West Virginia Purchasing Division

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

Last Updated: August 18, 2015

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 https://epay.wvsto.com, 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.
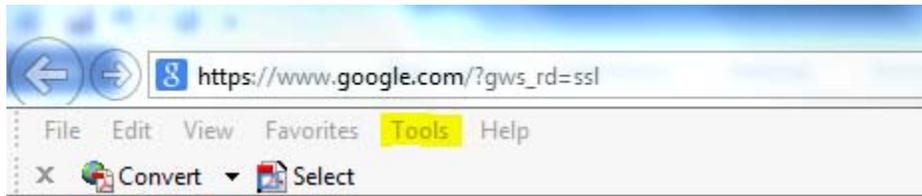
II.   In the "Tools" menu, click "Internet Options."
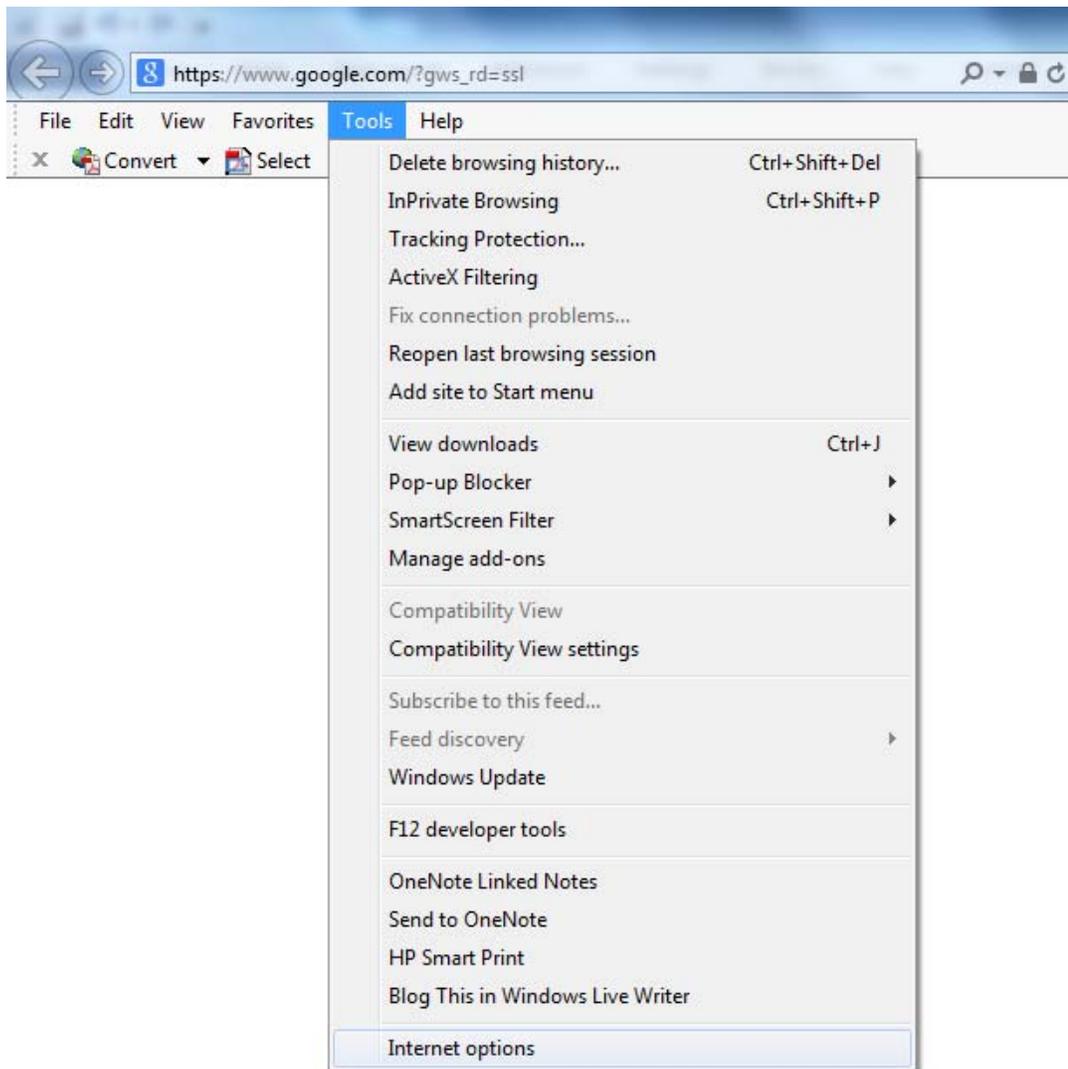
