

## Authorized Agent

An Authorized Agent is an individual who is invited and authorized to provide and manage the vendor information in the Vendor Manager System (VMS). Authorized Agents may be vendors who have access to eVoucher or external users who do not have access to eVoucher and are restricted to only managing the payment account details, banking information, and tax information for their authorized users in the VMS. Only Authorized Agents who are invited to the VMS by a vendor may create an account and enter the application.

**Note:** If you do not have a Login.gov account, you will be prompted to create one before you can access the VMS.

## Creating an Authorized Agent Account

### Step 1

When a vendor invites you to join the VMS application as an authorized agent, you will receive a system-generated email with a brief description of the authorized agent role and a link to create a VMS account. In the email, click **Vendor Manager** if you agree to be the authorized agent for this vendor.

**U.S. COURTS**

You've Been Invited to Create and Manage a Payment Account!

The U.S. Courts Vendor Management System is the solution for managing tax and banking information for individuals and business entities doing business with the U.S. Courts. This system provides a single source for the collection of vendor information, and for the validation of tax and banking information required for direct payments via Electronic Funds Transfer (EFT).

- Submitting an electronic W9 for the business;
- Providing bank routing and account numbers for direct payments; and
- Authorizing employees to accept payments through the business entity.

Click below to accept or decline your role as authorized agent for **Attorney Firm** in the Vendor Management System:

**Vendor Manager**

If you accept, you will be prompted to set up your account, provide a valid tax ID number, and provide the bank routing and account number for **Attorney Firm**.

### Step 2

From the Vendor Account Setup page, click **Accept Invitation**.

**Vendor Account Setup**

You have been invited to register as an authorized agent for the business entity **Attorney Firm**.

An authorized agent may:

1. Submit an electronic W9 for the business.
2. Provide bank routing and account numbers for direct payments.
3. Authorize employees to be paid under the business entity.

Click below to accept or decline your role as authorized agent for **Attorney Firm** in the U.S. Court's **Vendor Management System**.

If you accept, you will be prompted to set up your account and register **Attorney Firm** to receive payments. **David Attorney** will be notified when the process is complete. This process should take less than 15 minutes.

If you decline, you will be prompted to provide the reason and **David Attorney** will be notified that they must designate a different individual as authorized agent for **Attorney Firm**.


**Step 3**

You are now prompted to set up your Vendor Account. Complete the Contact Information section. Your name and email address auto-populate, but you must complete the required **Address, City, State, Zip/Postal Code, Phone, and Phone Type** fields. Once you complete the fields, click **Save and Continue**.

### Vendor Account Setup

**1** Contact Information

Enter your personal contact information and mailing address. You will enter your Tax ID and payment info in the next steps.

First Name	Middle <small>OPTIONAL</small>	Last Name	Suffix <small>OPTIONAL</small>
<input type="text" value="Anthony"/>	<input type="text"/>	<input type="text" value="Agent"/>	<input type="text" value="-Select-"/>
Address			Apt/Ste # <small>OPTIONAL</small>
<input type="text" value="123 San Antonio"/>			<input type="text"/>
City	State (U.S. Only)		Zip/Postal Code
<input type="text" value="San Antonio"/>	<input type="text" value="TEXAS"/>		<input type="text" value="78229"/>
Country	<input type="text" value="UNITED STATES"/>		
Phone	Phone Type	Primary	
<input type="text" value="(210) 555-5555"/>	<input type="text" value="Office"/>	<input checked="" type="radio"/>	
+ Add Additional Phone			
Email Address			
<input type="text" value="authorizedagent@gmail.com"/>			
<input type="button" value="Save and Continue"/>			

**Note:** Some of your account information may have already been added by the vendor initially.


**Step 4**

The **USPS Address Verification** dialog box appears. Click a radio button to indicate the appropriate address format, and then click **Confirm**.

### USPS Address Verification

According to USPS records, a verified address is listed below.  
Please select which you prefer to use:

<input type="radio"/> Original Address 123 San Antonio San Antonio TX, 78229	<input checked="" type="radio"/> USPS Address (Recommended) 123 SAN ANTONIO SAN ANTONIO TX 78229-3261
<input type="button" value="Cancel"/>	<input type="button" value="Confirm"/>



**Step 5**

In the W9 Information section, enter the appropriate name, TIN, federal tax classification, and contact address—including city, state, zip code, and country—in the corresponding fields. Read the two withholding statements and click the appropriate radio button. Finally, read and confirm the TIN Matching Notice message, and then click **Save and Continue**.

The screenshot shows the 'W9 Information' form with the following details:

- Name (as shown on your income tax return):** Attorney Firm
- Doing Business As Name (DBA) (OPTIONAL):** (Empty field)
- Tax Identification Number (TIN):** Employer Identification Number (EIN) is masked as 'xx-xxxxxx'. Confirm EIN is also masked as 'xx-xxxxxx'.
- Federal Tax Classification:** 2 - C Corporation
- Use my contact address:** Checked.
- Address (This is where IRS-1099 forms will be sent, if applicable.):** 123 San Antonio
- Apt/Ste # (OPTIONAL):** (Empty field)
- City:** San Antonio
- State (U.S. Only):** TEXAS
- Zip/Postal Code:** 78229
- Country:** UNITED STATES
- Certification:**
  - 1. The number shown on this form is my correct taxpayer identification number. 2. I am a U.S. citizen or other U.S. person.
  - I am not subject to backup withholding [more details](#)
  - I am subject to backup withholding [more details](#)
  - TIN Matching Notice:** By clicking 'Save and Continue', you consent to IRS TIN matching. After successfully matching TIN and Name with IRS records, no changes can be made to the TIN for this payment account.

