



Michigan National Guard
Member Benefits

SIGMA VSS Vender ID Guide

As a service member or dependent creating a SIGMA VSS account, you must sign up as a vendor and an individual. Please follow the instructions below for creating an account:

Additional assistance for Michigan National Guard- Member Benefits and SIGMA VSS can be found on page 7.

Step 1: Click on the link below to access the SIGMA VSS website:

<https://sigma.michigan.gov/PRDVSS1X1/Advantage4>

Step 2: Click "Sign Up" in the upper right corner.

The screenshot shows the SIGMA VSS website. At the top, there's a navigation bar with a "PRODUCTION" label on the left and login fields for "User ID" and "Password" on the right. The "User ID" field has a "Forgot User ID?" link below it, and the "Password" field has a "Forgot Password?" link below it. A "Sign In" button is next to the password field. To the right of the login fields is a "Need an Account?" link with a "Sign Up" button below it. Below the navigation bar is a "SIGMA VSS" header with a "Helpdesk Info" link on the right. The main content area has a blue background with the text "What would you like to do?". Below this text are five buttons: "Register Your Vendor Account", "View Latest Announcements", "Download Vendor Guides", "Download Vendor Forms", and "View Grant Opportunities".

Step 3: Fill in all the boxes, including "User ID" and "Password". You are creating those at this time (you are not assigned a User ID by MINGSTAP or SIGMA). You will need to create a security question and answer. Please keep your User ID, password, and security question in a safe location in case you need to utilize them in the future.

The screenshot shows the "Sign Up" page. It has a "Sign Up" button in the top right corner and a "Cancel" button next to it. Below the buttons is a "Required fields" label. The page contains several input fields: "User ID", "Password", "Confirm Password", "First Name", "Last Name", "Phone Number", "Security Question" (a dropdown menu), "Security Answer", "Confirm Security Answer (Case Sensitive)", "Email", and "Email Verification Code". There is also a checkbox for "I agree with User Agreement Policy". A "Send Verification Code" button is located at the bottom left.

Step 4: Select "Send Verification Code" and check your email for the code. It will come from noreply-Advantage-PBD@Notifications.michigan.gov

The screenshot shows the 'Sign Up' form with various input fields for User ID, Password, Confirm Password, First Name, Last Name, Phone Number, Security Question, Security Answer, Confirm Security Answer, Email, and Email Verification Code. A red box highlights the 'Send Verification Code' button located at the bottom left of the form.

Step 5: Once you've received the code, copy and paste the code into the "Email Verification Code" box.

The screenshot shows the 'Sign Up' form with the 'Email Verification Code' field highlighted by a red box. The 'Send Verification Code' button is also visible at the bottom left.

Step 6: Read and review the User Agreement Policy, then check the box to the left of it.

The screenshot shows the 'Sign Up' form with the 'I agree with User Agreement Policy' checkbox highlighted by a red box. The checkbox is currently unchecked.

Step 7: Click "Sign Up" in the top right corner of your screen. Select "Continue" when you see the Completed: User Sign Up box.

The screenshot shows the 'Sign Up' form with the 'Sign Up' button highlighted by a red box. The button is located in the top right corner of the form.

Step 8: The system will verify you do not already have an existing account. Select "Individual" and enter your last name and last 4 of your SSN. Then, select "Search".

Search for Existing Account [Cancel Registration](#)

To activate your account you must have a vendor code. This page will help you to determine whether or not you have one. You will not be able to create a new code if one already exists. If the account exists it will be designated as a company or individual based on the information you previously provided.

Please select one of the search options below to determine if you already have a vendor code:

- For companies, if you have Employer Identification Number(EIN), first search by your Taxpayer Identification Number(TIN) before searching by Legal Business Name.
- For individuals, enter your Last name and the last four digits of your Social Security Number(SSN).

Search Type

☒ Individual

☐ Company

Last Name

Last 4 digits of SSN

If you do not already have a registered account, the search results will show zero records.

