



Vendor Portal Registration and Access

1. Vendor Registration:

Vendor Registration page has been developed and uploaded to the online service. This link should be added to SCLARC web site to allow vendors to access it. The URL is:

<https://vendorportal.sclarc.org/registration.aspx>

- a. **Provide Data:** vendors need to provide the verification information to confirm their status as SCLARC vendors. The required information includes:
 - i. Tax ID:
 - ii. A vendor number
 - iii. Vendor Email address registered with SCLARC.
- b. **Send Request:** Vendors need to click “Submit to SCLARC” button to send their registration request to Smart Chart.

Registration

To register for the SCLARC Vendor Portal, please provide the following information:

Your company Tax ID (No dashes or special characters) (Example:95123456)

The Vendor Number (Associated with your company tax ID) (Example:HX0000)

Email address provided to SCLARC.

☐ By clicking 'Submit to SCLARC,' I confirm my registration to the SCLARC Vendor Portal Application. I agree to maintain the confidentiality of all data accessed through the portal and will not share it with any unauthorized individuals.

2. Vendor Data Verification:

Vendor’s registration request will be transferred to Smart Chart. Smart Chart will compare the data provided by vendor with data in its system. If the data matches, Smart

Chart will send an email containing the temporary password. The recipient email will be the one highlighted in the following image. Community Service staff can enter or edit the email address.

PHONE / EMAIL

Work Phone	(310)	644	-	0164
Admin / Emerg	(0)		-	
Cell	()		-	
Fax	(0)		-	
SANDIS Email				
E-Billing Email				
Administrator Email	johnkorocho@isocare.com			
Supervisor Email	aramirez@isocare.com			
Staff Email				
Vendor Portal Email				

3. Vendor Portal Email must match what we have in the system.

4. **Sending Registration Report:**

Smart Chart has developed a function to email a report regarding vendor registrations to community staff. This report will include registered vendor info, like tax ID, name, vendor number and name, and the email address to which the password was sent.

5. **Access Vendor Portal:**

Once the vendor receives the email and temporary password, they can access to Vendor Portal via the web URL or download the Vendor Portal APP on their mobile devices.

Vendor Portal web URL:

<https://vendorportal.sclarc.org/login.aspx>