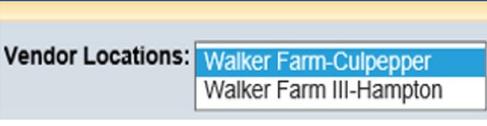




HOW TO UPDATE YOUR ADDRESS AND/OR ADDRESS CONTACT INFORMATION

This is a reference to use when you need to update your company's address and/or address contact information 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.

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 VSS Account Maintenance.
Step 3	If you have multiple accounts, select the preferred account from the drop down menu in Vendor Locations.	
Step 4	Select the Addresses Tab; select the Address Type you wish to change. Select the Edit Address Button. Make the Address updates.	Click Save Changes. The updates will now appear in the Address section.
Step 5	To update the Principal Contact Address Information, select Edit Contact Address and make the changes.	Click Save Changes. The Principal Contact address updates will now appear in the Contact Information 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**

EMAIL: eVACustomerCare@DGS.Virginia.gov