VENDOR ACCESS SYSTEM (VAS)
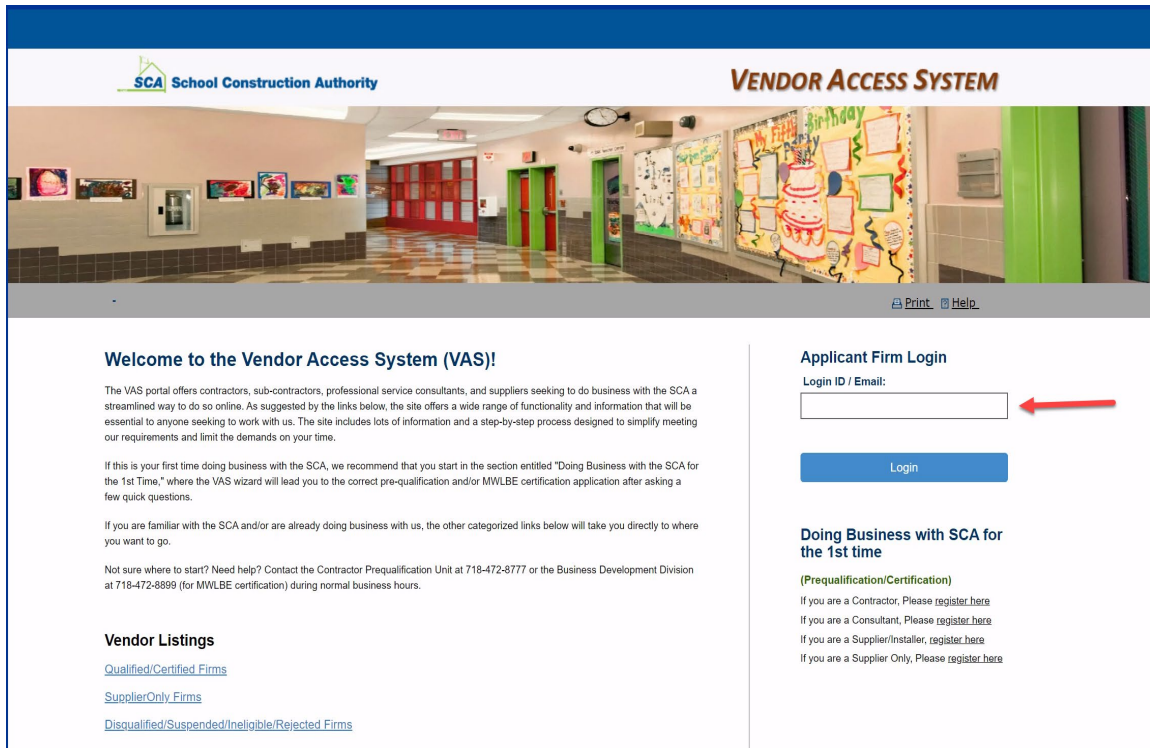
Contact Management

Contents

I. How to log into VAS:

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

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

II. How to add, edit and delete Contacts:

5. Click *Company Contacts*.

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.

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

Contact Types:

1. Architectural & Engineering
2. Construction Management
3. General Contractor
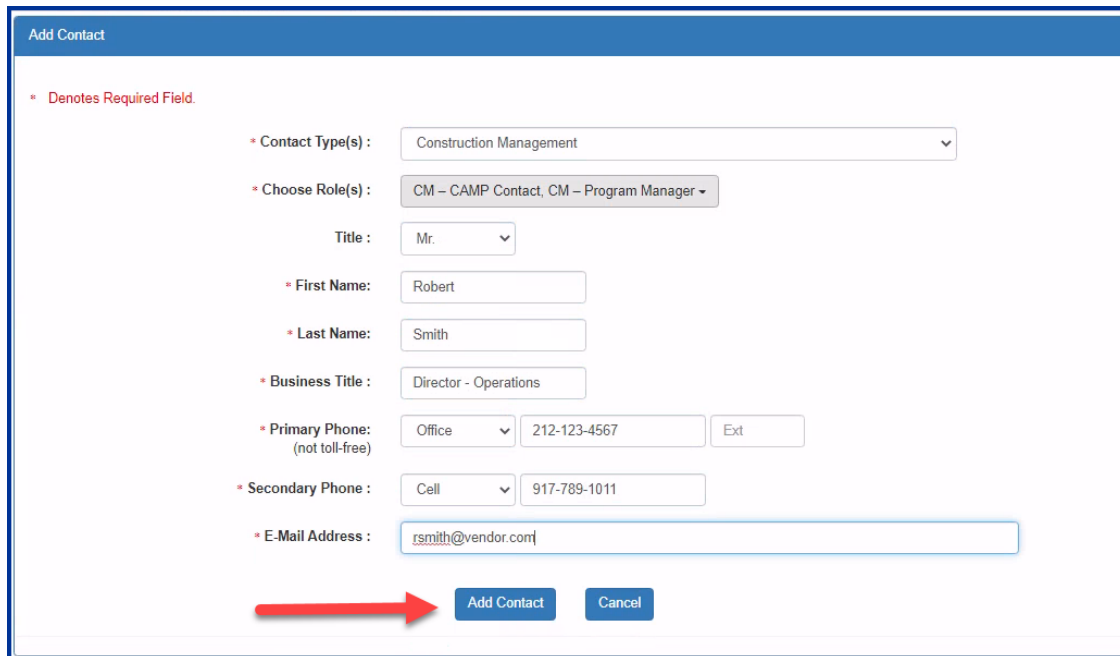
Contact Role:

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
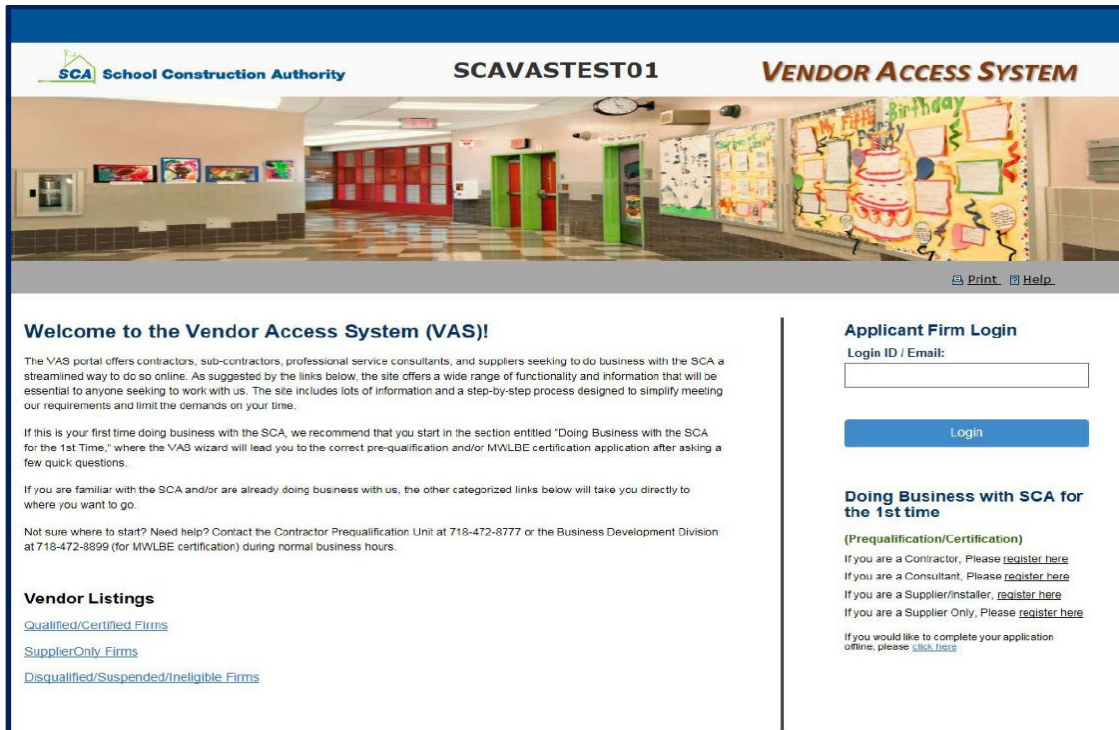
3. General Contractor:

- 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/

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.

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 applciation, 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.

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Kathleen Grimm School for Leadership and Sustainability at Sandy Ground

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.

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.

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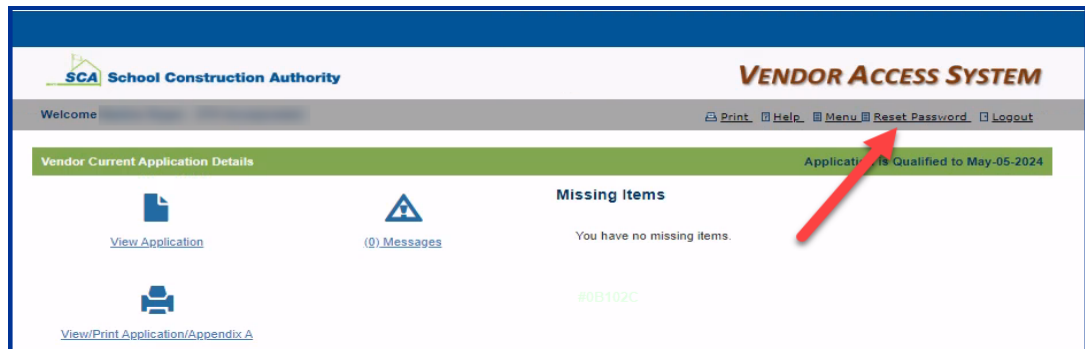
a. Provide Verification Code to reset the password
b. Click Send button to send Verification code. The code will be emailed to the user's email address.
c. Update the verification code from the email sent to user's mail account.
d. The mail will be generated from Microsoft something like below

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.

