



VENDOR ACCESS SYSTEM (VAS)

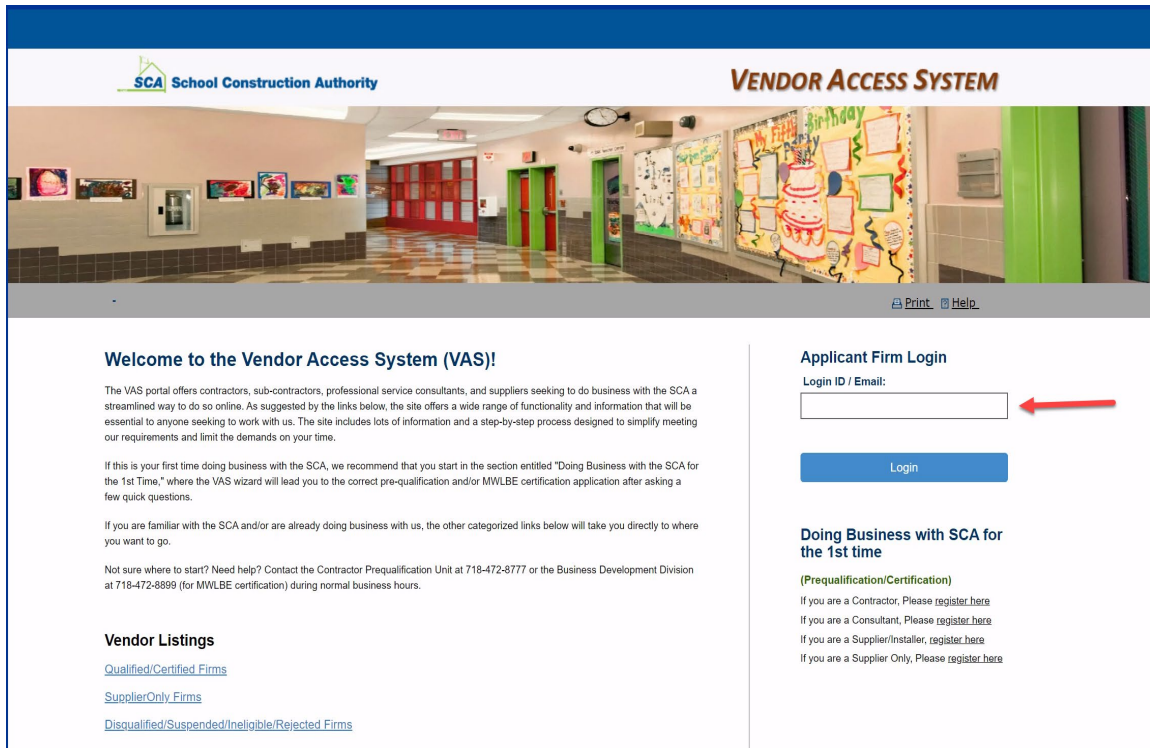
Contact Management

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I. How to log into VAS:

1. Go to <https://dobusiness.nycsca.org/>
2. Enter your **Login ID**.



SCA School Construction Authority **VENDOR ACCESS SYSTEM**

Welcome to the Vendor Access System (VAS)!

The VAS portal offers contractors, sub-contractors, professional service consultants, and suppliers seeking to do business with the SCA a streamlined way to do so online. As suggested by the links below, the site offers a wide range of functionality and information that will be essential to anyone seeking to work with us. The site includes lots of information and a step-by-step process designed to simplify meeting our requirements and limit the demands on your time.

If this is your first time doing business with the SCA, we recommend that you start in the section entitled "Doing Business with the SCA for the 1st Time," where the VAS wizard will lead you to the correct pre-qualification and/or MWLBE certification application after asking a few quick questions.

If you are familiar with the SCA and/or are already doing business with us, the other categorized links below will take you directly to where you want to go.

Not sure where to start? Need help? Contact the Contractor Prequalification Unit at 718-472-8777 or the Business Development Division at 718-472-8899 (for MWLBE certification) during normal business hours.

