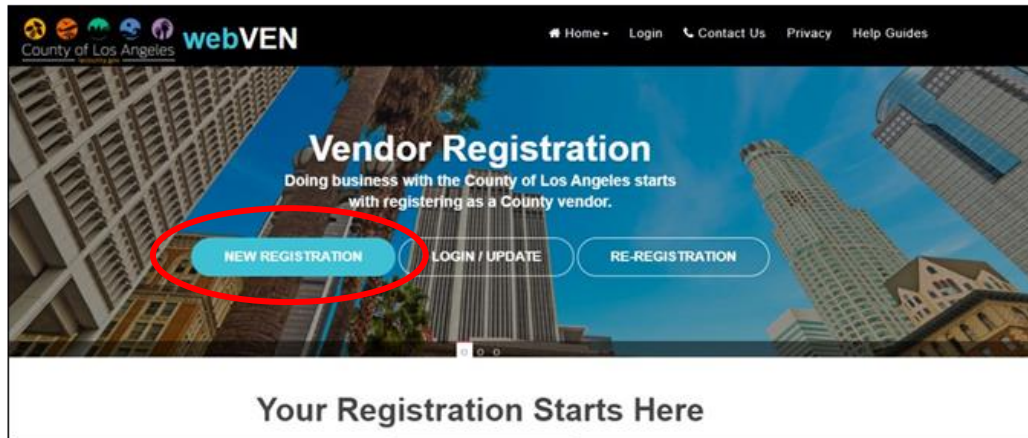


## COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH

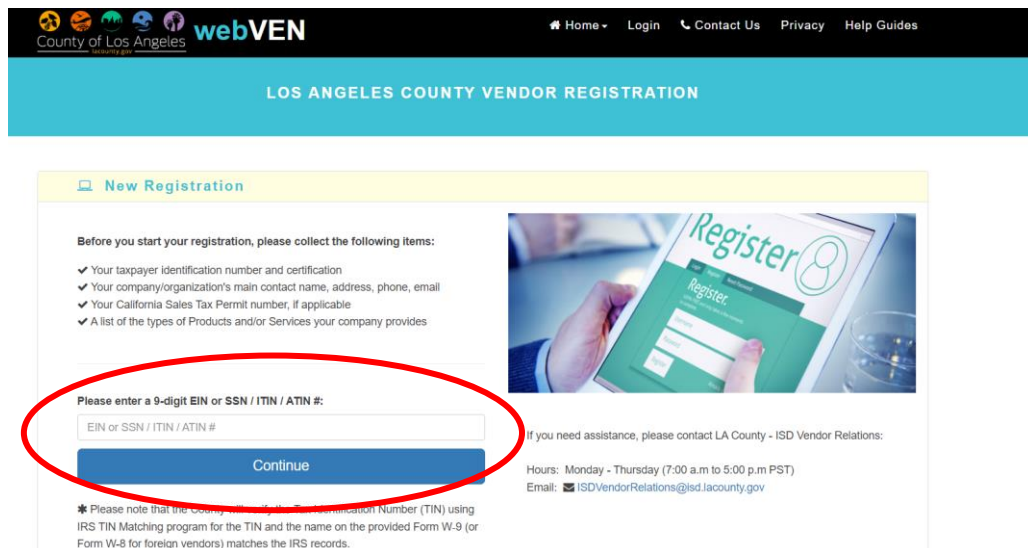
### ENROLLING AS A COUNTY VENDOR

#### IV. ENROLLING AS A COUNTY VENDOR

The first step to enrolling as a LA County vendor is to visit: <https://camisvr.co.la.ca.us/webven/>. Click on NEW REGISTRATION as shown in red below to begin.



Next, enter your social security number as indicated in the red circle below and click continue:



#### Step 1 – Vendor Profile

Enter the following choices when prompted at the numbered boxes below:

# COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH

## ENROLLING AS A COUNTY VENDOR

LOS ANGELES COUNTY VENDOR REGISTRATION

**STEP 1 - Enter Vendor Profile**

Please enter the company/organization profile information. **Fields with asterisk (\*) are required.**

**Organization Type\*** #1 Individual **TIN Type\*** #2 Individual (SSN / ITIN / ATIN) **TIN Number\*** 323323323

**Legal Business Name\*** #3 JANE ML DOE **Alias/DBA Name (Optional)**

**Non-Profit\*** #4 No **1099 Required\*** #5 Yes

**Number of Employees\*** #6 0 **Business Type\*** #7 Other

**Independently Owned\*** #8 Yes **Gross Revenue\*** #9 0 - 100,000

Click save to complete Step 1. [Save / Next](#)

### Step 2 – Payment Address

Please ensure you complete all required fields which are identified by a red asterisk \*. Special note – enter no at the CA Sales Tax Permit prompt circled below.