0 Records

View per Page: 20 50 100

Page 0 of 0

Vendor Number	Legal Business Name	Alias/DBA Name	Activated
No Records Found			

Has your account been found and listed above?

- Yes, but it is already registered**
Please select "Contact your Administration" from the three dot ellipse next to your account record to determine who you need to contact for access.
- Yes, but registration is already in progress**
Please select "Continue Registration" from the three dot ellipse next to your account record to login and continue activate your account.
- Yes, but it is not yet registered**
Please select "Activate your Account" from the three dot ellipse next to your account record to initiate the process for activating your account.
- No, register now**
Please select "New Registration" button to create a vendor code and account.

If you do not already have an account, select New Registration.

0 Records

View per Page: 20 50 100

Page 0 of 0

Vendor Number	Legal Business Name	Alias/DBA Name	Activated
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Has your account been found and listed above?

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- Yes, but it is not yet registered**
Please select "Activate your Account" from the three dot ellipse next to your account record to initiate the process for activating your account.
- No, register now**
Please select "New Registration" button to create a vendor code and account.

Step 9: On the Business Registration page, you will need to answer the questions that have the red asterisk(*):

- Organization Type: Individual
- 1099 Classification: Individual
- **Taxpayer ID Number Type: SSN/ITIN/ATIN**
- Taxpayer ID Number: Your Social Security Number

The screenshot shows the 'Business Registration' form with four steps: 1. Account Information, 2. Address Information, 3. Business Information, and 4. Summary Information. The 'Account Information' section is expanded, showing fields for Organization Type (Individual), Taxpayer ID Number Type (SSN/ITIN/ATIN), Taxpayer ID Number, Last Name, 1099 Classification (Individual), Detailed TIN Type (Select), First Name, Business Name (Alias/DBA), Foreign Ownership Interest (checkbox), Healthcare Provider (Yes/No), Middle Name, Name on Check, and Legal Name. The 'Address Information' section is also expanded, showing fields for Address, City, State, ZIP Code, and Country. Red boxes highlight the Organization Type, Taxpayer ID Number Type, Taxpayer ID Number, Last Name, 1099 Classification, First Name, Address, City, State, ZIP Code, and Country fields.

Step 10: Enter your Electronic Funds Transfer (EFT; commonly known as Direct Deposit) Information. You can find it on your personal checks or by calling your financial institution.

- ABA Number is your banking routing number found on your check.
- Account type: Choose between checking or savings account
- Account number is also found on your check.

Once it's filled in, select "Continue" on the top right of the page.

The image shows a check from 'BANK NAME' with the following labels: 'Your Name', 'Your Address', 'Date', 'Pay to the Order of', '\$', 'Dollars', 'Authorized Signature', '9 Digit Routing Number' (123456789), 'Your Account Number' (000098765432), and 'Check Number' (1001).

The screenshot shows the 'EFT Information' section with fields for ABA Number, Account Type (Checking), and Account Number. Red boxes highlight the ABA Number, Account Type, and Account Number fields.

Step 11: You might get an Address Modified notification. You will have to choose between the address that you entered or the system generated one. This is usually just adding the 4 digits to the ZIP Code. Select the one you want and select "Continue".

Step 12: Confirm everything is correct. Leave the boxes for Ordering, Payment and Billing checked and select "Continue".

Step 13: Verify My Locations by: select "Create My Own" Vender Verification Password Hint: Create a hint to remember your password. Select "Continue" on the right of the page.

Step 14: Verify you've accurately entered your bank account information, SSN, address, and spelling of your name. If everything is correct, select "Submit Registration". You will get a confirmation page. Select "I Accept" and "Submit".

Step 15: The next screen will have your Vendor Code. This is your unique code that allows us to pay you your Member Benefits Reimbursements.

Congratulations!

1 of 1: Transaction submitted successfully

✓ Congratulations, you have completed the registration process. You may now login to Vendor Self-Service using the User ID and Password you just created.

Your Vendor Code Is [REDACTED]
Please save your Vendor Code for future reference.

