



Fight the Flood: Private Property Adaptation Program

How to Register as a Vendor: Individuals and Condos

Document Updated: April 9, 2025

Funding disbursements from Miami Beach grant programs, such as the Private Property Adaptation (PPA) program, may be considered taxable income. To properly document and track procurement processes required for these individual disbursements, the City uses the Vendor Self Service (VSS) system. This document provides step-by-step guide on how to complete the registration process for homeowners and condominiums. If you are a grantee with the City of Miami Beach, we ask that you complete the steps below to register as a vendor and ultimately receive your funding disbursement. For assistance on this process, please contact vendorsupport@miamibeachfl.gov.

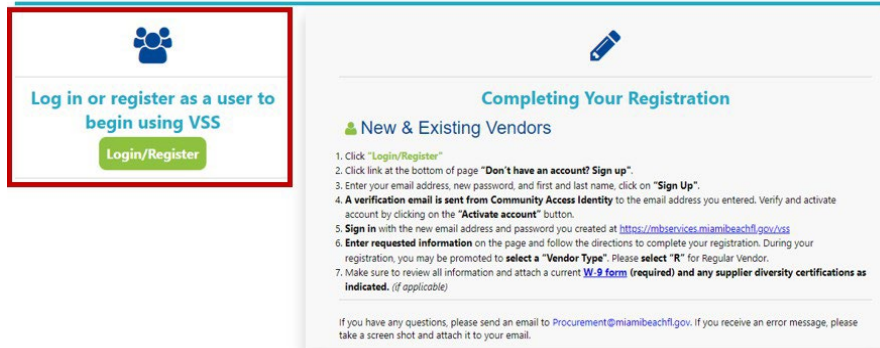
Steps to complete vendor registration:

1. Visit the “**How to Become a Vendor**” page and read through the description and instructions. **It is the source of truth for the registration process and the steps listed should be referenced and deferred to when completing your registration.** <https://www.miamibeachfl.gov/city-hall/procurement/how-to-become-a-vendor/>

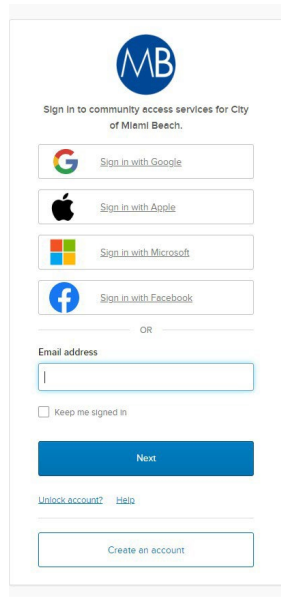
2. Navigate to the Vendor Self Service Page. <https://mbservices.miamibeachfl.gov/vss/default.aspx>

3. Click on “Login/Register.”

Welcome to the City of Miami Beach Vendor Self Service (VSS) Portal. Registering in VSS only takes a few minutes and makes it easier to do business with the City of Miami Beach.



