

# New User Registration For Existing Suppliers

The UF Supplier Portal change request requires a Supplier User ID and password. If you have not yet created a User ID and password, please follow these instructions to register as a user.

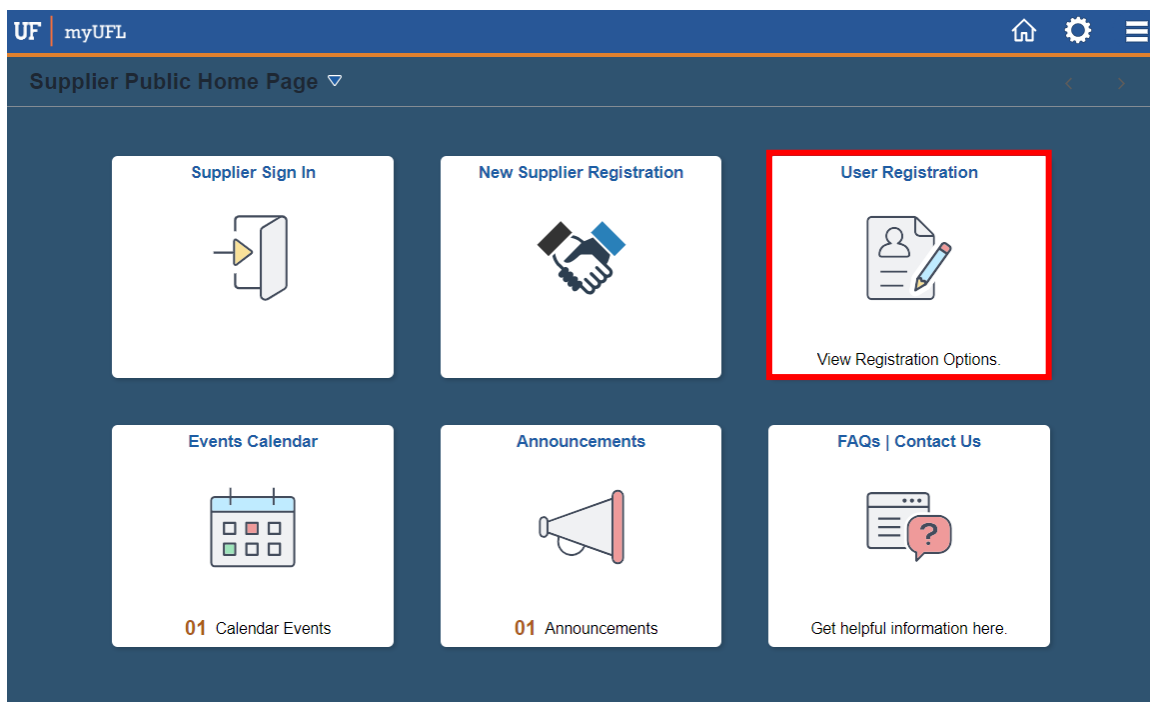
Before you begin the registration process, you must have the following available:

- 1) Your supplier ID
- 2) Your EIN/TIN for businesses or SSN for individuals.

Once you submit your user registration the UF Supplier Team will review and notify you regarding the status of your registration.


**IMPORTANT:** These instructions are only for registering as a user for an *existing* supplier and are not for registering as a *new* supplier.

To begin user registration, navigate to the UF Supplier Portal webpage <https://www.fa.ufl.edu/directives/supplier-portal/> and click select “User Registration” on the main menu.



# New User Registration (continued)

[< Supplier Public Home Page](#)

**Register users**

Register Users

Register a new user for an existing UF supplier. You will need your Supplier Id and TIN.

[Less...](#)

[Register now](#)

Click the button to enter the registration form.

**Supplier User Registration**

**Register New User Accounts**

Complete the fields on this screen as indicated below. Once your registration is approved by the UF Supplier team you can log in to the UF supplier portal to make changes. Thank you for submitting your user registration!

**Supplier List**

*Supplier ID	Tax Identification Number
Enter your UF Supplier ID	EIN/TIN (SSN if individual)

**User Account Information ?**

User Id must begin with "SUP" and be at least 11 characters.

\* Requested User ID

Create User ID beginning with SUP

Password should be at least 8 characters and include upper case, numbers and special chars.

\* Password

Create your password

\* Confirm Password

Re-enter your password

User Name

\* Email ID

Enter your email address

\*\* Password Hint

Choose a password hint

\*\* Hint Response

Enter your hint response

**Terms and Conditions**

Make sure you read terms of agreement fully before submitting your registration.

☐ Select to accept the Terms of Agreement below.

[Terms of Agreement](#)

[Submit](#)

Review the Terms of Agreement and click the box to accept.

Click "Submit" to submit your registration. The UF Supplier team will notify you regarding your status or if any additional information is required.

\* Required field