

Vendor Registration Instructions
for Organizations and/or Council Members
Electronic Funds Transfer (e.g., Direct Deposit)

Instructions for vendors who have not previously registered on the vendor file using the on-line method or if a vendor is already registered in MAIN but did not use the on-line method to receive a password:

1. Register on the State Vendor File by logging into the Contract & Payment Express (C&PE) website at www.cpexpress.state.mi.us.
2. Follow the on-line instructions to complete the first portion of the registration process. A password will then be mailed to the registrant.
3. Return to the C&PE website, enter the User ID and the password received. The user will then be asked to create a new password.
4. Click on the "View Registration Details" link and then click on the "Sign Up for Electronic Funds Transfer (Direct Deposit)" link. Enter the requested information, including bank routing and account numbers.
5. After the registrant returns the signed "Electronic Funds Transfer (Direct Deposit) Authorization for Vendor Payments" form, as directed on the website, and the OFM Help Desk validates the account information with the bank, the process is complete. The vendor should be EFT-ready within two weeks.

Instructions for vendors who have previously registered on the vendor file using the on-line method but have not signed up for Electronic Funds Transfer (EFT):

1. Log into the website at www.cpexpress.state.mi.us, enter the User ID and password.
2. Click on the "View Registration Details" link and then click on the "Sign Up for Electronic Funds Transfer (Direct Deposit)" link. Enter the requested information, including bank routing and account numbers.
3. After the vendor returns signed the "Electronic Funds Transfer (Direct Deposit) Authorization for Vendor Payments" form, as directed on the website, and the OFM Help Desk validates the account information with the bank, the process is complete. The vendor should be EFT-ready within two weeks.

Address Changes:

1. **If you know your password**, address changes with DMB/Vendor Registration can also be made using the on-line system.
2. **If you forgot your password and you want to make an address change**, you will need to contact DTMB/Vendor Registration. Once DMB/Vendor Registration has entered your new address in the system, you may request a new password via the on-line system. If your new address appears as the address your password will be mailed to, there will be a prompt asking if this is the correct address.

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