

Important Update for Fulton County Vendors

We are reaching out with important updates for all vendors who have done business with Fulton County Government over the last three years.

You are receiving this email as the point of contact on record for your organization which has an existing vendor account with Fulton County Government.

As you may be aware, Fulton County's Vendor Self Service System has been offline. As we restore this service it requires action from all active users. Please read the required steps below to maintain an active account.

Password Reset Required for Existing VSS Users

To help us protect the security of all Fulton County Vendor Self Service (VSS) information, your previous password is now inactive.

All account holders are required to establish a new password to authenticate the owner and to access the VSS System.

STEP 1:

Login using the VSS Link below.

[Click To Access Fulton County Vendor Self Service System](#)

STEP 2:

Enter your User ID and Old Password.

STEP 3:

Click **Login**. If login is successful, the system will prompt you to change your VSS Password.

New Password requirements:

- Between 8 – 15 characters
- At least one lower-case letter (a – z)
- At least one upper-case letter (A – Z)
- At least one number (0 - 9)
- At least one allowed special character (@#\$%)

Forgot User ID/Password

STEP 1:

Login using the VSS Link below.

Click To Access Fulton County Vendor Self Service System

STEP 2:

Click [Password Reset](#)

STEP 3:

Enter User ID, click **Next**, if successful, go to **STEP 4**.

If you do not have the User ID information, **STOP**, you will need to complete a new registration.

STEP 4:

Enter your answer to the security question. If you do not know the answer to the security question, **STOP**, you will need to complete a new registration.

If you know the security answer click **Email my password**. The new password will be emailed to the email address on record. If you do not receive the email, you will need to complete a new registration.

Changes to Vendor Payment Process

Please note that Fulton County is also making changes to vendor payments. Effective July 1, 2024, all vendors must be "Eligible for EFT" in the Vendor Self Service System. No paper check payments will be issued after July 1, 2024.

If your vendor account is not currently setup for Electronic Funds Transfer (EFT) with Fulton County, please take the steps below to complete setup before July 1, 2024.

STEP 1:

Login using the VSS Link below.

Click To Access Fulton County Vendor Self Service System

STEP 2:

Enter the following banking information

- ABA/Routing number

- Account Number
- Account type information

STEP 3:

Email the supporting documentation below to purchasing.eft@fultoncountyga.gov with EFT2024 as the subject line.

Submit one (1) of the following supporting documents for the bank account information entered in VSS:

- Bank Letter – Account/ Routing Number Confirmation
- Direct Deposit Enrollment Form
- Voided check (includes Account/ Routing Number)

Once the information has been entered it will take 10 business days for the banking information to go through the prenote process. The account will remain “Inactive” until the process is complete, and the account has been deemed “Eligible for EFT.”

For assistance, please contact the vendor management team at (404) 612-5800.