County of Los Angeles webVEN

Please enter the Payment address and the Contact information. **Fields with asterisk (\*) are required.**

**\*Address 1**  **\*Contact Name**

Address 2  **\*Phone**  Ext.

**\*City**  Alternate Phone  Ext.

**\*Country** United States of America  Fax  Ext.

**\*State** California  Alternate Fax  Ext.

**\*County** LOS ANGELES  **\*Email**

**\*Zip**  Zip+4  Alternate Email

**\*CA Tax Status** IN STATE

**\*CA Sales Tax Permit**

Click save to complete Step 2. [Save / Next](#)

### Step 3 - Enter IRS -W9 Certification

# COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH

## ENROLLING AS A COUNTY VENDOR

**STEP 3 - Enter IRS W-9 Certification**

To register as a Los Angeles County vendor you are required to complete the Taxpayer Identification Number and Certification information (IRS Form W-9).  
Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**Fields with asterisk (\*) are required.**

**1. Name (as shown on your income tax return)\***  **2. Business name/disregarded entity name (Alias Name)**

**3. Federal Tax Classification\***

Please select a tax classification of the entity/person whose name is entered on line 1 above.

Individual / Sole proprietor / Single-member  -- OR -- Limited Liability Company  -- OR -- Other

**The Tax Class field is required.**

**4. Exemptions (Codes apply only to certain entities, not individuals)**

Exempt Payee Code (if any)  Exemption from FATCA reporting (if any)

**5. Address\* (number, street, and apt. or suite no.)**

**6. City\***  **State\***  **Zip\***  **Zip+4**

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

**7. Certification\***  **Signature\***  **Date\***  **Taxpayer Identification Number (SSN/EIN)\***

Be sure to click the green box at the bottom as circled below

**W-9 Requirements & Certification**

**Under penalties of perjury, I certify that:**

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions:**  
Disregard item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply.

**Definition of a U.S. person**  
For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Step 4 – Searching for Commodities

## COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH

### ENROLLING AS A COUNTY VENDOR

Enter volunteer in box circled below so it will self-populate with VOLUNTEER SERVICES (AID IN LOCATING VOLUNTEERS) and click on save/next at the bottom.

County of Los Angeles **webVEN** Home Logout Contact Us Privacy Help Guides

Clear Search Commodity/Service Description Keyword **At least one commodity/service must be selected in order to continue.**

Showing 1 to 15 of 6884 entries. (Filtered from 6884 total entries)

Code	Description
005	ABRASIVES
Select 00505	ABRASIVE EQUIPMENT AND TOOLS
Select 00514	ABRASIVES, COATED: CLOTH, FIBER, SANDPAPER, ETC.
Select 00521	ABRASIVES, SANDBLASTING, METAL
Select 00528	ABRASIVES, SANDBLASTING
Select 00542	ABRASIVES, SOLID: WHEELS, STONES, ETC.
Select 00556	ABRASIVES, TUMBLING (WHEEL)
Select 00563	GRINDING AND POLISHING COMPOUNDS: CARBORUNDUM, DIAMOND, ETC. (FOR VALVE GRINDING COMPOUNDS SEE CLASS 075)
Select 00570	PUMICE STONE
Select 00584	STEEL WOOL, ALUMINUM WOOL, AND COPPER WOOL
010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES

Click Save to complete Step 4. Save / Next

### Step 5 – Create User Account

Complete as instructed below:

Please create your user login account information. **Fields with asterisk (\*) are required.**

Your Name\*

First Name Last Name

Your Email\*

UserID\* (Between 5 to 20 characters, no spaces and special characters)

Password\* Confirm Password\*

Password requirements:

1. Between 8 to 16 characters
2. At least 1 numeric character
3. At least 1 alphabetical character
4. At least 1 special character (!,@,#,\$,%,&)

Click on the registration steps above to expand the panels and review/edit your information.

When completed, click the Finished button to submit your vendor registration:

Save / Finished

### Getting Help with WebVen

Should you need assistance with your WebVen registration, please contact:

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH**

**ENROLLING AS A COUNTY VENDOR**

**LA County ISD Vendor Relations**

(323) 267-2725

Monday – Thursday, 7am to 5pm

[ISDVendorRelations@isd.lacounty.gov](mailto:ISDVendorRelations@isd.lacounty.gov)