4. Click the link at the bottom of the page: “Create an Account”

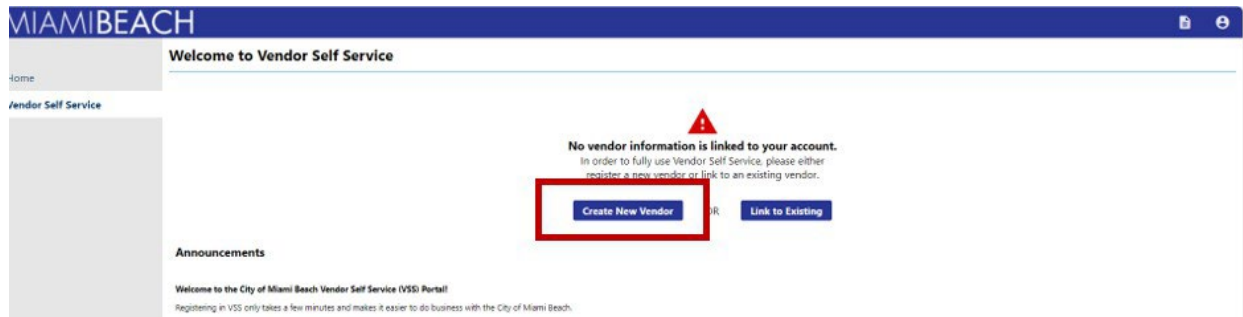


The image shows a sign-in page for the City of Miami Beach. At the top is the MB logo. Below it, the text reads "Sign In to community access services for City of Miami Beach." There are four social login buttons: "Sign in with Google", "Sign in with Apple", "Sign in with Microsoft", and "Sign in with Facebook". Below these is an "OR" separator, followed by an "Email address" input field. There is a checkbox for "Keep me signed in" and a blue "Next" button. At the bottom, there are links for "Unlock account?" and "Help", and a "Create an account" button.

5. Enter your email address, new password, and first and last name, and click “Sign Up.”

6. A verification email is sent from Community Access Identity to the email address you entered. Enter the code provided to verify and activate the account by clicking the “Verify” button.

7. On the Vendor Self Service Homepage, click the “Create New Vendor” button.



- Enter the requested information on the page and follow the directions to complete your registration. You will be prompted to select a “Vendor Type” during your registration. Please select the “Regular” vendor type.

New Vendor Registration

Enter Vendor Registration Information

[Help](#)

Company Information

Company Name*
TEST VENDOR

Line 2 (OPTIONAL)

Line 3 (OPTIONAL)

Line 4 (OPTIONAL)

Doing business as (if different from above)

Vendor type
REGULAR

Foreign Entity

Send Accounts Payable checks to the above address

Send Purchase Orders to the above address

*EMAIL
TEST@TEST.COM

Website

DUNS

California Permit Number

Vendor Address

*Address
123 TEST AVENUE

Line 2 (OPTIONAL)
UNIT 3

Line 3 (OPTIONAL)

Line 4 (OPTIONAL)

City *
MIAMI BEACH

State *
Florida

Zip Code *
33141

Country
UNITED STATES

Fax Number

Minority Business Enterprise

Minority Business Enterprise
Minority Business Enterprise Classifications
(select all that apply)

DISADVANTAGED BUSINESS ENT.

General

LGBT BUSINESS ENTERPRISE

SBE - A&E

SBE - CONSTRUCTION

SBE - GOODS & SERVICES

TBD

VETERAN BUSINESS ENTERPRISE

Federal Tax ID Number or Social Security Number

*FID or SSN
 FID SSN

*FID/SSN *Re-type FID/SSN

Payment Terms

Your preferred payables delivery method(s):
 Mail

Your preferred purchasing delivery method(s):
 E-Mail

- Do not select the Minority or Business enterprise designations at the right of the screen. Please ensure your address is complete and accurate.

Foreign Entity

Send Accounts Payable checks to the above address

Send Purchase Orders to the above address

*EMAIL
TEST@TEST.COM

Website

DUNS

California Permit Number

Federal Tax ID Number or Social Security Number

*FID or SSN
 FID SSN

*FID/SSN *Re-type FID/SSN

Minority Business Enterprise

Minority Business Enterprise
Minority Business Enterprise Classifications
(select all that apply)

DISADVANTAGED BUSINESS ENT.

General

LGBT BUSINESS ENTERPRISE

SBE - A&E

SBE - CONSTRUCTION

SBE - GOODS & SERVICES

TBD

VETERAN BUSINESS ENTERPRISE

Payment Terms

Your preferred payables delivery method(s):
 Mail

Your preferred purchasing delivery method(s):
 E-Mail

10. Enter your SSN for individual homeowners or your FID if you are with an entity (like a condo association). Click “Continue”.

The screenshot shows a form section titled "Federal Tax ID Number or Social Security Number". It contains two radio buttons: "FID or SSN" with sub-options "FID" and "SSN". Below these are two text input fields: "FID/SSN" and "Re-type FID/SSN". To the right, under "Payment Terms", there are two sections: "Your preferred payables delivery method(s)" with a "Mail" checkbox, and "Your preferred purchasing delivery method(s)" with an "E-Mail" checkbox.