Vendor Listings

- [Qualified/Certified Firms](#)
- [Supplier Only Firms](#)
- [Disqualified/Suspended/Ineligible/Rejected Firms](#)

Applicant Firm Login

Login ID / Email:

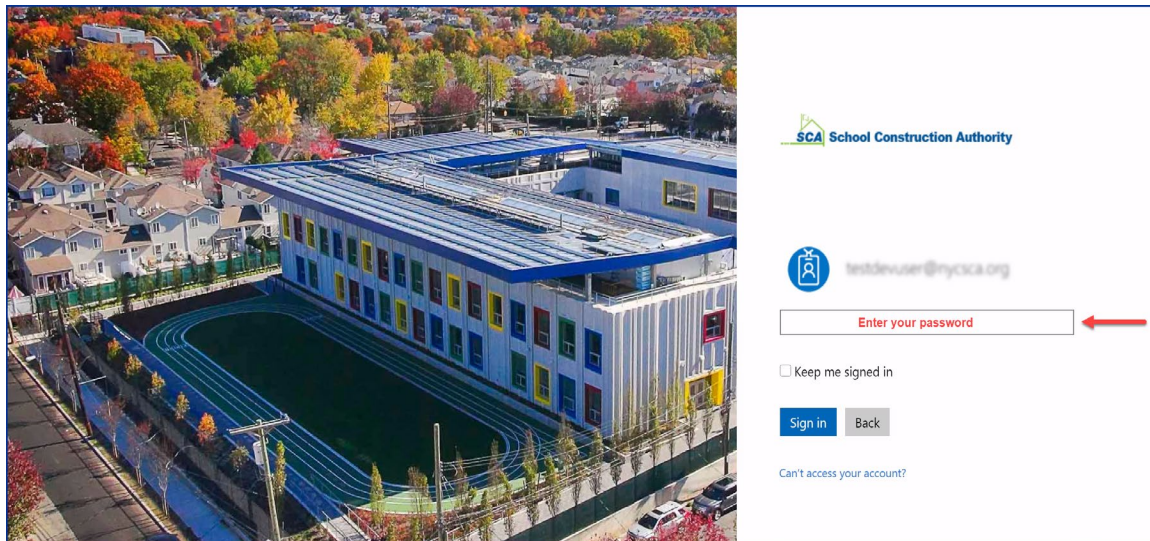
Login

Doing Business with SCA for the 1st time

(Prequalification/Certification)

If you are a Contractor, Please [register here](#)
If you are a Consultant, Please [register here](#)
If you are a Supplier/Installer, [register here](#)
If you are a Supplier Only, Please [register here](#)

3. Enter your password.
4. Click **Sign In**.



SCA School Construction Authority

Enter your password

Keep me signed in

Sign in Back

[Can't access your account?](#)

