MECKProcure
Logging in, Resetting a Password, Activating an Existing Account

Contents
Logging into MECKProcure............................................................................................................................ 2
Resetting your password .............................................................................................................................. 2
Activating a MECKProcure Account .............................................................................................................. 5
Logging into MECKProcure
1. Go to https://www.meckprocure.com/
2. Enter your User ID and Password.
3. Click “Login”
4. If you don’t know your password, use the Password Reset link.

Resetting your password
1. Go to https://www.meckprocure.com/
   Continued on the next page
2. Click the Password Reset link
MECKProcure

Logging in, Resetting a Password, Activating an Existing Account

3. Enter your User ID
4. Click Next

Password Reset

To get your password, enter your user ID below and click Next. If you forgot your user ID:

*User ID: Test208

Back Next

* Indicates a required field.

5. You will be prompted for the answer to the security question you set up when registering.

Password Reset

Enter the answer to your security question and click Email my password to continue. Your password will be emailed to you.

User ID: Test208
Security Question: What is your mother’s maiden name?

* Security Answer: 

Email my password

* Indicates a required field.

6. Enter the answer and click Email my password
7. You will receive an email with a temporary password

Your new CGI ADVANTAGE password is shown below. If you did not request this password reset, please contact your security administrator immediately.

Your new password: 850m€tge4KPj7P

8. Copy the password in the email
MECKProcure

Logging in, Resetting a Password, Activating an Existing Account

9. Go to https://www.meckprocure.com/
10. Enter your User ID
11. Paste the temporary password in the space for the Password
12. Click Login
13. You will be taken to a page for changing your password

14. Paste the temporary password in the space for Current Password
15. Enter a new password
16. Re-enter the new password
17. Click Login
18. You are now logged into MECKProcure
Activating a MECKProcure Account

1. Go to https://www.meckprocure.com/
2. Click the Register button
3. Click the Accept Terms button
4. Click the Next button

Continued on next page
MECKProcure
Logging in, Resetting a Password, Activating an Existing Account

5. If you know the Tax Payer ID Number of the company, enter it. Otherwise go to:
   a. If you know the company’s legal name, go to step # 11
   b. If it is for an individual, NOT a company, go to step # 16

Search for an Existing Account

To activate your account you must have a vendor code. This page will help you determine whether or not provided. Please select one of the search options below to determine if you already have a vendor code.

- Company Search
- To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search

Taxpayer Identification Number [ ] OR [ ] Legal Business
Search

- Individual Search

OR

To see if you have a vendor code and have a Social Security Number (SSN) on file enter your Last Name and last four digits of your SSN

Last Name [ ] AND Last 4 digits of SSN
Search

The following exists for the information you entered:

<table>
<thead>
<tr>
<th>Vendor Number</th>
<th>Legal Business Name</th>
<th>Alias/DBA Name</th>
<th>Activated?</th>
</tr>
</thead>
<tbody>
<tr>
<td>S000111</td>
<td>test109</td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

Has your account been found and listed above?

Yes, but it is already registered ➤ Click the “Contact your Administrator” link to delete
Yes, but it is not yet registered ➤ Click the “Click here to activate your account” link
Yes, but not my business location ➤ Click the “Add Business Location” link to add your
Yes, but the registration is already in progress ➤ Click the “Click to continue registration” link to log

Edited by: Karl Beil 7/13/2016
8. If the company is registered but does not have an administrator, you will see this

The following exists for the information you entered:

Vendor Number  Legal Business Name  Alias/DBA Name  Activated?
0000  Providence Paint Company  No  Click here to activate your account

Has your account been found and listed above?
Yes, but it is already registered: Click the "Contact your Administrator" link to delete
Yes, but it is not yet registered: Click the "Click here to activate your account" link.

9. Click the provided link
   a. Click here to activate your account
      i. You will be asked for the Vendor Verification Password

   Account Verification.

   Please verify that you are part of this organization by entering the TIN number of your Headquarters and hitting submit. If you have questions, contact the Account Administrator.

   Vendor Verification Password:  
   Submit  Return to Vendor Name Search

   Tax ID Numbers must be 9 digits, no dashes

   Headquarters:

   Account Administrator: Passwords are set by your Account Administrator. If you don't know the password, see the information below.

   i. Enter the Tax ID and click Submit
   iii. You will be taken to the My User Information screen. Enter the required information and click Next.
MECKProcure
Logging in, Resetting a Password, Activating an Existing Account

iv. If you get some red “Information” messages, that is OK.

You have 4 messages
1: Information : User access privileges have been changed to Account Administrator. (A5439)
2: Information : User Optional access privileges is updated with Tax inquiry vendor role.
3: Information : User Optional access privileges is updated with Create Invoice User role.
4: Information : User Optional access privileges is updated with Create Solicitation Responses role.

View All Details

Verify & Submit Registration

Click the ‘Submit Registration’ button to complete your registration. You may review your registration prior to submission.

Additional Resources & Information:

• As you complete each step and move to the next step, the system will check for errors.
  If there are errors:
• A notification message will be displayed at the top of the page.
• You must correct the errors indicated before continuing to the next step.
• Additional help can be found in the Frequently Asked Questions accessible from the menu bar.

v. Click Submit Registration

vi. You will get

Thank You!

Congratulations, you have completed the registration process. You may now login to VSS using the User Name and Password you just created.
10. If you don’t know the Tax ID Number, enter the company’s legal name.

