# Vendor Quick Reference: Vendor Registration https://des.diversitycompliance.com/

**Account Lookup and Creating New Account**

**Navigation: System Access Login Screen🡪Account Lookup**

* Enter search parameters (Business Name, Tax ID, Contract Person, Email, Phone/Fax, Address) and click **Search** 
  + If vendor found, please check that the contact information is accurate and if not, correct accordingly.
* If vendor not found in the search results, click the **Customer Support** link located at the top of the page.
* Complete the information (Company Name, Your Name, Email, Phone/Fax, Message Subject and Message) and click on **Submit**
* B2GNow customer support will contact you via email to gather more information and set up your account.

**Forgot My Username – if account currently exists but you forgot your username**

**Navigation: System Access LoginScreen🡪Contact Us & Support**

* Click on the Customer Service **Contact Us** link
* Complete the information (Company Name, Your Name, Email, Phone/Fax, Message Subject and Message) and click **Submit**
* B2GNow customer support will contact you via email with your username

**Forgot My Password or Change My Password – if account currently exists but you forgot your password (or need to change it)**

**Forgot My Password**

**Navigation: System Access LoginScreen🡪Forgot Password**

* Enter email address, username or user number in the field and click Submit
* An email will be sent to you within minutes containing a one time password. You will be required to reset your password after login.

**Change My Password**

**Navigation: Home Screen🡪Settings🡪Change Your Password**

* Enter old password
* Enter new password