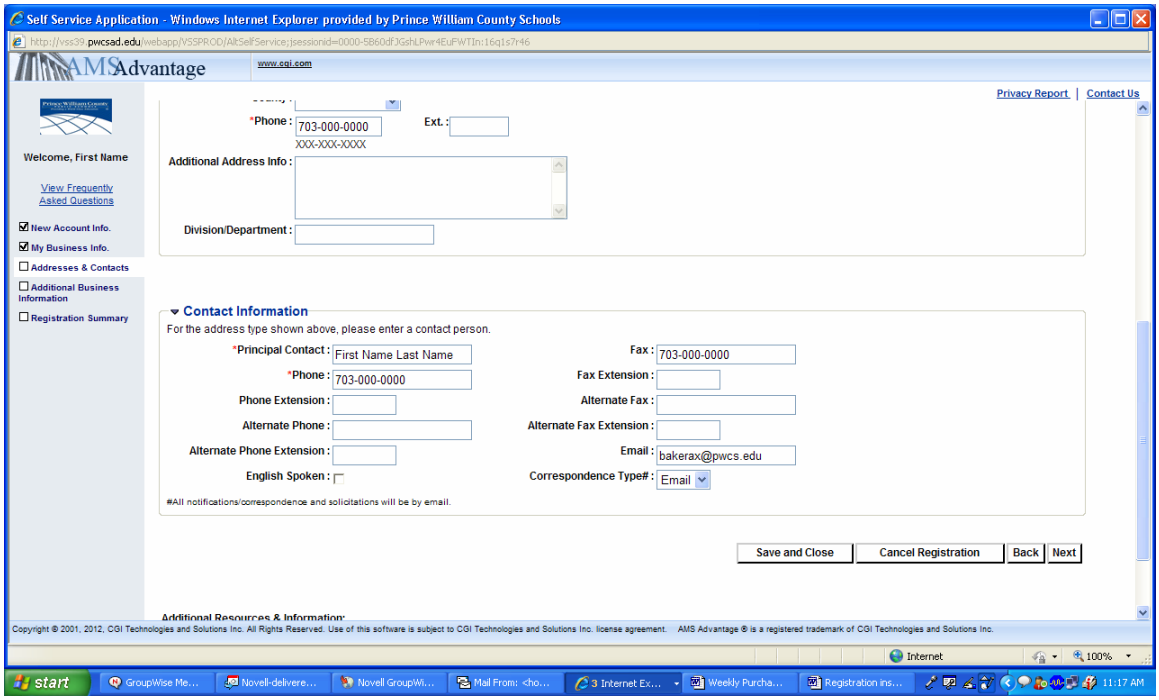


Answer questions regarding address information and click “Next”.

