

View and Access User Profile



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

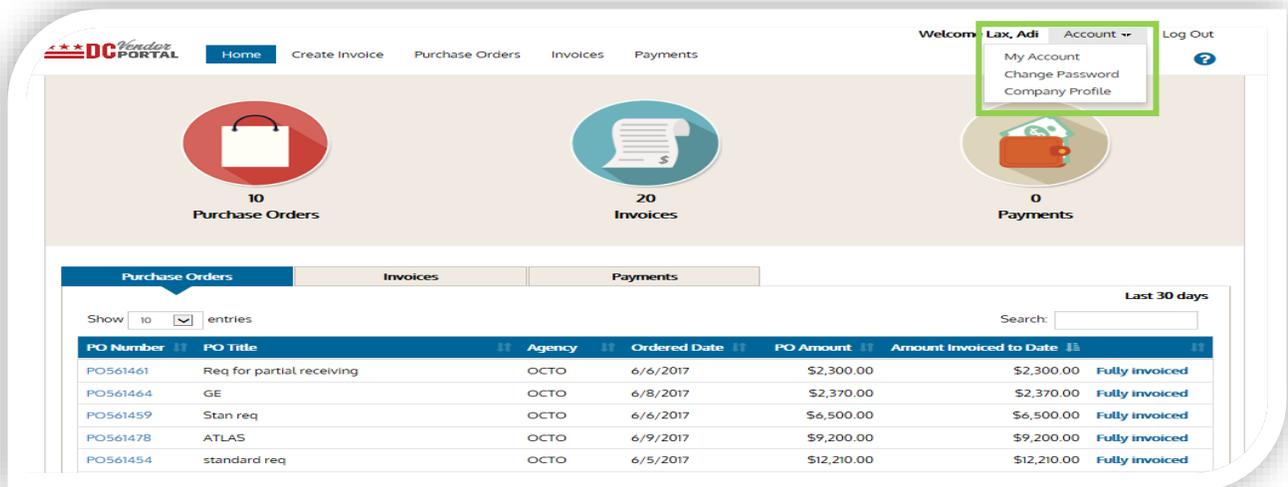
DC Vendor Portal (www.vendorportal.dc.gov)

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



4. The following options appear in the menu:
 - a. My Account
 - b. Change Password
 - c. Company Profile



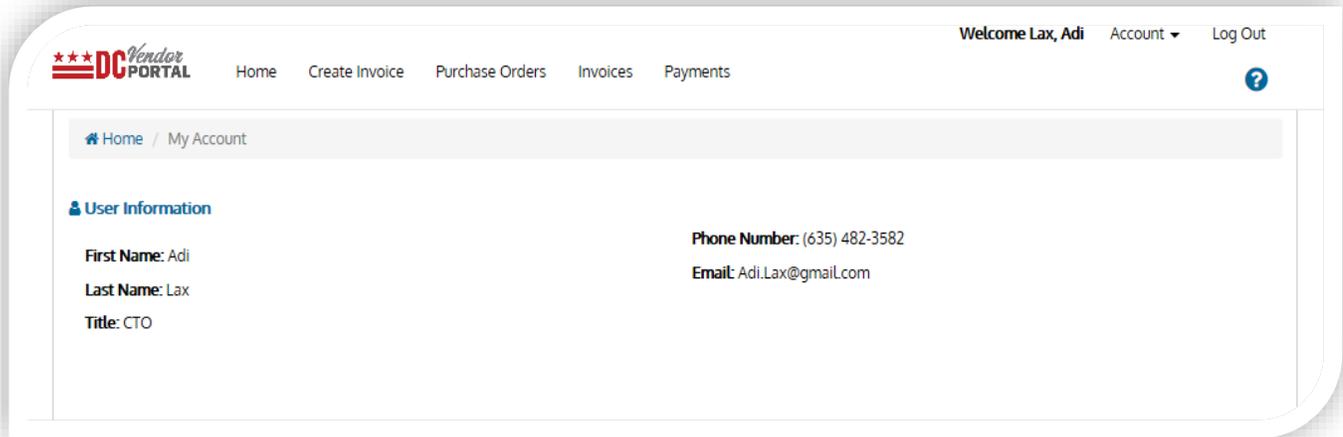
Note: User information is view only

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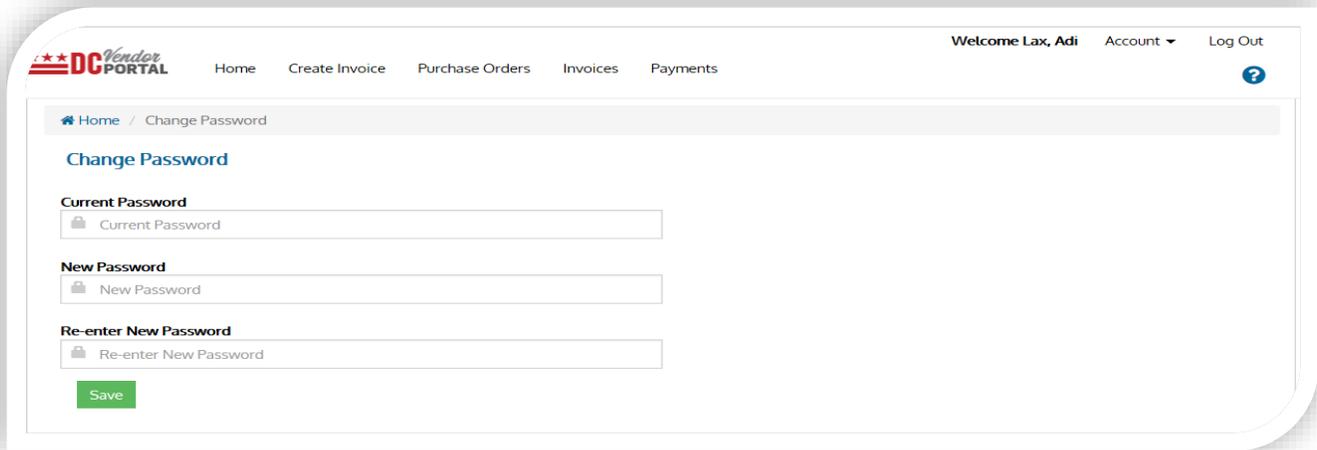
a. My Account

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



b. Change Password

- Users can change their password by entering current password and new password



c. Company Profile

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

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***DC Vendor PORTAL

Home Create Invoice Purchase Orders Invoices Payments

Welcome Lax, Adi Account Log Out

Home / Company Profile

Company

Name	Email	Action
Adi Lax	Adi.Lax@gmail.com	My User
Bond Bond	bond1@gmail.com	Deactivate
Adi Lak	bond@gmail.com	Deactivate

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