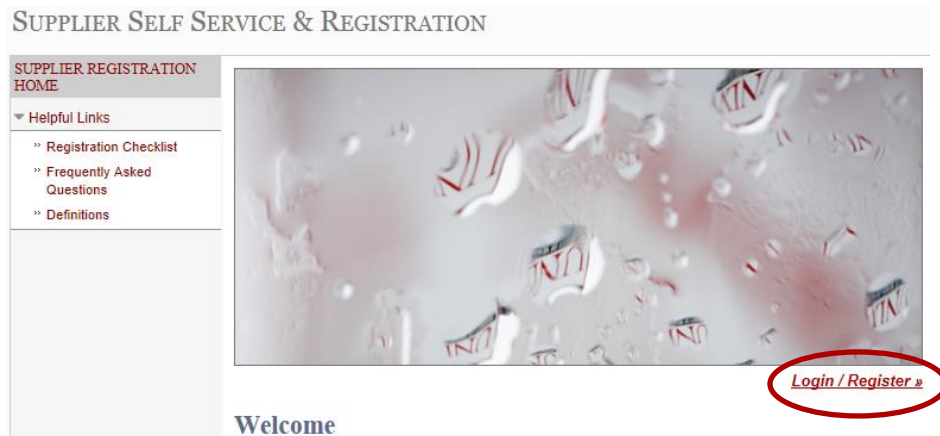


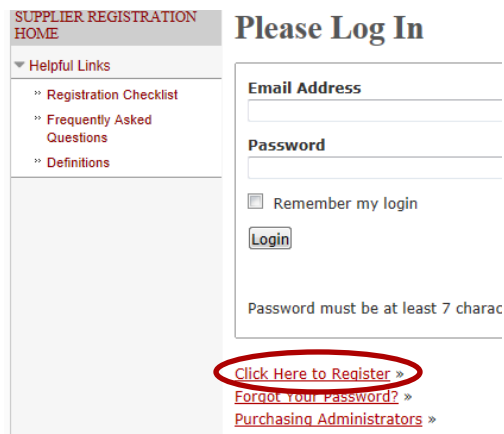
Supplier Registration

How To: Create a Login

1. Visit the UNLV Supplier Self Service & Registration Website:
<https://supplierregistration.purchasing.unlv.edu/>
2. Click the [Login / Register] link under the picture



3. Click the [Click here to register] link under the Login box



4. Enter in your information (**Bold** fields are required)

Create New Account

Sign Up for Your New Account

Email Address

Password

Confirm Password

Password must be at least 7 characters long and contain at least 1 Special Characters (i.e. ! @ #).

Security Question

Security Answer

☐ I agree to the [Terms of Use](#)

Your Information

First Name

Last Name

Phone Number

Fax Number

☒ Receive Emails

Note: Administrators will automatically get emails

[Create User Account](#)

[Return to Login](#) »

If you have technical difficulties, please email Supplier.Registration@unlv.edu.

5. Click the [Create User Account] button
6. Click the [Finished] button

Create New Account

Complete

Your new account has been created.

[Finished](#)

If you have technical difficulties, please email Supplier.Registration@unlv.edu.

7. Check your email, and look for an email from Supplier.Registration@unlv.edu titled "Welcome! Please activate your account." (this email is sent to the email address you provided in step 4)
8. Click on the email validation link

9. Return to the UNLV Supplier Self Service & Registration Website:

<https://supplierregistration.purchasing.unlv.edu/>

10. Log in for the first time using the [Login / Register] link and entering your login credentials.