III.   Click on the "Security" tab of the "Internet Options" window for Internet security options.
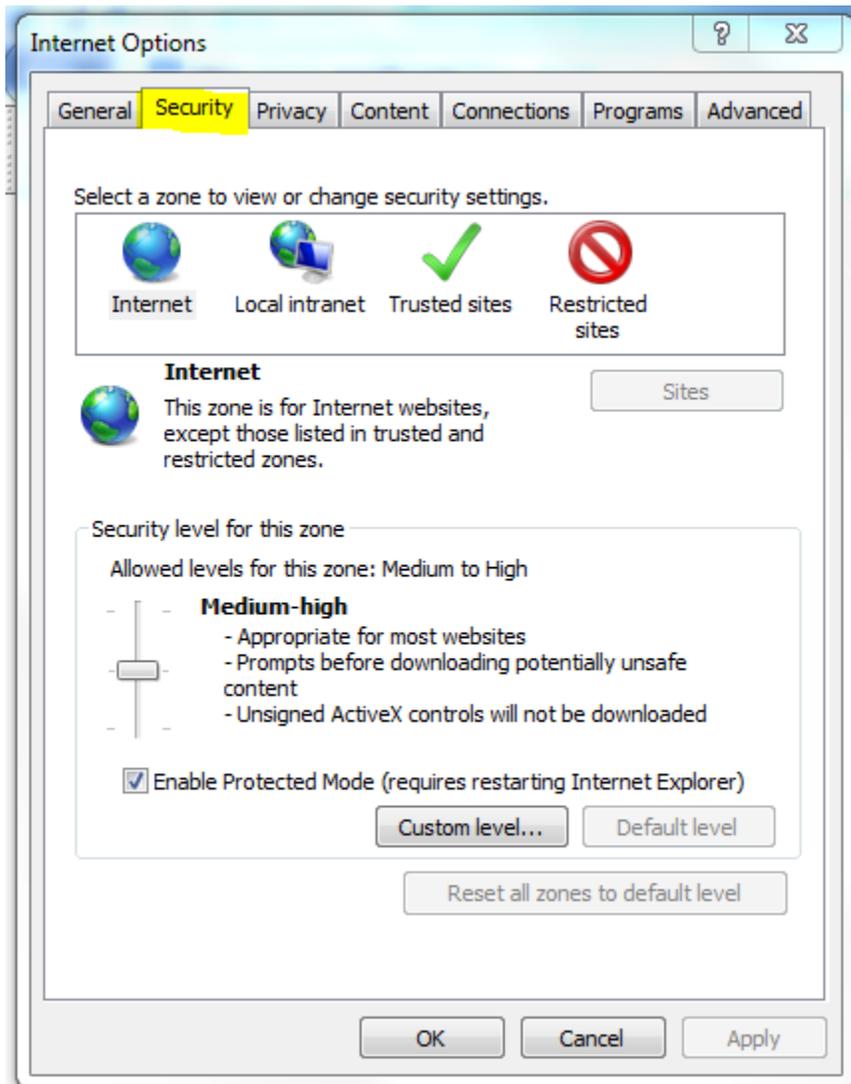
IV.   Click "Trusted Sites" in the options bar.
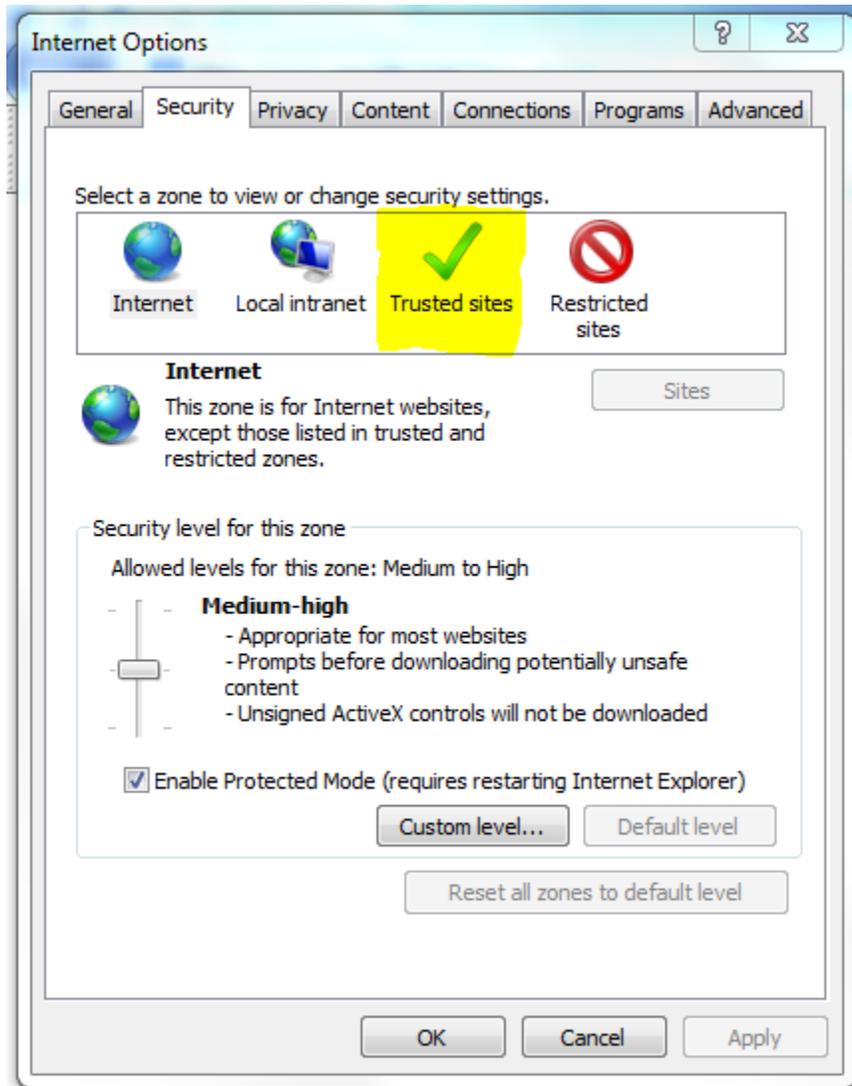
