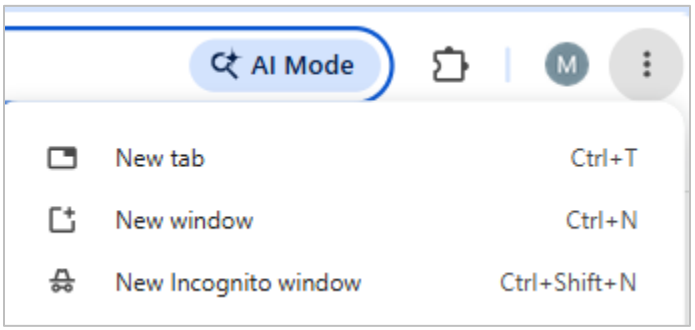
VendorNet Registration Quick Guide

Switching Between a Personal Email and a Business Email in MyWisconsin ID

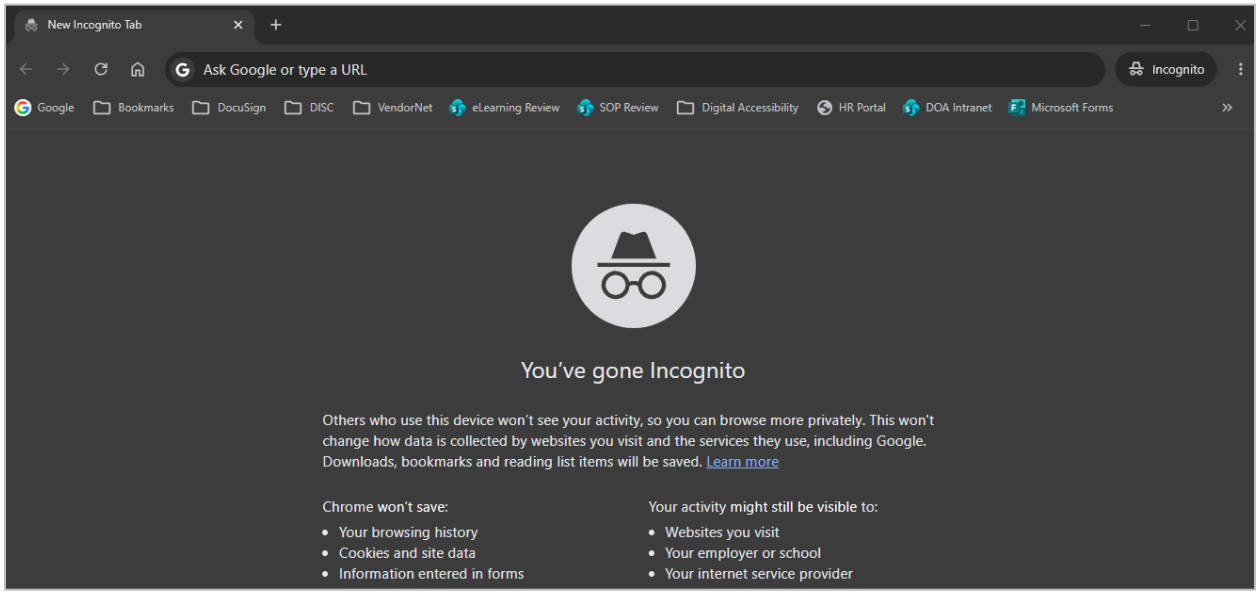
Issue: When I try to register for a VendorNet account using MyWisconsin ID, the system automatically pulls in my personal email, not my State of Wisconsin email.

Solution: You can use a browser in Incognito Mode to fix this issue. Follow the steps below:

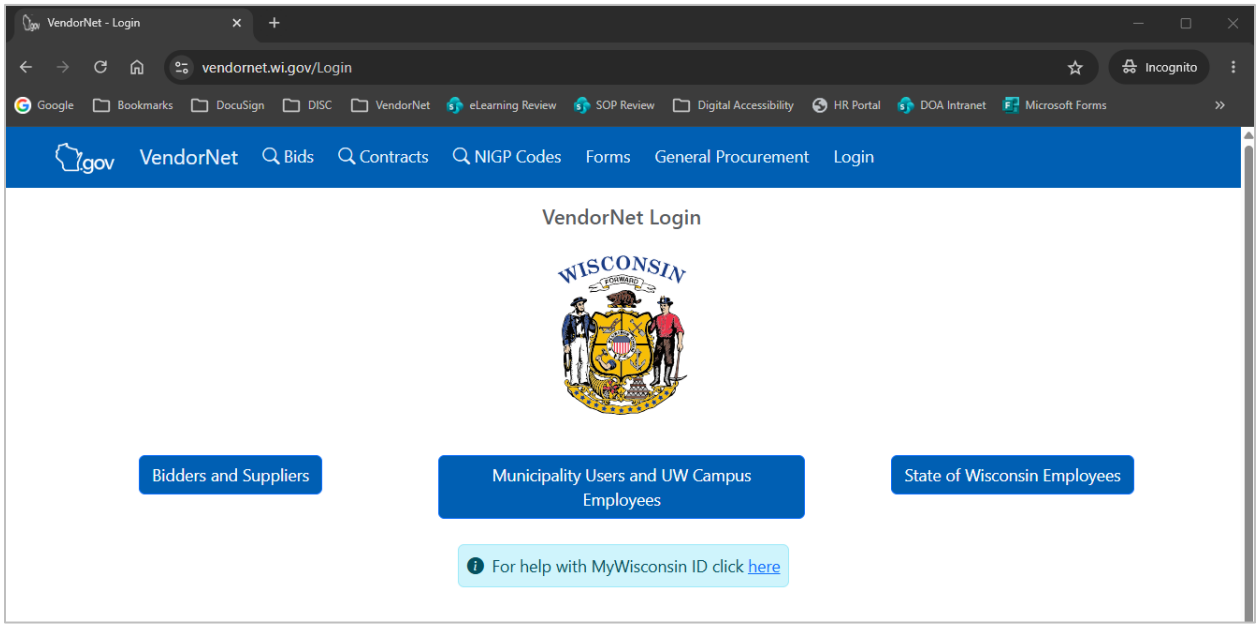
1. Open a browser (we're using Chrome in this example). Click the three dots to open the browser menu, then select New Incognito Window.



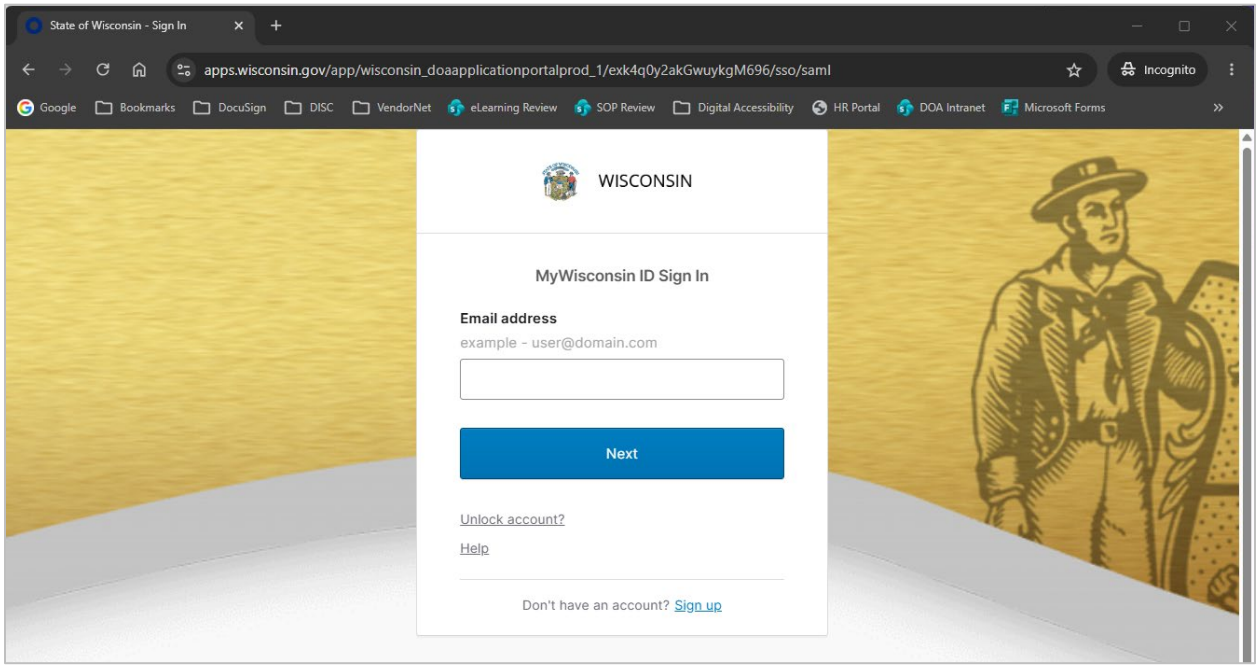
2. When you have done this correctly, your screen will indicate "You've gone incognito." This means that the browser doesn't have access to anything you've logged into before.



3. From here, proceed as you normally would. Go to VendorNet at https://VendorNet.wi.gov and click Login. Select the middle button that reads, “Municipality Users and UW Campus Employees.”



4. Enter email address that you want associated with VendorNet. Follow the on-screen prompts to enter your password and verify the account as instructed.



5. Once you've completed the MyWisconsin ID steps, you will be returned to the VendorNet account registration page, which will show your MyWisconsin ID information on the left. If you've followed the steps outlined here, this should be the information associated with your work email.

   If you're satisfied with the information shown, then complete the information on the right side of the page, including your phone number, the organization type (i.e., Agency, Campus, or Municipality), select your Organization from the dropdown menu, and indicate if you're requesting administrator access before clicking Save.

