1. **Login to your Vendor profile at:** [http://camisvr.co.la.ca.us/webven/](http://camisvr.co.la.ca.us/webven/)
2. If you receive a message in red: **Our records indicate you have activated the Vendor Self Service (VSS) account... continue to step 2.**
3. 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](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)