

## QUICK REFERENCE GUIDE FOR VENDOR LOGIN TO JAC WEBSITE

(PLEASE NOTE: Instructions below are only for vendors who have a Tax ID on file with JAC. New vendors click here <https://www.justiceadmin.org/login/newVendorSteps.aspx>, as you will need to follow steps to acquire a Substitute W-9 and Electronic Funds Transfer (EFT) prior to registering with the JAC.)

### To begin the process:

- a) Go to JAC Website <https://www.justiceadmin.org>
- b) On home page, click on “My JAC”
- c) Choose “Not Registered”
- d) Select “Vendor Registration”
- e) Enter 9-digit Tax ID into Vendor ID box
- f) Click “Lookup Name”
- g) Click on down arrows at ends of Name and Address Boxes—Click correct ones into each box
- h) Click “EMail Registration Code”—you will receive your registration code and a 13 digit Vendor ID (will be your 9-digit Tax ID with an “F” or “S” in front of the tax ID and three digits at the end) at the email address JAC has on file for you

### When you have received your registration code:

Repeat actions a) through d) above

- Choose “Click here if you already have a registration code”
- Enter 13 digit Vendor ID received in email
- Enter registration code received in email
- Create User ID and Password—**each is case sensitive/must be at least four characters in length**
- Re-enter Password in “Confirm Password” box
- Click “Register”

### For future logins

- Go to JAC website
- Click on “My JAC”
- Enter User ID and Password
- Click “Login”