

NYS Office of the State Comptroller Online Services Bureau of Contracts Applications Account Maintenance

This form identifies a user for the purposes of establishing a user account in Online Services with the New York State Office of the State Comptroller (OSC) to utilize **Bureau of Contracts applications**. This form is intended to be used when your government entity does not have a Government Authorizer available to establish the account.

After this form has been received and processed by OSC, the user will receive an email with a link to the password creation page to complete the enrollment process. Questions may be directed to the Service Desk by email at ITServiceDesk@osc.ny.gov or by phone at (866)370-4672 or (518)408-4672 within the Albany, NY area.

RETURN COMPLETED FORM TO OSC BY MAIL OR EMAIL

Submit form to OSC by:

Mail

IT Service Desk
Office of the State Comptroller
110 State Street, 13th floor, Mail Stop 13-6
Albany, NY 12236

Email

ITServiceDesk@osc.ny.gov

PLEASE COMPLETE ALL STEPS BEFORE SUBMITTING

STEP 1: GOVERNMENT ENTITY

Government Name: _____

Government Business Unit: _____

Government Department ID: _____

STEP 2: USER DESIGNATION

(To be completed by the person designating authority to user)

I, _____ [Name and Title], warrant that I have the authority to designate the person identified below to act as a user on behalf of the Government Entity named herein. I further warrant that the person named below will comply with all the responsibilities and requirements of a user as defined by OSC, including, but not limited to, those detailed in the Online Services' Terms of Service (a available at <http://www.osc.state.ny.us/portal/terms.htm>), on behalf of said Government Entity.

[Signature]

[Date]

[Email Address]

[Phone Number]

STEP 3: USER INFORMATION

[Name]

[Title]

[Email Address]

[Phone Number]

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STEP 4: CHOOSE APPLICATION ROLES

VendRep System

- Guest:** Allows a user to review certified forms and contract data for vendors in the VendRep System. Additionally, the user may select to receive an email notification when a vendor has certified a questionnaire.
- Contracts:** Allows a user to search contract data for transactions submitted to OSC. Users will have access to contract data for “Approved” contracts for all State Contracting Entities and “In-Progress, Approved and Non-Approved” contracts for their own contracting entity.

Electronic Document Submission System *(For use only by State agencies)*

- EDSS View Only:** Allows a user to view information, documents, and reports in the EDSS.
- EDSS Submitter:** Allows a user to submit information and documents for Contract Reporter Exemption Requests and Procurement Records to OSC for review.
- EDSS Submitter Contract:** Allows a user to submit documents for Procurement Contracts and Amendments to OSC for review.

Contract Submission System *(For use only by Public Authorities)*

- Contract View:** Allows a user to view State Authority contract details including any attachments.
- Contract Entry:** Allows a user to enter the State Authority’s contract details including any attachments into the CSS.