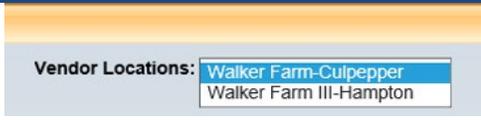




## HOW TO ADD USERS TO YOUR ACCOUNT and HOW TO MANAGE USER PRIVILEGES

This is a reference to use when adding new users to your account through VSS Account Maintenance (Vendor Self Service.) You can also update the privileges existing users have in managing your account.

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.

<b>Step 1</b>	Log into your eVA account at <a href="http://www.eva.virginia.gov">www.eva.virginia.gov</a> ; select Vendor Login.	Enter your User Name and Password.
<b>Step 2</b>	Select the Profile  Icon.	Select My Account.
<b>Step 3</b>	If you have multiple accounts, select the preferred account from the drop down menu in Vendor Locations.	
<b>Step 4</b>	Select the Users Tab. Follow the on screen prompts to add new users or manage privileges for existing users.	Click Save Changes. The new Users and/or changes will now appear in the Users Section.

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



Hours: 8:00AM – 4:45PM Monday-Friday

TOLL FREE: **866-289-7367**

OUTSIDE US: **804-371-2525**

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