



# Quick Start Guide for Existing Payee/Vendors

This guide has been developed to facilitate your activation in the Payee Information Portal (PIP). You should follow this guide if you have a vendor code/number from the City of New York. Please note that you will only be able to activate an account that has an associated 1099 (legal) address. If you have more than one vendor code/number and cannot activate your desired account, please contact the City of New York at 212-857-1777.

**IMPORTANT: Please remember your UserID and Password when you create them; you will need them to log back into the system.**

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Payee Information Portal

## Welcome

to the Payee Information Portal of the City of New York

The Payee Information Portal is a service that allows you, as a payee/vendor for the City of New York, to manage your own account information, view your financial transactions with the City of New York and much more. Click on the [Activate](#) button to begin filling out an electronic application to become a payee/vendor for the City of New York.

**Announcements**  
[Read more](#)

**Contacts**  
Click below to view the list of contacts for departments within The City of New York.  
[Department Contacts](#)

**Forms**  
Click on a form below to either save it to your desktop or open it in Adobe.

- [Activation Quick Start Guide for Existing Payee/Vendor](#)
- [Substitute W-9 Certification Form](#)
- [Substitute W-9 Certification Form Instructions](#)

[Access forms](#)

Help | Contact Us  
Privacy Report

Activated Users

User ID  
Password  
  
[Forgot Your Password?](#)

Click here to activate a new or existing account

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### TERMS AND CONDITIONS

Your use of this site is subject to our Terms and Conditions.  
Your use of this site constitutes your agreement to these Terms and Conditions.

1. The following Terms and Conditions apply to the entity doing business with or planning on doing business with The City of New York (the "User"), to any and all of the User's assignees and successors in interest, and to any and all employees, contractors, and any other person or entity authorized to access this site on the User's behalf.
2. The User agrees to use this site only to access information pertaining to the User. The User shall not use this site to access information pertaining to any other business.
3. The User acknowledges that the listing of a "scheduled payment date" on this site does not guarantee payment on said date or subsequently. The User agrees that it has not relied, and will not rely, to its detriment, on a "scheduled payment date" or any other information on this site.
4. The User agrees to indemnify and hold harmless the Department of Finance, the Office of the Comptroller, and all other New York City agencies and their contractors, from any and all damages arising out of the use of this site by the User and by any other users.

By clicking the "Accept Terms" button, you will be creating a legally binding agreement between your organization and The City of New York.

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Step 2: Read and accept the "Terms and Conditions".



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## PIP Activation Guidelines

*Note -- The user who establishes an Account in PIP will become the "Primary Administrator" for the Account and will be responsible for maintaining access rights for additional users for this Account.*

*Navigation through your browser should not be used during the PIP Activation process. "Back" and "Next" buttons will be provided on the bottom of each page for you to navigate through each page.*

A. An email address is required to be activated in PIP. If you or your organization does not have an email address, several online websites offer free email accounts. You can go to one of these sites and register for a free email account. Once you have established an email account, you can use it for your PIP activation.

B. If you are a vendor in the City's integrated accounting system but not activated in PIP, you need the following information to complete your activation:

- Taxpayer ID Number -- either Employer Tax ID Number (EIN) or Social Security Number (SSN)
- Legal Business Name or Individual Name
- Addresses for Administrative, Ordering and Payment (they may all be the same)
- Contact information for each address (they may all be the same)
- A New York City check number and amount for a check payable to you or your company, issued from the FMS system, or a contract or purchase order transaction ID.

C. If you anticipate receiving payment from the City and would like to be activated in PIP you will need:

- In addition to the above information, excluding the last bullet item, a signed Substitute W-9 form.
- The signed Substitute W-9 form must be submitted to the City and will be available to print at the end of your activation.

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**Step 3: Click "Next" to continue.**

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## PIP Activation

[Cancel Activation](#)

▼ Please select an option below  
(See FAQs for this page if you are unsure of the classification of your organization)

Company

Individual

[Back](#) [Next](#)

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**Step 4: Select Company or Individual. The distinction between these is that an individual's Taxpayer Identification Number is his/her Social Security Number (SSN) while a company's Taxpayer Identification is not a Social Security Number (SSN). Click "Next" to continue.**



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[Cancel Activation](#)

## Company Search

To activate in PIP you must have a NYC Vendor Code. The Company Search page will help you determine whether or not you have an existing vendor code. You will not be able to create a new vendor code if one already exists for your organization's TIN.

To search for your company, first try searching by TIN:

TIN

OR

Legal Business Name

**Search**

*Hint: If you would like to search by Legal Business Name, you may want to use wildcards (see FAQs for more information).*

**The following exist for the information you entered:**

Vendor Number	Legal Business Name	Activated in PIP?
1234567891	COMPANY	No

[Click here to activate in PIP](#)

If you did not find your company and believe you have a vendor code, change your search criteria to be less specific by using wildcards (see FAQs). If you still did not find your company, please stop and call 212-857-1777 for assistance.

