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![KCDC logo — An Equal Opportunity Employer]

Procedures for KCDC's Accounts Payable Vendor Portal

KCDC has created a portal for the vendors to access to obtain payment information. These are the steps to access the portal:

1. To register or to log onto the system once you are registered, go to **https://participantportal.kcdc.org/.** Click "**Register**" in the upper right hand corner to register. Once you are registered click "**Login**" to enter the site.

2. Once you click on "**Register**", the page will open to "**Create a New Account**".

Note: Vendors must already be setup within KCDC's Accounts Payable in order to register for the portal. New vendors must have completed the Vendor Setup process, providing a W-9, a method of Verification and other documentation required by the KCDC Purchasing Division.

When you enter your Tax ID or your Social Security number the page will populate with the information on file at KCDC. You must enter your phone number. If you do not have a number listed in the box, then when you finish and click the button to register, there will be an error message.

At the bottom of the page (after the zip code information section), there are two boxes where you create a **User Name and Password.** The webpage provides instructions to help with creating a password. This information must be entered twice to confirm the password.
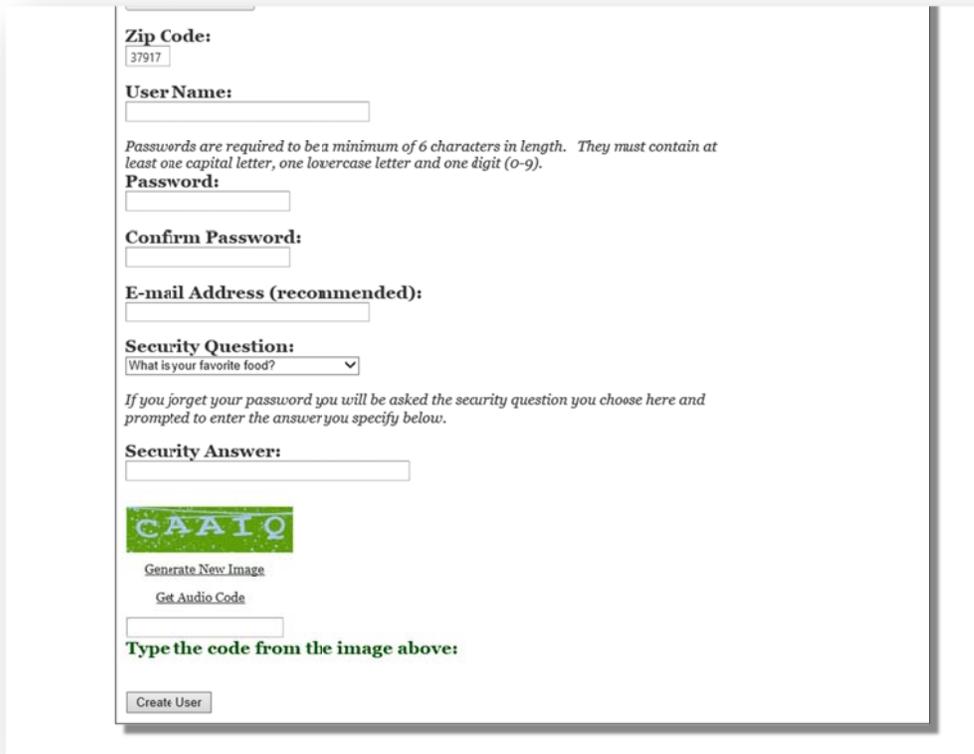
Next, there is a box for an "**E-mail Address"**. This is necessary if you want email notifications of payments made to your account. This is also very important because without an email address listed the system will not be able to send a notification that a payment was made to your account.

The last two boxes ask you to choose a "**Security Question"** to help recover your password if it is forgotten. Once you choose a question, you need to record the answer in the "**Security Answer"** box. Then for validation purposes, you need to type in the Image listed in the box at the bottom. The image is random and will be different for everyone. Just enter whatever image appears on your screen. Once this is complete, click on the "**Create User"** button at the bottom of the page.