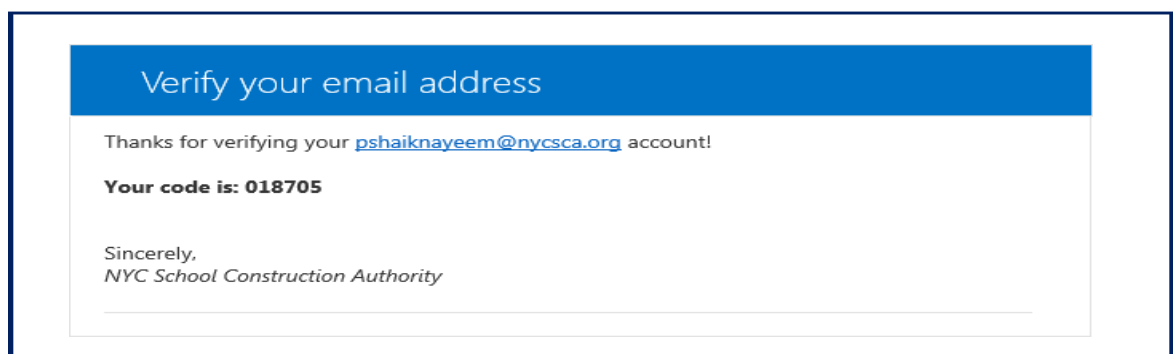Email Address

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

New Password

Confirm 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.

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

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

k. Click the *Forgot your password*? Link.
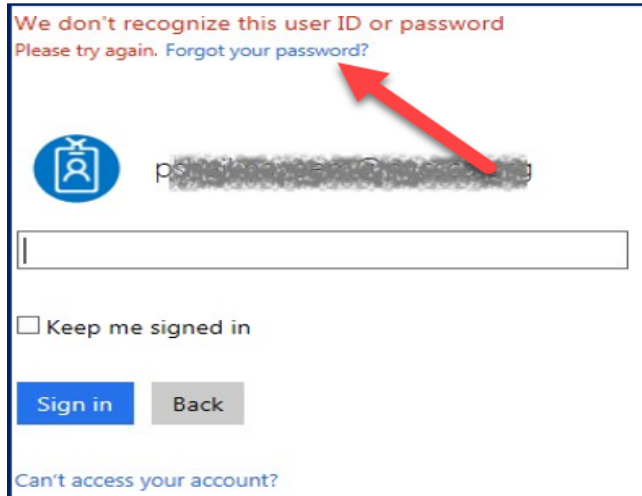
l. Provide user Id and captcha as shown below.
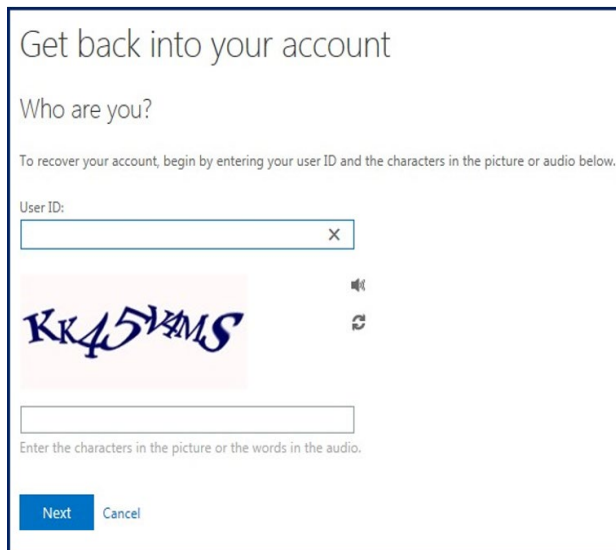
m. Click on **Email** button to send verification code to user's email.

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.
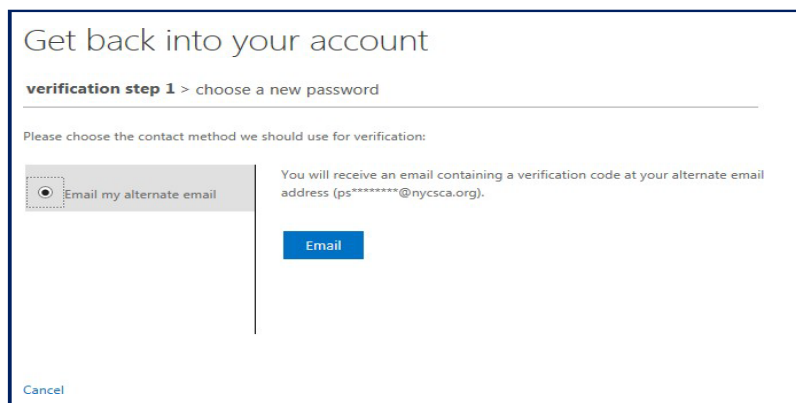
Get back into your account

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

* Enter new password:

Password strength

* Confirm new password:

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.

Finish   Cancel

Get back into your account
✔ Your password has been reset

To sign in with your new password, click here.

Notes