

View and Access User Profile





Standard Process

How to view and access the user profile on the DC Vendor Portal

Overview

Performed by

Registered DC Vendor

User Interface

DC Vendor Portal (www.vendorportal.dc.gov)

Browsers Compatible

The following Internet browsers: IE, Chrome, Edge, Firefox or Safari

Procedure Steps

- 1. In a browser, open www.vendorportal.dc.gov
- 2. Login from the homepage of the portal with user credentials
- 3. On the top right corner of the home page, select the Account tab

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Purchase Orders				Invoices			Payments		
Purchase	Orders	In	voices		Payments	1			
Purchase	Orders	Im	voices	1	Payments				Last 30 days
Purchase Show 10	e Orders	Inv	voices	1	Payments]	Sea	arch:	Last 30 days
Purchase Show 10 PO Number	e Orders	Inv	voices	Agency	Payments Ordered Date 👔	PO Amount	Sea	Irch:	Last 30 days
Purchase Show 10 PO Number PO561461	entries PO Title Req for partial re	Im	voices	Agency II OCTO	Payments Ordered Date 11 6/6/2017	PO Amount 11 \$2,300.00	Sea Amount Invoiced to \$	arch: Date 11 2,300.00	Last 30 days
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- 4. The following options appear in the menu:
 - a. My Account
 - b. Change Password
 - c. Company Profile

Note: User information is view only

View and Access User Profile



- a. My Account
 - Users can view their information. For any profile changes, please contact the help desk. (see Contact Us tab under Quick links)

*** DC Vendor	Homo	Create Invoice	Purchasa Ordars	Invoicos	Parmonte	Welcome Lax, Adi	Account 🗸	Log Out
PORTAL	Home	create invoice	Furchase Orders	invoices	rayments			8
Home / My Act	count							
User Information								
First Name: Adi					Phone Number: (635) 482-3582			
Last Name: Lax					E mail : Adi.Lax@gmail.com			
Title: CTO								

- b. Change Password
 - Users can change their password by entering current password and new password

DCPORTAL Hom	e Create Invoice	Purchase Orders	Invoices	Payments		0
Home / Change Passwo	ord					
Change Password						
Current Pacquerd						
Current Password						
New Deserved						
New Password						
Re-enter New Password	rd					
Save						

- c. Company Profile
 - Users can view list of other users associated with their organization
 - Users can deactivate any user by selecting the "Deactivate" button.

View and Access User Profile



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We nome / Company Pronte				
Company				
Name	Email	Action		
Adi Lax	Adi.Lax@gmaiLcom	My User		
Bond Bond	bond1@gmaiLcom	Deactivate		
Adi Lak	bond@gmaiLcom	Deactivate		

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