When the registration process is complete a "pop up" message will appear that your registration was successful and to please login. Click on the "OK" button.

You only register once. After you have registered, you choose "**Login**" instead of "**Register**" when you want to access the portal.

3. The screen print shown below is the page to enter the newly created User Name and Password. Once you enter your User Name and Password, click on the "**Log In**" button at the bottom of the page to access information about payments made to your account.
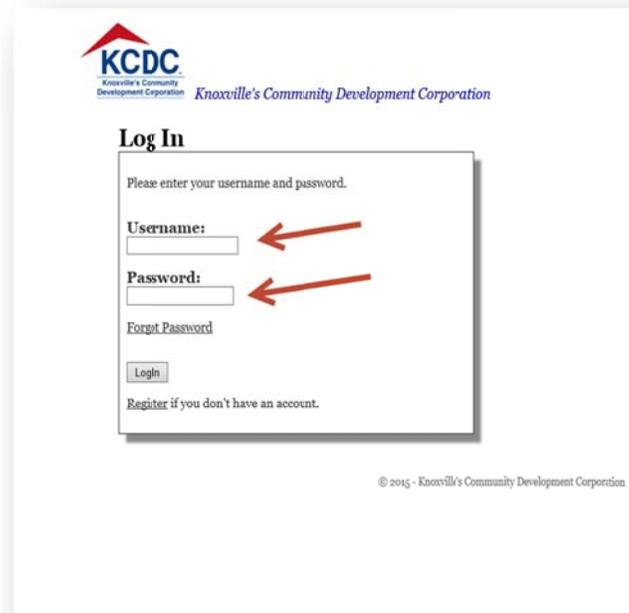
4. You are greeted by a welcome message for the registered vendors.

This screen is the "Home Page". Clicking on "**Contact**" will open a page listing all contact information for KCDC. This is reference information for your use if needed. Click "**Home**" and you are taken to the Home page which will be the default page when you enter this section. At the left of this screen on the menu bar is the word "**Vendors.**" This is a gray button which when clicked takes you to a new screen entitled **Vendors.** There are three options available on the menu bar on this new screen. The first is "**Payment Register**", second is the option of "**Sending Us a Message**", and the third option is "**Vendor Options**" as shown on the screen shown below.

5. The default option is **Payment Register**. The middle of the screen is the place to enter a start and end date for the payment information that you want to see.

Option 1 – This will provide a Payment Register for payments made to your account. The Payment Register requires a Start Date and End Date. Once you have entered the date information you click on the "**Submit**" button to the right of the End Date information. You can look at multiple transactions or just the current transaction.

You can print the report or export the report to another location (the arrows above point to both options). Next to the word "**Export**" you see a box with a list of export options, click on the box and the list will be displayed. The information is exportable as a PDF, CSV, Excel, Rich Text Format, TIFF file, or Web Archive file.

The Payment Register report shows (the information listed below the Dark Blue Banner) the Item Date – which is the payment date, the type of item, with the ACH payment being the new method of payment, the ACH document number or a Check Number, and the total Payment Amount – which could include more than one invoice being paid. There is also a Clear Date (which shows when the amount cleared the bank).

In the detail information for each payment (the information listed below the gray banner), you will see a listing of the Invoice Number then a Description of what was being purchased and the amount of the Invoice. In the example there are two items/invoices being paid. The Payment amount shown above the detail is a total of the two invoice amounts.

Option 2 – On the menu bar there is the "**Send Us a Message**" button.