II. How to add, edit and delete Contacts:



5. Click **Company Contacts**.

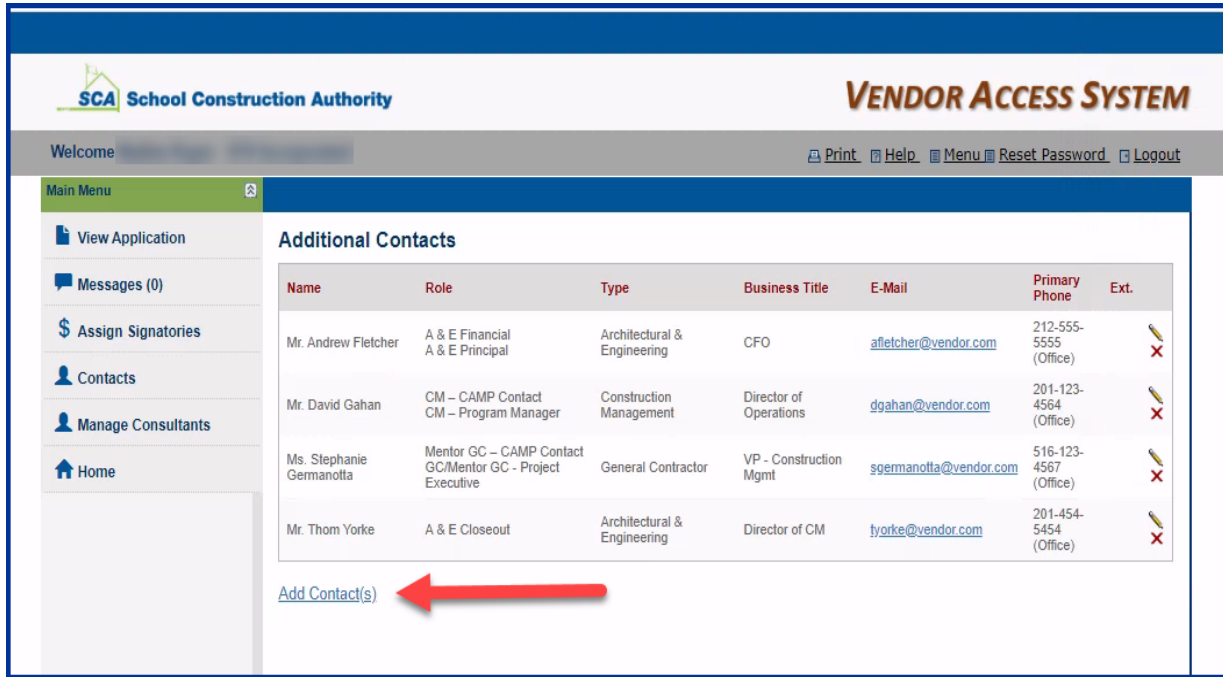
The screenshot displays the Vendor Access System interface for user 'scaZvasQA01'. The header includes the SCA School Construction Authority logo, the user ID 'scaZvasQA01', and the system title 'VENDOR ACCESS SYSTEM'. A navigation bar contains links for 'Print', 'Help', 'Menu', 'Reset Password', and 'Logout'. The main content area is divided into several sections:

- Vendor Current Application Details:** Includes 'View Application', '(0) Messages', and 'View/Print Application/Appendix A'. A status bar indicates 'Application is Qualified to May-05-2024'.
- Missing Items:** States 'You have no missing items.' and shows a green ID '#0B102C'.
- SAF Quick Links:** Includes 'Enter / Review SAF' and 'View SAF'.
- MWLBE Compliance Quick Links:** Includes 'Enter / Review S.U.P./Proposed Plan' and 'Enter Evaluation'.
- Evaluation Quick Links:** Includes 'Evaluation List'.
- Financial:** Includes 'Add/Update Financial Data'.
- Contacts:** This section is highlighted with a green bar and contains three links: 'Company Contacts', 'Assign Signatories', and 'Manage Consultants'. A red arrow points to the 'Company Contacts' link.

Note: Vendor Primary Contacts will be able add, update or delete a contact. Secondary Contacts will have read-only access to the Contact page. If there is a change to the vendor Primary Contact, please send a formal request to Prequalification@nycsca.org.

6. Click **Add Contacts** to add a new contact from the page below. This page displays all added contacts.

- a. To **Edit**, click the  icon.
- b. To **Delete**, click  icon.



SCA School Construction Authority

VENDOR ACCESS SYSTEM









Welcome


Print Help Menu Reset Password Logout

Main Menu

- View Application
- Messages (0)
- Assign Signatories
- Contacts
- Manage Consultants
- Home

