

# CERTIFY. CONNECT. GROW

## Certification Instructions

1

- Login to your Vendor profile at: <http://camisvr.co.la.ca.us/webven/>
- If you receive a message in red: **Our records indicate you have activated the Vendor Self Service (VSS) account...** continue to step 2.
- If you **DO NOT** receive the message above, continue to step 4.

2

- Login to Vendor Self Service (VSS) at: <https://lacovss.lacounty.gov/webapp/VSSPSRV11/AltSelfService>

3

- Click on [Edit Vendor Information](#)

4

- Click on [Change Vendor Registration Information](#)

5

- Choose [Click Here](#) located under > [Los Angeles County Solicitation Preference Programs](#)
- **New Applicants:** choose the Preference Program you are applying for (LSBE, DVBE or SE) and continue to step 6.
- **Renewing Applicants:** Click on the Program Application # and continue to step 6.

6

- Fill out all required fields and click on **Submit**
- Review your application information. If correct click **Finish Application**

7

- Click on **RETURN TO WEBVEN** (located on the left side of the page)

8

- Click on **FINISHED** (located at the top of the page)