11. Click Search.

12. If the company is registered and already has someone with a login (administrator) you will see this:

The following exists for the information you entered:

<table>
<thead>
<tr>
<th>Vendor Number</th>
<th>Legal Business Name</th>
<th>Alias/DBA Name</th>
<th>Activated?</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>VS000161</td>
<td>test209</td>
<td></td>
<td>Yes</td>
<td>Contact your Administrator</td>
</tr>
</tbody>
</table>

Has your account been found and listed above?

Yes, but it is already registered

Click the “Contact your Administrator” link to have your account activated.

Continued on next page
MECKProcure

Logging in, Resetting a Password, Activating an Existing Account

13. If the company is registered but does not have an administrator, you will see this

To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN:

Taxpayer Identification Number: OR Legal Business Name: zone free inc

Search

OR

Individual Search

To see if you have a vendor code and have a Social Security Number (SSN) on file enter your Last Name and last four digits of your SSN:

Last Name: AND Last 4 digits of SSN

Search

The following exists for the information you entered:

Vendor Number: ZONE FREE INC

Alias/DBA Name: Activated?

Yes, but it is already registered

Click here to activate your account

14. Click the provided link

a. Click here to activate your account

i. You will be asked for the Vendor Verification Password

Account Verification.

Please verify that you are part of this organization by entering the TIN number of your Headquarters and hitting submit. If you have been instructed to enter your Tax ID Numbers must be 9 digits, no dashes

Vendor Verification Password: Submit Return to Vendor Name Search

Tax ID Numbers must be 9 digits, no dashes

Headquarters:

Account Administrator: Passwords are set by your Account Administrator. If you don't know the password, see the information below.

ii. Enter the Tax ID and click Submit

iii. You will be taken to the My User Information screen. Enter the required information and click Next.
iv. If you get some red “information” messages, that is OK.

v. Click Submit Registration

vi. You will get

Thank You!

Congratulations, you have completed the registration process. You may now login to VSS using the User Name and Password you just created.

Continued on next page
MECKProcure
Logging in, Resetting a Password, Activating an Existing Account

15. If the vendor is an individual, NOT a company, enter the individuals last name and the last 4 digits of the SSN you previously provided. Please select one of the search options below to determine if you already have a vendor code.

- **Company Search**
  - Taxpayer Identification Number OR Legal Business Name
  - Search

- **Individual Search**
  - Last Name AND Last 4 digits of SSN
  - Search

16. Click Search

Continued on next page

17. If the vendor is registered, but has no administrator with a login to MECKProcure, you will see

- **Individual Search**
  - Last Name AND Last 4 digits of SSN
  - Search

The following exists for the information you entered:

<table>
<thead>
<tr>
<th>Vendor Number</th>
<th>Legal Business Name</th>
<th>Alias/DBA Name</th>
<th>Activated?</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Redacted]</td>
<td>[Redacted]</td>
<td>[Redacted]</td>
<td>No</td>
<td>[Redacted]</td>
</tr>
</tbody>
</table>

- Has your account been found and listed above?
  - Yes, but it is already registered → Click the "Contact your Administrator" link to determine who you should contact
  - Yes, but it is not yet registered → Click the "Click here to activate your account" link to begin the process
  - Yes, but not my business location → Click the "Add Business Location" link to add your business location
  - Yes, but the registration is already in progress → Click the "Click to continue registration" link to login and continue
- No, register now. → Click the "New Registration" button to create a vendor code and

Continued on next page
MECKProcure
Logging in, Resetting a Password, Activating an Existing Account

18. If the vendor is registered and has an administrator, you will see this

```
To see if you have a vendor code and have a Social Security Number (SSN) on file enter your Last Name and last four digits of your SSN.

Last Name: smith

AND

Last 4 digits of SSN: [number]

Search
```

The following exists for the information you entered:

<table>
<thead>
<tr>
<th>Vendor Number</th>
<th>Legal Business Name</th>
<th>Alias/DBA Name</th>
<th>Activated?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>No</td>
</tr>
</tbody>
</table>

Has your account been found and listed above?

Contact your Administrator

Continued on next page
MECKProcure

Logging in, Resetting a Password, Activating an Existing Account

19. Click the provided, appropriate link
   a. Click the Click here to activate your account link.
      i. Enter the SSN in the provide space for Vendor Verification Password
         **Account Verification.**

         Please verify that you are part of this organization by entering the TIN number of your Headquarters and hitting submit. If your headquarters is not listed, please enter your TIN number below.

         Vendor Verification Password: ____________

         Tax ID Numbers must be 9 digits, no dashes

         Headquarters: ____________

         Account Administrator: Passwords are set by your Account Administrator. If you don't know the password, see the information below.

         i. Click Submit
         ii. You will be taken to the My User Information screen. Enter the required information and click Next.
         iii. If you get some red “information” messages, that is OK.

         You have 4 messages
         1: Information: User access privileges have been changed to Account Administrator. (A5439)
         2: Information: User Optional access privileges is updated with Tax inquiry vendor role.
         3: Information: User Optional access privileges is updated with Create Invoice User role.
         4: Information: User Optional access privileges is updated with Create Solicitation Response User role.

         View All Details

         **Verify & Submit Registration**

         Click the 'Submit Registration' button to complete your registration. You may review your registration prior to completing it.

         **Additional Resources & Information:**

         - As you complete each step and move to the next step, the system will check for errors. If there are errors:
           - A notification message will be displayed at the top of the page.
           - You must correct the errors indicated before continuing to the next step.
           - Additional Help can be found in the Frequently Asked Questions accessible from the left side of the page.
MECKProcure
Logging in, Resetting a Password, Activating an Existing Account

v. Click Submit Registration
vi. You will get

Thank You!

Congratulations, you have completed the registration process. You may now login to VSS using the User Name and Password you just created.