

Quick Reference Guide: My JAC for Due Process Vendors

**The instructions below are for vendors who already have a Tax ID on file with JAC. If you are a new vendor, please follow this link, and complete all of the information on the page: <https://www.justiceadmin.org/login/newVendor.aspx>

Existing Vendor Who Did Not Receive a Registration Code:

- Go to www.justiceadmin.org.
- Click [My JAC Login](#) at the top right of the page.
- Click "[Existing Vendor and Not Registered?](#)"
- Enter your 9-digit Tax ID into Vendor ID field (without the).
- Click "Lookup Name," then use the drop down "Select Name," and "Select Address" boxes to select the correct name and address.
- Click "Email Registration Code," a registration code and a 13-digit Vendor ID will be sent to the email address on file with JAC.

**If you need to update your email address because you no longer have access to the address in your profile, please send a request that includes your Name or Tax ID, the phone number you have registered with JAC, and the new email address to: Contracts@justiceadmin.org

If You Already Have a Registration Code:

- Please follow this link: <https://www.justiceadmin.org/login/VendorRegister.aspx?step=2>
- Enter the 13-digit Vendor ID into the Vendor ID field. It should begin with a letter.
- Enter the registration code received via email into the second field.
- Create your User ID and Password. **Each is case sensitive/must be at least four characters in length.**
- Re-enter your new password in the "Confirm Password" field.
- Click "Register"

Troubleshooting Tips

- Passwords are case-sensitive, and should be 4-50 characters in length. At least one number, and one letter are required. Symbols are accepted, but are not required.
- Turn-off the pop-up blocker.
- Ensure all required fields are completed. Required fields are indicated with red text.
- Make sure you only have one window or tab open that is signed into My JAC. Problems can occur if you are signed into multiple instances.