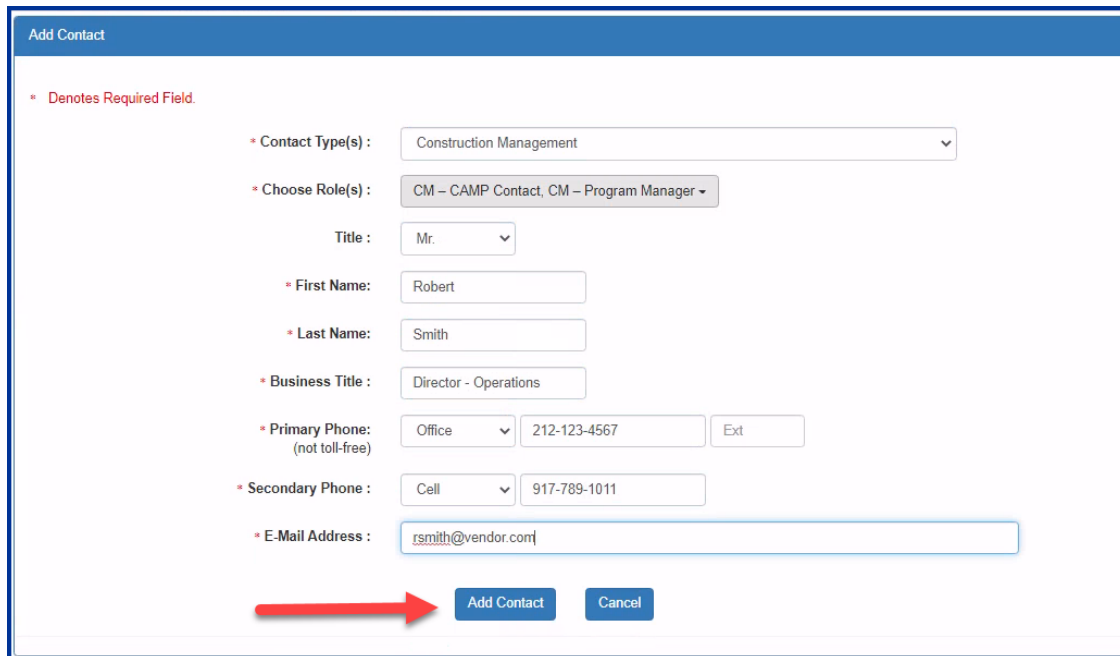
Additional Contacts

Name	Role	Type	Business Title	E-Mail	Primary Phone	Ext.
Mr. Andrew Fletcher	A & E Financial A & E Principal	Architectural & Engineering	CFO	afletcher@vendor.com	212-555-5555 (Office)	 
Mr. David Gahan	CM – CAMP Contact CM – Program Manager	Construction Management	Director of Operations	dgahan@vendor.com	201-123-4564 (Office)	 
Ms. Stephanie Germanotta	Mentor GC – CAMP Contact GC/Mentor GC - Project Executive	General Contractor	VP - Construction Mgmt	sgermanotta@vendor.com	516-123-4567 (Office)	 
Mr. Thom Yorke	A & E Closeout	Architectural & Engineering	Director of CM	tyorke@vendor.com	201-454-5454 (Office)	 

[Add Contact\(s\)](#) 

7. Enter your contact details. (see **Contact Type** and **Role** definitions below)

8. Click **Add Contact** button.



* Denotes Required Field.

* Contact Type(s) : Construction Management

* Choose Role(s) : CM – CAMP Contact, CM – Program Manager

Title : Mr.

* First Name : Robert


* Last Name : Smith

* Business Title : Director - Operations

* Primary Phone : Office 212-123-4567 Ext

* Secondary Phone : Cell 917-789-1011

* E-Mail Address : rsmith@vendor.com

 **Add Contact** **Cancel**

Contact Types:

1. Architectural & Engineering
2. Construction Management
3. General Contractor

Contact Role:

1. Architectural & Engineering:

- A&E CAMP Contact
- A&E Closeout
- A&E Financial
- A&E Principal
- A&E Technical

2. Construction Management:

- CM – Accountant
- CM – Admin Support Staff
- CM – CAMP Contact
- CM – Contract Specialist
- CM – Estimator
- CM – Other
- CM – Program Manager
- CM – Project Manager/Superintendent