The following registration forms are available for you .

Download Substitute W-9 Certification Form
Click the link above to download the Substitute W-9 form and then save or print a copy of this document for your own reference.

For questions with the Member Benefits - Michigan National Guard: Email:
MINGSTAP@michigan.gov

Member Benefits Open Office Teams Hours:

Tuesdays: 10:00am - 11:00am.

[Microsoft Teams Meeting Link](#)

Meeting ID: 295 260 700 839 67

Passcode: zC7pJ9KY

Wednesdays: 12:00pm - 1:00pm.

[Microsoft Teams Meeting Link](#)

Meeting ID: 231 665 627 506 02

Passcode: 56fB7Ca2

Thursdays: 3:00pm - 4:00pm.

[Microsoft Teams Meeting Link](#)

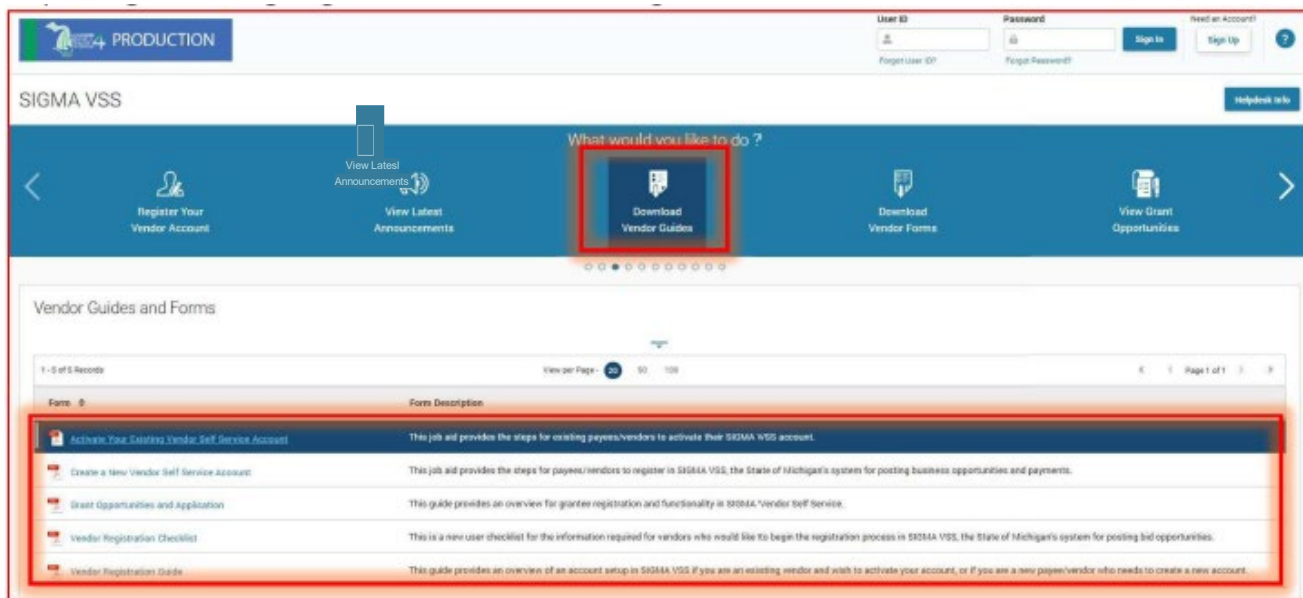
Meeting ID: 231 335 675 320 03

Passcode: MB2NW9Zm

For assistance with SIGMA VSS:

You can Download Vendor Guides for additional assistance on the log-in page:

<https://sigma.michigan.gov/PRDVSS1X1/Advantage4>



The SIGMA Helpdesk can be reached at:

Phone Number: (517) 284-0540

Email: SIGMA-Vendor@michigan.gov

Fax: (517) 763-0300

Address: PO Box 30026

Lansing, MI 48909

Hours: Monday to Friday from 7 a.m. to 5 p.m., excluding State holidays.