If you have never received a payment from the City of New York and do not have a vendor code, you may activate in PIP and receive a vendor code by [clicking here](#).

Step 5: If you are a Company, enter one of the search criteria and click "search". If you have a vendor code/number with the City, information about your company will be displayed. Click this link to activate. *Note: If you have a vendor code/number and cannot locate your company, please call 212-857-1777.*

Please click here **ONLY** if you do not have a vendor code/number.

- - - OR - - -

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## Individual Search

Enter your Full Name and last four digits of your Social Security Number.

Full Name  (A wildcard search may help in locating your Full Name. See FAQs for this page for more information)

Last 4 digits of SSN

**Search**

**The following exist for the information you entered:**

Vendor Number	Legal Business Name	Activated in PIP?
0000001234	Pat Public	No

[Activate in PIP](#)

If your organization is not listed you may activate new [Activate my Company](#)

Step 5: If you are an Individual, enter your Full Name and Last 4 Digits of your SSN and click "search". If you have a vendor code/number with the City, information about your organization will be displayed. Click the "Activate in PIP" link to activate.

*Note: If you have a vendor code/number and cannot locate your company, please call 212-857-1777.*

Please click here **ONLY** if you do not have a vendor code/number.





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User Information

Verify Email

**Verify Email Address**    [Cancel Activation](#)

To continue your PIP activation, we must verify your email address. When you receive the email we send you, follow the link provided or copy the link into your browser.

Make sure your own security setting will not block the receipt of this email. To prevent the email from being blocked, add the following address to your email contacts : **pip@fisa.nyc.gov**

An email will be sent to the following address : **pat.public@company.com**

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**Step 8: Verify your email address. Click "Next" to continue.**

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**Thank You!**

A verification email has been sent to you.

1. Go to your email inbox and open the verification email we sent you
2. Click the link provided in the email

Cannot click the link in the email?

1. Copy the link from the email
2. Paste it into your browser

Have not received a Verification Email?

1. Login to PIP as an Activated User using your User ID and Password
2. Correct your email address and click Next
3. Click Next again to verify your email address

[Close Browser](#)

**Step 9: Read this page and click "Close Browser" to continue. You will receive an email from PIP to continue your activation.**

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From: pip@fisa.nyc.gov Sent: Mon 7/23/2007 8:27 AM  
To: [Redacted]  
Cc:  
Subject: ADVMAIL: Verify your PIP email address

Pat Public:

By clicking the link below, you are verifying the email address that you have created for your PIP user information. This email address will be used by the City as a primary method of correspondence.

If you cannot click on the link below, you may copy and paste it into your browser.

<http://10.185.7.7/webapp/RDYPPIP/SelfService?EmailToken=02773423592043996689>

Step 10: Click the link provided in your email.

Thank You, The City of New York

Payee Information Portal [Help](#) | [Contact Us](#)

## Login

To continue activation, enter your User ID and Password.

User ID

Password

Step 11: When you click the link, you will access a login page. Enter the UserID and Password that you just created. Remember that both User ID and Password are case sensitive. Click "Login" to continue activation.

Note that you will only be able to use this page once. If you exit from this page prematurely, you can login directly to PIP at <https://a127-pip.nyc.gov> with the UserID and Password that you just created.

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Verify 1099 Address

Submit Activation

## Verify 1099 Address

Review the 1099 Address information that is on file for your organization. Update any fields that are not correct.

▼ Address Information

\*Street 1:

Street 2:

\*City:

\*State/Province:

\*Zip/Postal Code:

\*Country:

County:

Phone:  Ext.:

\* Indicates a required field

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Step 12: Verify your 1099 Address. Make any necessary changes. Click "Next" to continue.  
*Note that changes must be approved by the Comptroller of the City of New York. Also, you will not be able to activate your account in PIP if your vendor code/number does not have an associated 1099 address. If you do not have one, please call 212-857-1777.*

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Verify 1099 Address

Submit Activation

## Submit Activation

To verify your PIP activation, click "Submit Activation". You may review your activation pages prior to submitting by using the Back button.

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Step 13: Click "Submit Activation" to complete your activation.



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[Print This Page](#)

## Thank You!

**Congratulations**, you have completed the PIP activation process.

A unique Vendor Code has been assigned to you. This number can also be referred to as your "Account Number".

**Vendor Code** : 0000007894

The Electronic Funds Transfer (EFT), or direct deposit, Program, provides an efficient method of payment to vendors funded through City of New York agencies. Vendors that activate in the Program will receive payment directly to their authorized bank account via a secure transaction. If you are interested in registering for EFT, you may download the form and instructions below. It may take up to 10 calendar days to activate, assuming the "pre-note" is successful. If you have any questions, please call (212) 669-2581.

 [EFT Registration Form](#)

You may [login](#) to your PIP account to view and/or update your account information.  
Click [here](#) to login!

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Step 14: As an existing payee/vendor, your vendor code/number will display and you will have the ability to print out a pre-populated EFT Registration Form.

Click the "here" link to login and update account information and/or perform financial inquiries.