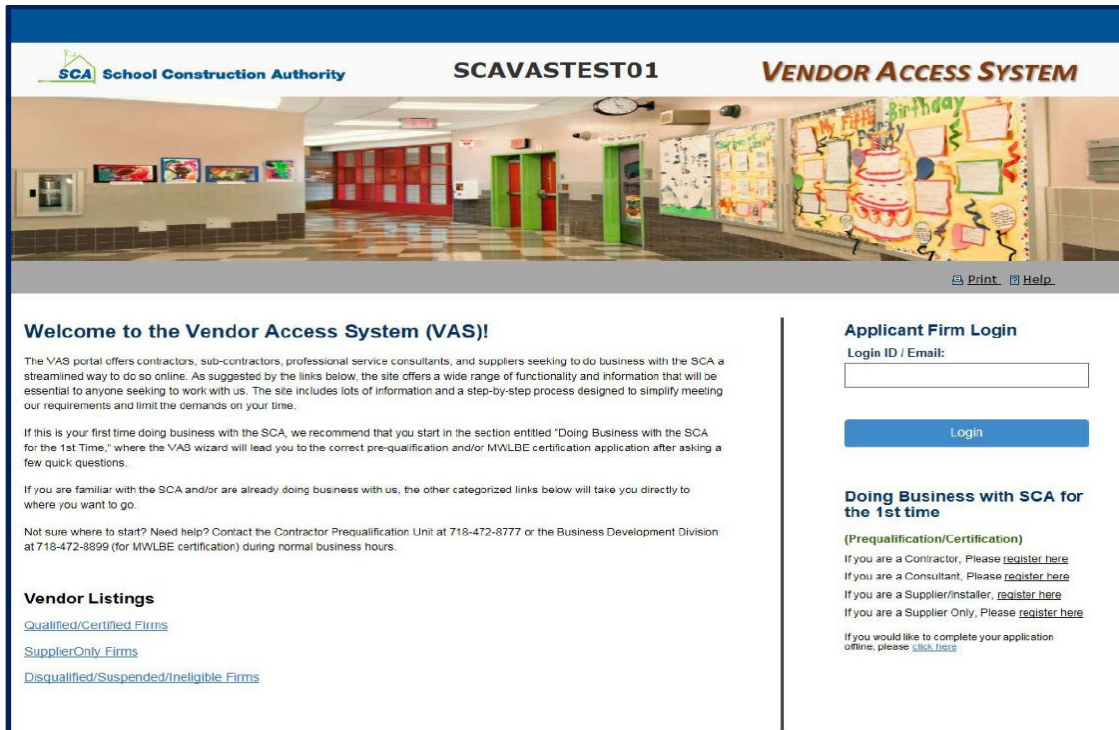
3. General Contractor:

- GC/Mentor GC – Accountant
- GC/Mentor GC – Asst. Project Manager
- GC/Mentor GC – Engineer
- GC/Mentor GC – Other
- GC/Mentor GC – President
- GC/Mentor GC – Project Executive
- GC/Mentor GC – Project Manager
- GC/Mentor GC – Project Site Super
- GC/Mentor GC – Project Support/Admin
- GC/Mentor GC – Submittal Coordinator
- GC/Mentor GC – Vice President
- Mentor GC – CAMP Contact

III. New User Login:

Please follow the instructions below if you are using a new login ID. You will need to check your inbox for an email from SCA Helpdesk which will include your login ID and password to start the process.

9. Go to <https://dobusiness.nycsca.org/>



Welcome to the Vendor Access System (VAS)!

The VAS portal offers contractors, sub-contractors, professional service consultants, and suppliers seeking to do business with the SCA a streamlined way to do so online. As suggested by the links below, the site offers a wide range of functionality and information that will be essential to anyone seeking to work with us. The site includes lots of information and a step-by-step process designed to simplify meeting our requirements and limit the demands on your time.

If this is your first time doing business with the SCA, we recommend that you start in the section entitled "Doing Business with the SCA for the 1st Time," where the VAS wizard will lead you to the correct pre-qualification and/or MWLBE certification application after asking a few quick questions.

If you are familiar with the SCA and/or are already doing business with us, the other categorized links below will take you directly to where you want to go.

Not sure where to start? Need help? Contact the Contractor Prequalification Unit at 718-472-8777 or the Business Development Division at 718-472-8899 (for MWLBE certification) during normal business hours.

Vendor Listings

- [Qualified/Certified Firms](#)
- [Supplier Only Firms](#)
- [Disqualified/Suspended/Ineligible Firms](#)

Applicant Firm Login

Login ID / Email:

Login

Doing Business with SCA for the 1st time

(Prequalification/Certification)

If you are a Contractor, Please [register here](#)
If you are a Consultant, Please [register here](#)
If you are a Supplier/Installer, [register here](#)
If you are a Supplier Only, Please [register here](#)

If you would like to complete your application offline, please [click here](#)

10. Under **Login ID/Email**, enter in your Login ID and click Login.
 - a. In most cases the username will be start with 'SCA' and then additional numbers.
11. You will be prompted to enter your password and valid email address.
 - a. If you copy and paste the password, please make sure you do not copy an extra space.
 - b. Make sure your email address does not have a space before or after it.
 - c. This email address will be your assigned VAS Login ID/Username.