11. Fill out the Accounts Payable and Purchase Order Address sections with the mailing address to which your disbursement check should be sent. Then click “Continue”.

PLEASE USE THE ADDRESS YOU WANT YOUR REIMBURSEMENT/DISBURSEMENT CHECK SENT TO.

The screenshot shows the "New Vendor Registration" form. It has a blue header bar. Below the header, the section "Address information" is visible, with a "Help" link. There are two sections for adding addresses: "Accounts Payable Addresses" and "Purchase Order Addresses". Each section has an "add" link and a table with columns "Name/DBA" and "Address".

12. Provide your contact information as General and click “Continue”.

User Contact Information

The screenshot shows the "User Contact Information" form. It includes a "Contact Person" dropdown menu with "GENERAL - General Contacts" selected. Below are text input fields for "Name", "Description", "Phone", and "E-mail". There is also a "Text" field with an "Opt In" checkbox.

13. You will then land on the “Select Commodities” page. Do not select any commodities and continue to the next page.

14. Review all information and attach a current [W-9 form](#) (required) and a copy of your final grant agreement (required).

- a. Individual property owners: Select box (3a) Individual and in Part 1 provide Social Security number.
- b. Condominiums: Provide EIN instead of SSN.

Accounts Contacts

Type	Name	Description	Email	Phone	Text
GENERAL - General Contacts	TEST		TEST@TEST.COM	1231231234	

Commodities

Attachments

Attachment Type	Description	Required	Attachments	Attach
General	Documents are not assigned to a type		(0)	Attach
.DOC	Word Document		(0)	Attach
.DOCK	Word Document		(0)	Attach
.PDF	PDF file		(0)	Attach
.XLS	Excel file		(0)	Attach
.XLSX	Excel spreadsheet		(0)	Attach
default	Vendor Attachment		(0)	Attach

15. Read through the terms and conditions section, select that you have read them, and click “Register” at the bottom of the page.

1. Vendor is solely responsible for the accuracy of the information contained in their profile in the Miami Beach Vendor Self-Service (VSS) Portal. By registering, the vendor acknowledges that the City of Miami Beach, Florida (the "City"), is not responsible for the accuracy of any information submitted via VSS. 2. The City will endeavor to notify vendor of all solicitations for the commodity(ies) which the vendor has selected. However, the vendor is solely responsible for ensuring it has received the solicitations to which it chooses to submit a bid or proposal. Vendors should check the City's "Bid Opportunities" page frequently. The City is not responsible for failure to notify vendor of any solicitation. 3. By submitting a response to a solicitation, the vendor acknowledges that it has reviewed and understands the specifications and existing conditions under which the purchase order or contract will be administered including the contents of all documents, exhibits, regulations, conditions at the work site, the difficulties likely to be encountered in the execution of the work, and applicable laws. Once opened, offers may not be shared. 4. Vendors shall not include any proprietary information in their submissions as the City will not be responsible for maintaining the confidentiality of any information. 5. Addenda to active solicitations may be posted. It is the vendor's responsibility to assure it has received all addenda prior to submittal of bid or proposal. Vendors are bound by such addenda, whether received or not. 6. Only information received by the vendor in writing via the solicitation or addenda to the solicitation shall be binding on the City. Any verbal communications will be considered unofficial and non-binding on the City. Questions directed to anyone other than the authorized District representative or statements made by anyone other than the authorized Procurement Contact shall be deemed to be unofficial and non-binding on the City.

I have read and accept the terms & conditions.

(Only click Register once and refrain from using your browser's Back or Refresh button.)

16. You will be taken to a confirmation screen that your registration has been completed. You will receive a confirmation email once your registration has been reviewed.

Home
Vendor Self Service
Vendor Information
1099
Checks

New Vendor Registration

Registration Confirmation

Your registration has been completed. Once the registration has been reviewed, you will receive a confirmation email. It is imp Beach

You can now:

- [Register for commodities/services and/or update your profile.](#)
- [Upload attachment documents to your profile.](#)

