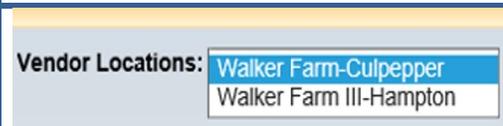




HOW TO VIEW AND MODIFY YOUR SERVICE AREAS

This is a reference to use when you need to View and/or Modify your Service Areas through VSS Account Maintenance (Vendor Self Service.) Service Areas tell us where your Company can provide goods or services to the Commonwealth.

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.

Step 1	Log into your eVA account at www.eva.virginia.gov ; select Vendor Login	Enter your User Name and Password.
Step 2	Select the Profile  Icon	Select My Account.
Step 3	If you have multiple accounts, select the preferred account from the drop down menu in Vendor Locations.	
Step 4	Select the Service Areas Tab; Click Add Areas. Check the zones where you can provide goods/services.	Click OK. The Services areas you selected will now display in the Service Areas section.
Step 5	If you provide goods/services anywhere in the Commonwealth: Select the Service Areas Tab; Click Statewide	Click OK. Statewide will now display in the Service Areas section.

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