Applicant Firm Login

To access VAS application, you need a new Login Id and Password.

For the new Login Id/Password, please provide current password, a valid email and click Submit button.

Current Login Id

Current Password

Valid Email

Submit

12. Click the **Submit** button. If successful “Congratulations!” message will be displayed. If you receive an error message, please send an email to Helpdesk@nycsca.org or call at (718) 472 -8871.

Applicant Firm Login

Congratulations!

New Login Id/Password are successfully created. Please check your email for the new credentials

To continue with the application, please login with new credentials.

Login

13. If you got above notification then you will receive a new email with a username (Which is your email address) and temporary password.

14. Enter your Email address under **Login ID/Email** and then Click Login and you will be redirected to another page.



SCA School Construction Author

someone@example.com

Keep me signed in

[Can't access your account?](#)

Need Help? Contact the Contractor Prequalification Business Development Division at 718-472-8899 (HQ normal business hours).

15. Enter in your email address and temporary password.
- a. The temporary password is the one listed in your email (see step 13).
16. Click **Sign In** and you will be prompted to enter in a new password.

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

17. After typing in the new password and confirming it, click **Update password and sign in** button.
18. You are now signed into VAS.
 - a. If you get a page which states **permission denied**, close all browsers.
 - b. Open Chrome and go to <https://dobusiness.nycsca.org/>.
 - c. From VAS login page, enter your Email Address in the Login ID field and enter *your updated* password.

The screenshot displays the Vendor Access System (VAS) interface. At the top, the header includes the SCA School Construction Authority logo, the user ID 'SCAVASTEST01', and the title 'VENDOR ACCESS SYSTEM'. A navigation bar contains links for 'Print', 'Help', 'Menu', 'Reset Password', and 'Logout'. The main content area is divided into several sections:

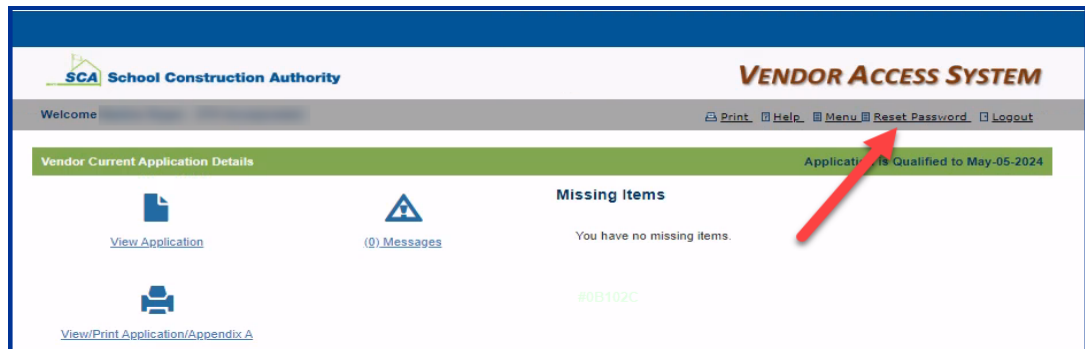
- Vendor Current Application Details:** A green header bar with the text 'Application is Qualified to Apr-22-2019'. Below this are three icons: a document icon for 'View Application', a triangle with an exclamation mark for '(0) Messages', and a printer icon for 'View/Print Application/Appendix A'.
- Missing Items:** A section listing required documents: 'Bank signature card, bank resolution, or letter...', 'Proof of U.S. Citizenship', and 'Lease Agreement'.
- SAF Quick Links:** A green header bar with four icons: a pencil for 'Enter / Review SAF', a document for 'View SAF', a pencil for 'Enter / Review S.U.P./Proposed Plan', and a thumbs up for 'Enter Evaluation'.
- MWLBE Compliance Quick Links:** A green header bar with the same four icons as the SAF section.