This screen is available to send a message to the Accounts Payable Division concerning any issues with the vendor information provided from KCDC's system. You click on the "Send a Message" button, which is where the arrow shown above is pointing. The box, (shown below) will open where you can choose one of two options. Under the message category, you can choose "**General Question**" or "**Payment Question**". Then you type the message and click the "**Send Message**" button at the bottom of the screen.
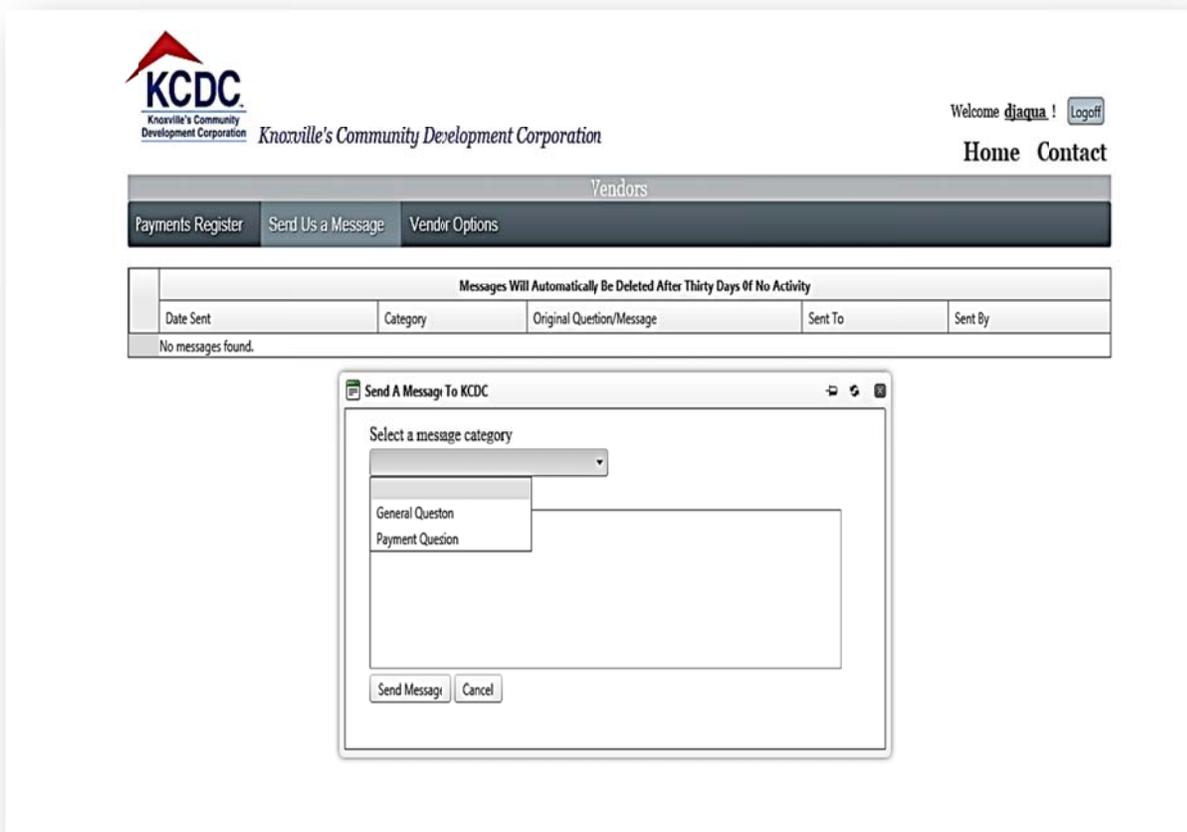
After the message is sent, it will show in the list for reference purposes. Someone from the Accounts Payable Division will respond to the email.

Option 3 - Click on the button on the menu bar for "**Vendor Options**".

The screen shown above will open. Here you choose if you want the ACH transaction detail sent by email, along with the generic deposit email (created when an ACH payment is made). This means that you will not have to logon each time a payment is made to find the detailed information. _This is a very important screen._ If this box shown above is not checked, then someone from your company will need to logon to get the detail payment information. This decision is for you to make. The portal is to provide information for all transactions and is available whenever you want to access the information.