

Vendor Registration Procedures

Paying the Annual Vendor Registration Fee Online in Vendor Self-Service

WVPurchasing.gov

Paying the Annual Vendor Registration Fee Online in Vendor Self-Service

A guide to paying the annual Vendor Registration fee through supported browsers

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As part of the West Virginia Purchasing Division's Vendor Registration process, once a vendor/customer has registered through the Vendor-Self Service portal at wvOASIS.gov, the \$125 registration fee payment may be paid through a portal offered by the West Virginia State Treasurer's Office. Supported browsers for the Vendor Self-Service portal include Internet Explorer 9, Internet Explorer 10, and Mozilla Firefox. However, Internet Explorer's default security settings may block online payments to the West Virginia State Treasurer's Office website.

If you are having difficulties processing your Vendor Registration fee payment in Internet Explorer, please follow the steps below to add <u>https://epay.wvsto.com</u>, the WV STO's payment portal, to your web browser's trusted sites before attempting to pay online, in order to allow payment to the State Treasurer's Office through Internet Explorer. Registrations alone can be processed through Vendor Self-Service using Internet Explorer without modifying security settings, but unless the below update is made to your browser's "Trusted Sites," payment of the annual registration fee will have to be processed through a separate browser, such as Google Chrome.

Keep in mind that Google Chrome is not a supported browser for Vendor Self-Service, and registration cannot be processed through Google Chrome, although payment to the West Virginia State Treasurer's Office can be.

In order to add the WV STO's payment portal to Internet Explorer's list of "Trusted Sites":

I. Open Internet Explorer and click "Tools" in the upper-left hand corner.



II. In the "Tools" menu, click "Internet Options."

Edit View Favorites	Tools Help	15	
🍖 Convert 🔻 🛃 Select	Delete browsing history	Ctrl+Shift+Del	
Children (1999) (1999) (1999) (1999)	InPrivate Browsing	Ctrl+Shift+P	
	Tracking Protection		
	ActiveX Filtering		
	Fix connection problems		
	Reopen last browsing session		
	Add site to Start menu		
	View downloads	Ctrl+J	
	Pop-up Blocker	•	
	SmartScreen Filter	•	
	Manage add-ons		
	Compatibility View		
	Compatibility View settings		
	Subscribe to this feed		
	Feed discovery	*	
	Windows Update		
	F12 developer tools		
	OneNote Linked Notes		
	Send to OneNote		
	HP Smart Print		
	Blog This in Windows Live Writer		
	Internet options		

III. Click on the "Security" tab of the "Internet Options" window for Internet security options.

Internet O	otions					8 23
General	Security	Privacy	Content	Connections	Programs	Advanced
Select a	zone to vi	iew or cha	nge securi	ty settings.		
		Charles and the second sec		/ (8	
Inte	ernet L	ocal intrar	net Trust	ed sites Res s	stricted sites	
	Interne	t			Site	25
	This zone except th restricted	e is for Int nose listed d zones.	ernet web I in trusted	sites, and	510	
Secur	ity level fo	r this zone	•			
Allo	wed levels	for this zo	one: Mediu	m to High		
-	- Med - A - P - Cor - U	ium-higl Appropriat rompts be ntent Insigned A	e for most fore down ActiveX con	websites loading potenti trols will not be	ially unsafe downloade	d
	Enable Pro	otected M	ode (requi	es restarting I	nternet Exp	lorer)
			Cust	om level	Default	level
				Reset all zone	s to default	level
			Ok	Ca	incel	Apply

IV. Click "Trusted Sites" in the options bar.

Internet Options				8 23
General Secu	rity Privacy Co	ntent Connec	tions Programs	Advanced
Select a zone	to view or change	security settin	gs.	
		\checkmark	\odot	
Internet	Local intranet	Trusted sites	Restricted sites	
Inte	ernet		Cit	
This exce rest	zone is for Interner pt those listed in ricted zones.	et websites, trusted and	Sit	es
-Security lev	el for this zone			
Allowed le	vels for this zone:	Medium to High	1 I	
	Medium-high - Appropriate for - Prompts before content - Unsigned Activ	or most websites e downloading p veX controls will	s potentially unsafe not be downloade	ed
C Enabl	e Protected Mode	(requires resta	rtina Internet Exc	olorer)
		Custom level	Default	level
		Reset a	II zones to default	level
		ОК	Cancel	Apply

V. Click the "Sites" button.

Internet Options
General Security Privacy Content Connections Programs Advanced
Select a zone to view or change security settings
Internet Local intranet Trusted sites Restricted sites
Trusted sites
This zone contains websites that you trust not to damage your computer or your files. You have websites in this zone.
Security level for this zone
Allowed levels for this zone: All
- - Medium - - - Prompts before downloading potentially unsafe - content - Unsigned ActiveX controls will not be downloaded
Enable Protected Mode (requires restarting Internet Explorer)
Custom level Default level
Reset all zones to default level
OK Cancel Apply

VI. Enter the website name (<u>https://epay.wvsto.com</u>) and click "Add."

Internet Options
Trusted sites
You can add and remove websites from this zone. All websites in this zone will use the zone's security settings.
Add this website to the zone:
https://epay.wvsto.com/ Add
Websites:
projecttrack.wv.gov Remove
Require server verification (https:) for all sites in this zone
Close
Enable Protected Mode (requires restarting Internet Explorer) Custom level Default level
Reset all zones to default level
OK Cancel Apply

VII. Click "Close" and then click "OK."