The footer contains copyright information 'Copyright © 2017 NYCSCA' and a row of utility links: 'Site Map', 'Contact Us', 'Training Calendar', 'Privacy', and 'FAQs'.

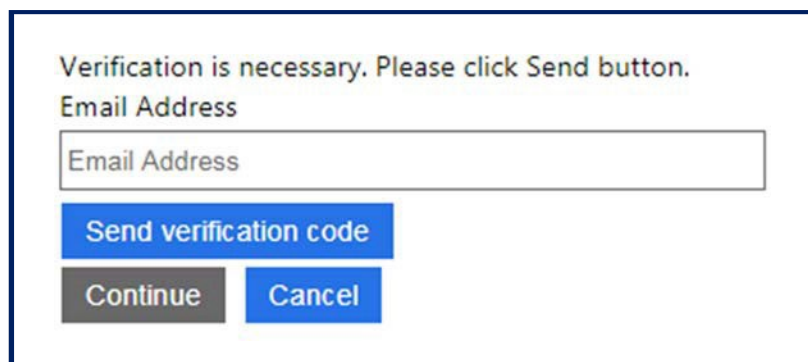
If you experience any issues please email the Service Desk at ServiceDesk@nycsca.org or call (718) 472 - 8871.

IV. Password Reset:

Once the user is logged into the system, user can reset the password through **Reset Password** Link.



- Provide Verification Code to reset the password
- Click Send button to send Verification code. The code will be emailed to the user's email address.
- Update the verification code from the email sent to user's mail account.
- The mail will be generated from Microsoft something like below

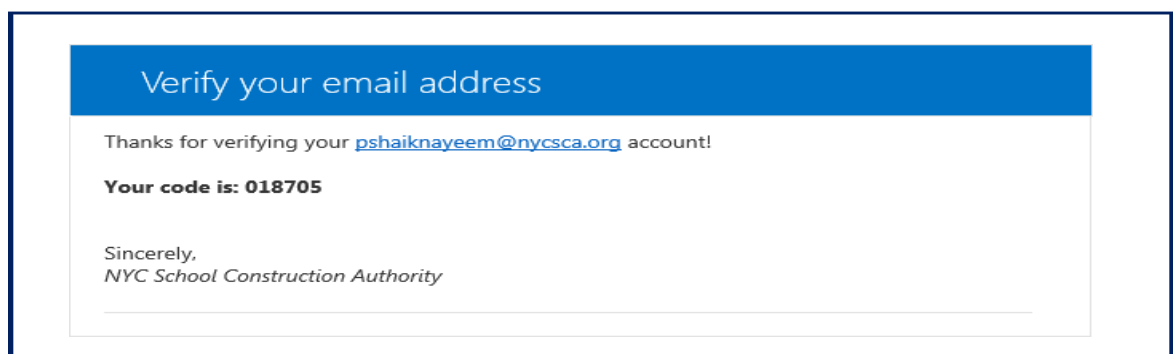


Verification is necessary. Please click Send button.

Email Address

Send verification code

Continue **Cancel**



- e. Verification code Update the verification and click on verify code.

Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address

Verification code

Verify code Send new code

Continue Cancel

- f. Once the code is verified click on Continue button

E-mail address verified. You can now continue.

Email Address

Change e-mail

Continue Cancel

- g. Provide new password to reset the password

New Password

Confirm New Password

Continue Cancel

V. Forgot Password:

- h. To select the 'forgot password' option, please enter your **Login ID/Email**. Click the Login button.

SCA School Construction Authority **SCAVATEST01** **VENDOR ACCESS SYSTEM**

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Applicant Firm Login

Login ID / Email:
TestDevUser@nycsca.org

Login

Doing Business with SCA for the 1st time
(Prequalification/Certification)

If you are a Contractor, Please [register here](#)
If you are a Consultant, Please [register here](#)
If you are a Supplier/Installer, [register here](#)

Vendor Listings

- i. User will be re-directed to this page below to select the appropriate Login ID/Email .