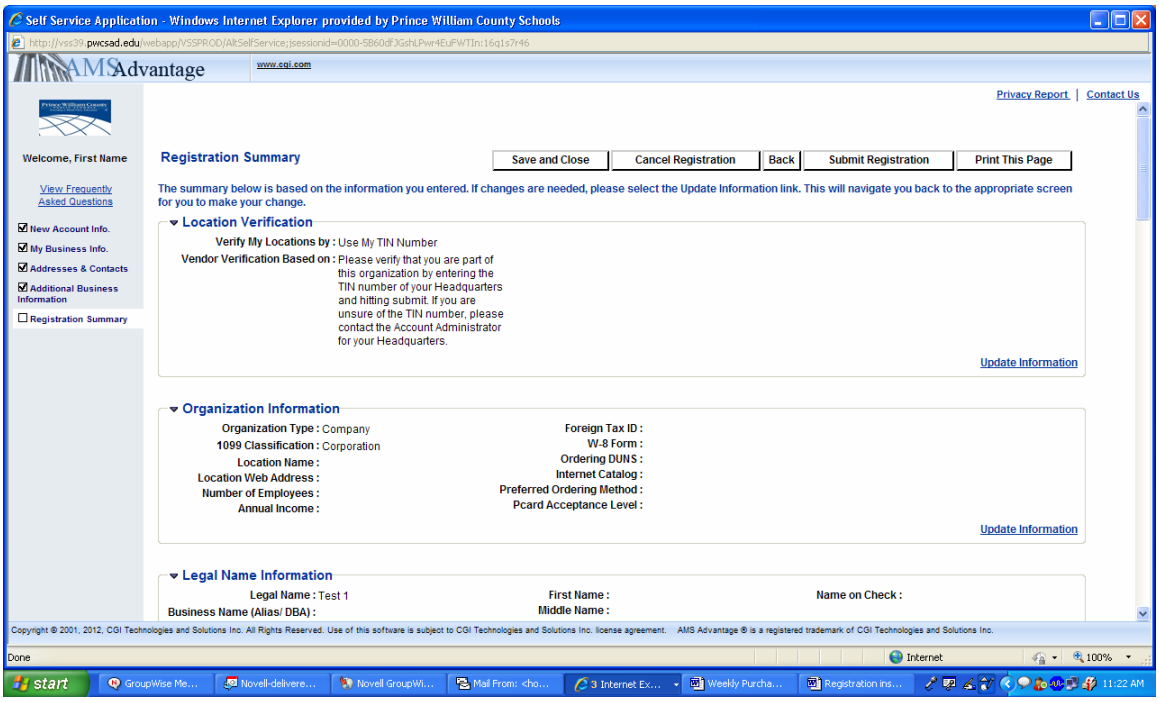


Billing address is not required. Uncheck box and complete all mandatory fields (*).

STEPS TO REGISTER AS A VENDOR WITH PRINCE WILLIAM COUNTY PUBLIC SCHOOLS

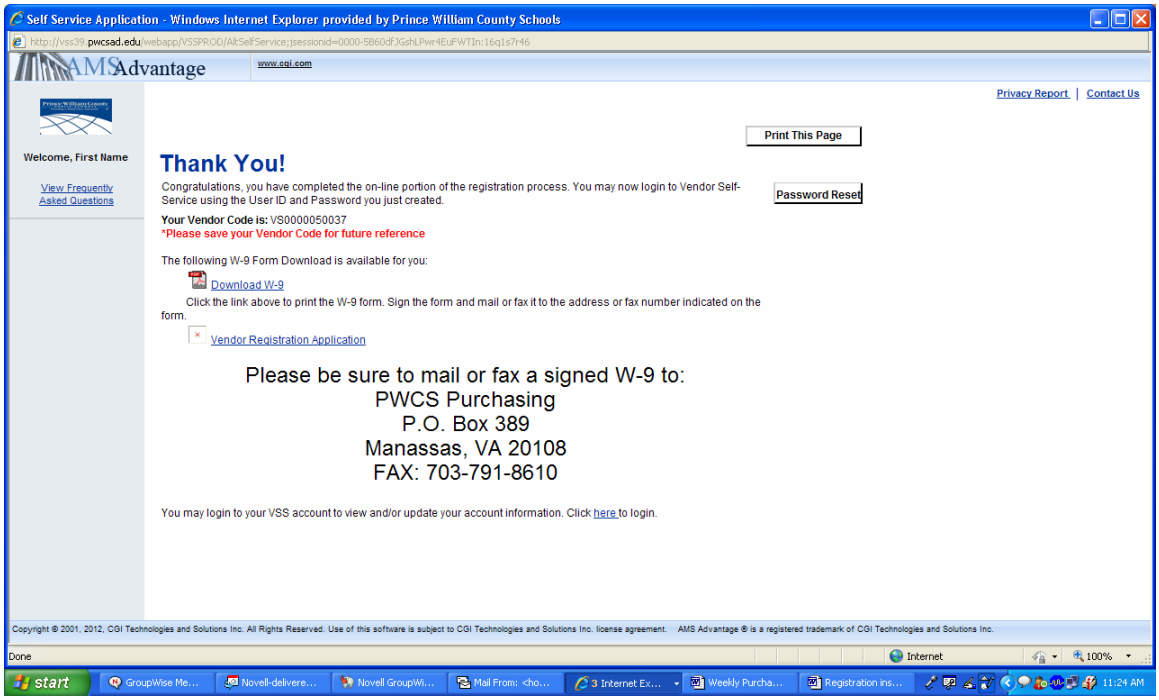


Scroll down to enter Contact Information. Complete all mandatory fields (*) to include Email and click “Next”.



Click “Print This Page” for a complete print-out of your registration to review. Record User ID and Password. Click “Submit Registration”.

STEPS TO REGISTER AS A VENDOR WITH PRINCE WILLIAM COUNTY PUBLIC SCHOOLS



Click “Download W-9”. Complete the W-9 form and return to the fax number or address listed. This must be received in order for your registration to be activated.

Thank you for your interest in Prince William County Public Schools.