

Vendor Enrollment

To Enroll visit: nyc.gov/passport

Enrollment Process:

- 1) Account Creation (login information)
 - This provides the login information to access PASSPort
- 2) Enter Basic Company Information
 - Gross Revenue, Contact Information, Owners, Officers, Business Address
- 3) Fill out Vendor & Principal Questionnaires
- 4) Identify Related Entities
 - Parent, Controlling, Affiliates, Subsidiaries
- 5) Certificate of Incorporation for New York State
 - Or equivalent document
- 6) e-Signature
 - Once this step is completed, the profile and questionnaires will be submitted to NYC Mayor's Office of Contract Services for review.
 - Once the signature is added, you must click the "Submit Package" button for the package.

All steps must be completed in order for MOCS to review the questionnaire and finalize enrollment.

A vendor is not enrolled until MOCS approval of the application is received.

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There are various user materials and training (in-person & webinar sessions) available to assist vendors in the enrollment process.

PASSPort User Materials:

- <https://www1.nyc.gov/site/mocs/systems/passport-user-materials.page>
- This contains step by step guides to how to sign up and utilize PASSPort.
- Creating an account is different than fully enrolling. To fully enroll a vendor must complete the Vendor Questionnaire and Principal Questionnaire which are reviewed and approved by NYC MOCS (Mayor's Office of Contract Services).

Beginner's Guide to PASSPort:

- https://www1.nyc.gov/assets/mocs/passport-downloads/pdf/resources-for-vendors/UserManual-Vendors_Beginners_Guide_to_PASSPort.pdf

Training – In-Person & Webinar Session information:

- <https://www1.nyc.gov/site/mocs/systems/passport-training.page>

Contact MOCS via email concerning PASSPort:

- help@mocs.nyc.gov