V. Click the "Sites" button.
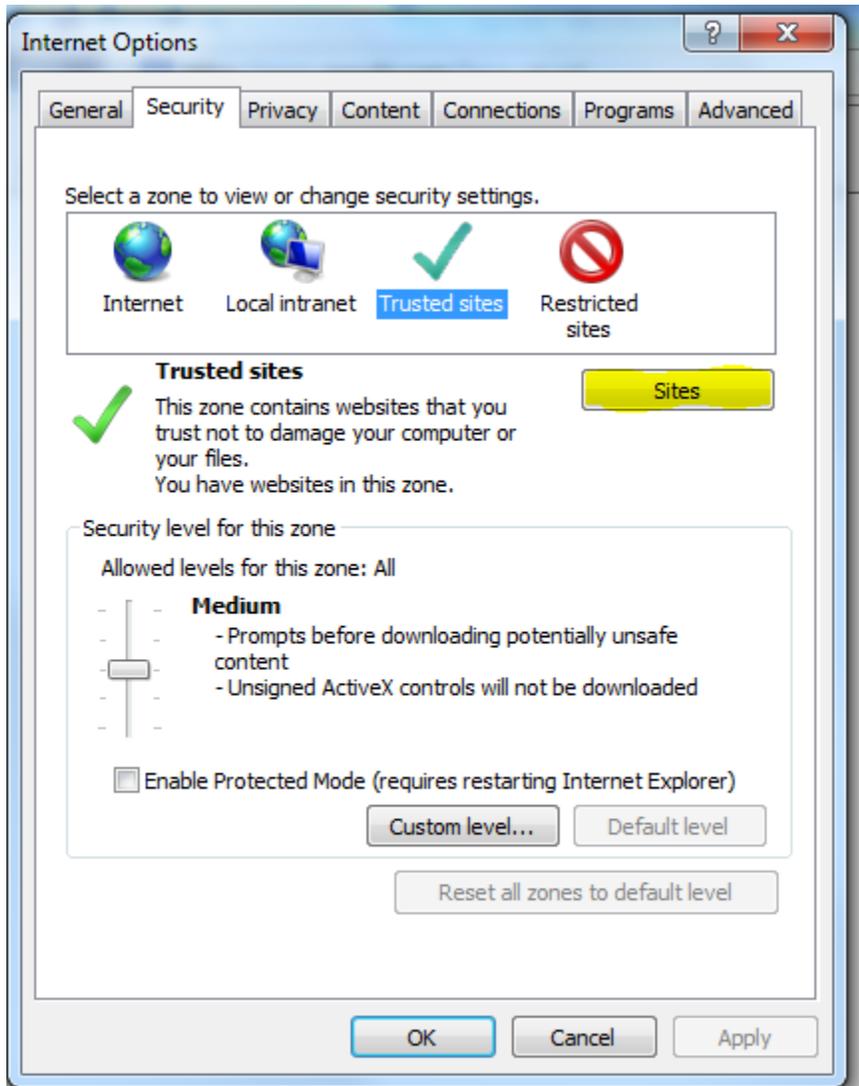
VI.   Enter the website name (https://epay.wvsto.com) and click "Add."
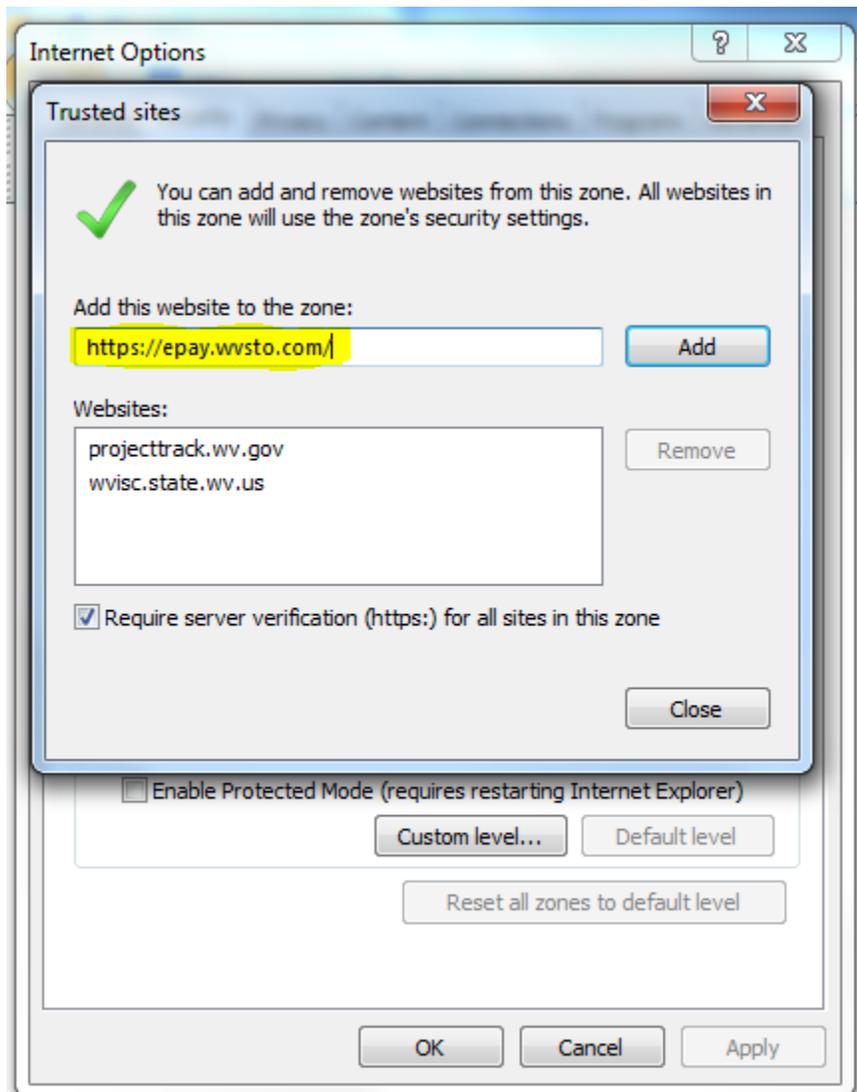
VII.   Click "Close" and then click "OK."