At the bottom, there are 'Previous' and 'Save and Continue' buttons. A red arrow points to the 'Save and Continue' button.

**Note:** The system verifies your TIN and name against IRS records, and only on success can you proceed to the next step. If there is a mismatch, you must correct the TIN or name to continue the creation process.

**Step 6**

Click a radio button to indicate if you are using a checking or savings account. Enter the bank routing and account numbers in the corresponding fields, reentering the account number to confirm. Click **Save and Continue**.

3 Bank Information

Checking Account  Savings Account

Routing Number: 123456789 Account Number: \*\*\*\*\* Re-enter Account Number: \*\*\*\*\*

Account Type: Fake Bank

Nickname for this account (optional):

Buttons: Previous, Save and Continue

**Step 7**

Verify that the information you entered is correct, and then click **Confirm**. If anything is incorrect, click **Previous** to make changes.

4 Review

Before selecting 'Confirm', please verify your information is correct.

Contact Info: Anthony Agent, 123 San Antonio, San Antonio, TX 78229, davidattorney210+aa@gmail.com, (210) 555-5555

Tax and Payment Info: Attorney Firm, 123 San Antonio, San Antonio, TX 78229, TIN (EIN): \*\*\*\*\*65, Authorized Agent: Anthony Agent

Electronic payments will be sent to: Fake Bank, Routing Number: 123456789, Account Number: \*\*\*\*\*16

Buttons: Previous, Confirm

**Step 8**

A New Payment Account Added! success message appears. Click **Ok**.

New Payment Account Added! Account is active and ready to receive payments. You may sign out. [Ok]

Contact Information: Anthony Agent, 123 San Antonio, San Antonio, TX 78229, davidattorney210+aa@gmail.com, (210) 555-5555

My Payment Accounts: Attorney Firm, TIN (EIN): \*\*\*\*\*65, 123 San Antonio, San Antonio, TX 78229, Electronic payments will be sent to: Fake Bank, Routing Number: 124003116, Account Number: \*\*\*\*\*16

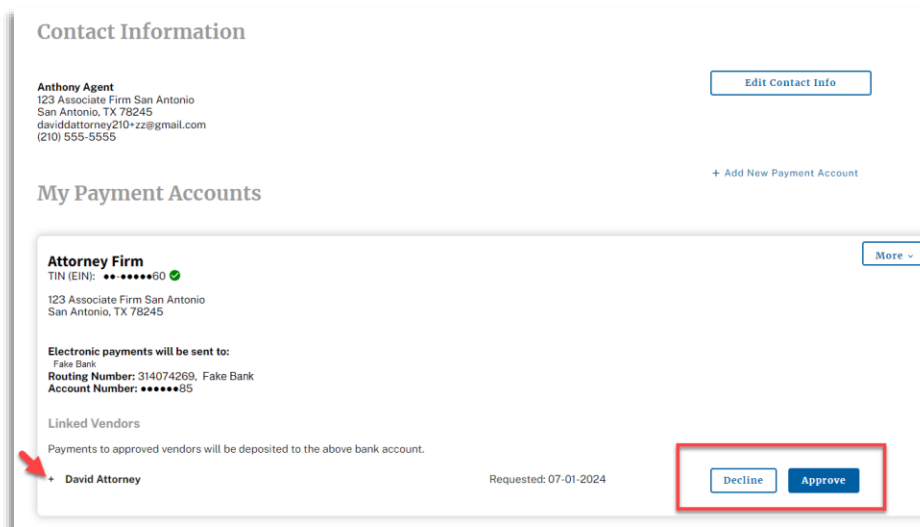
Buttons: Edit Contact Info, More

**Note:** Once your Authorized Agent account is created, other vendors may now also request to link to your payment account.

## Approving a Request to Link a Vendor Account

### Step 1

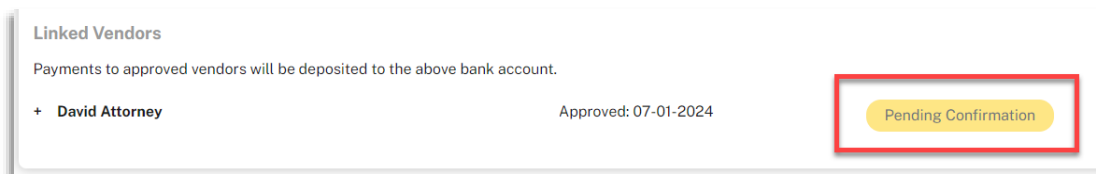
Once your authorized agent payment account is created, you can approve requests from other vendors to link to your payment account. On your VMS homepage, select the vendor(s) who have requested to link to your approved payee account and either decline or approve them. The vendor will receive an email confirming the linked payment account.



**Note:** To view more information on each vendor, click the plus icon (+).

### Step 2

The linked vendor account will display **Pending Confirmation** until the vendor confirms the account.



You can now sign out of the application.

