**STEPS TO ADD A BUSINESS LOCATION TO YOUR CURRENT REGISTRATION**

This is a reference to use when you need to add an additional business location to your account through VSS Account Maintenance (Vendor Self Service.)

You will need your User Name and Password. If you do not know the User Name/Password, select the Vendor Login link and use the *Forgot Username? Forgot Password?* Links.

<table>
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<th>Step 1</th>
<th>Log into your eVA account at <a href="http://www.eva.virginia.gov">www.eva.virginia.gov</a>; select Vendor Login</th>
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| Step 2 | Select the Profile 🤪 Icon
Select My Account |
| Step 3 | Select the Add New Location Tab. Enter the Tax ID & Type for the New Location. Enter the Zip Code
Select Create New Location. |
| Step 4 | Complete all of the *required fields. (Some will be pre-populated) Submit the Registration |

Your Location Registration will be reviewed for approval and activation. If approved, you should receive notice of activation within 1-2 business days. If not approved, you should receive communication regarding what is needed to activate your eVA Account.


If you need any assistance or have any questions please contact:

**Customer Care**

Hours: 8:00AM – 4:45PM Monday-Friday
TOLL FREE: 866-289-7367
OUTSIDE US: 804-371-2525
EMAIL: eVACustomerCare@DGS.Virginia.gov