SCA School Construction Authority

testdevuser@nycsca.org

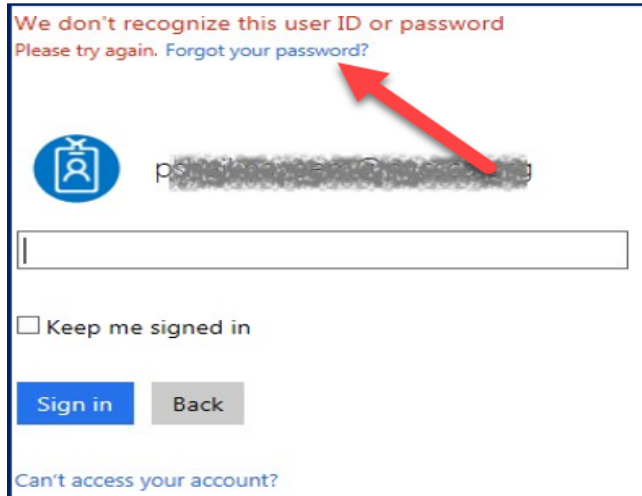
Use another account

Staten Island – P.S. 62
Kathleen Grimm School for Leadership and Sustainability at Sandy Ground

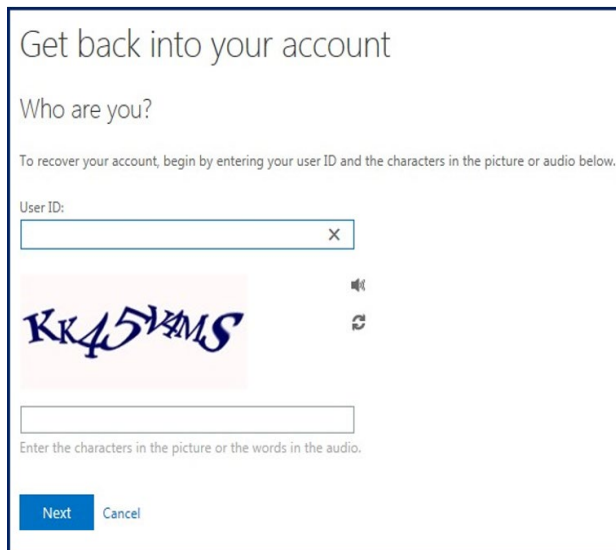
Need help? Contact the Contractor Prequalification Unit at 718-472-8777 or the Business Development Division at 718-472-8899 (for MWLBE certification) during normal business hours.

- j. Upon selection, the page below will be displayed.

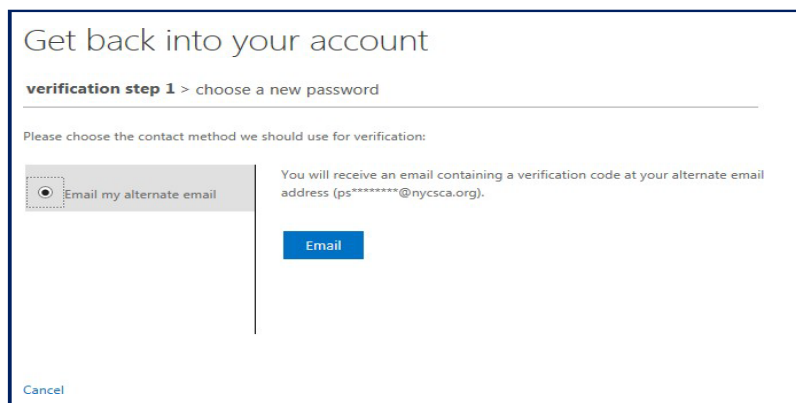
- k. Click the **Forgot your password?** Link.



- l. Provide user Id and captcha as shown below.



- m. Click on **Email** button to send verification code to user's email.



- n. Upon verifying your email address, the page below will be displayed with your code.

Verify your email address

Thanks for verifying your pshaiknayeem account!

Your code is: 251507

Sincerely,
NYC School Construction Authority

- o. Provide new password and click on Finish button.

Get back into your account

verification step 1 ✓ > **choose a new password**

* Enter new password:

Password strength

* Confirm new password:

Finish Cancel

A strong password is required. Strong passwords are 8 to 16 characters and must combine uppercase and lowercase letters, numbers, and symbols. They cannot contain your username.

Get back into your account

✓ Your password has been reset

To sign in with your new password, [click here.](#)

Notes