

# Vendor Portal Registration Guide

The purpose of this document is to serve as a reference for how to register & get started with the USM Vendor Portal. For Vendor Portal tasks not described in this document, please direct all questions to a USM representative at 1-800-355-4000 or email us at [vendorportalhelpdesk@usmservices.com](mailto:vendorportalhelpdesk@usmservices.com).

## Registration and Login

### 1. Registration

Prior to logging onto the Vendor Portal for the first time, a USM representative will create your user profile in the USM internal operations system. Once your user profile has been created, you will need to “register” yourself on the Vendor Portal using the email address to which the notification was sent.

To “register” yourself on the Vendor Portal, follow the steps below:

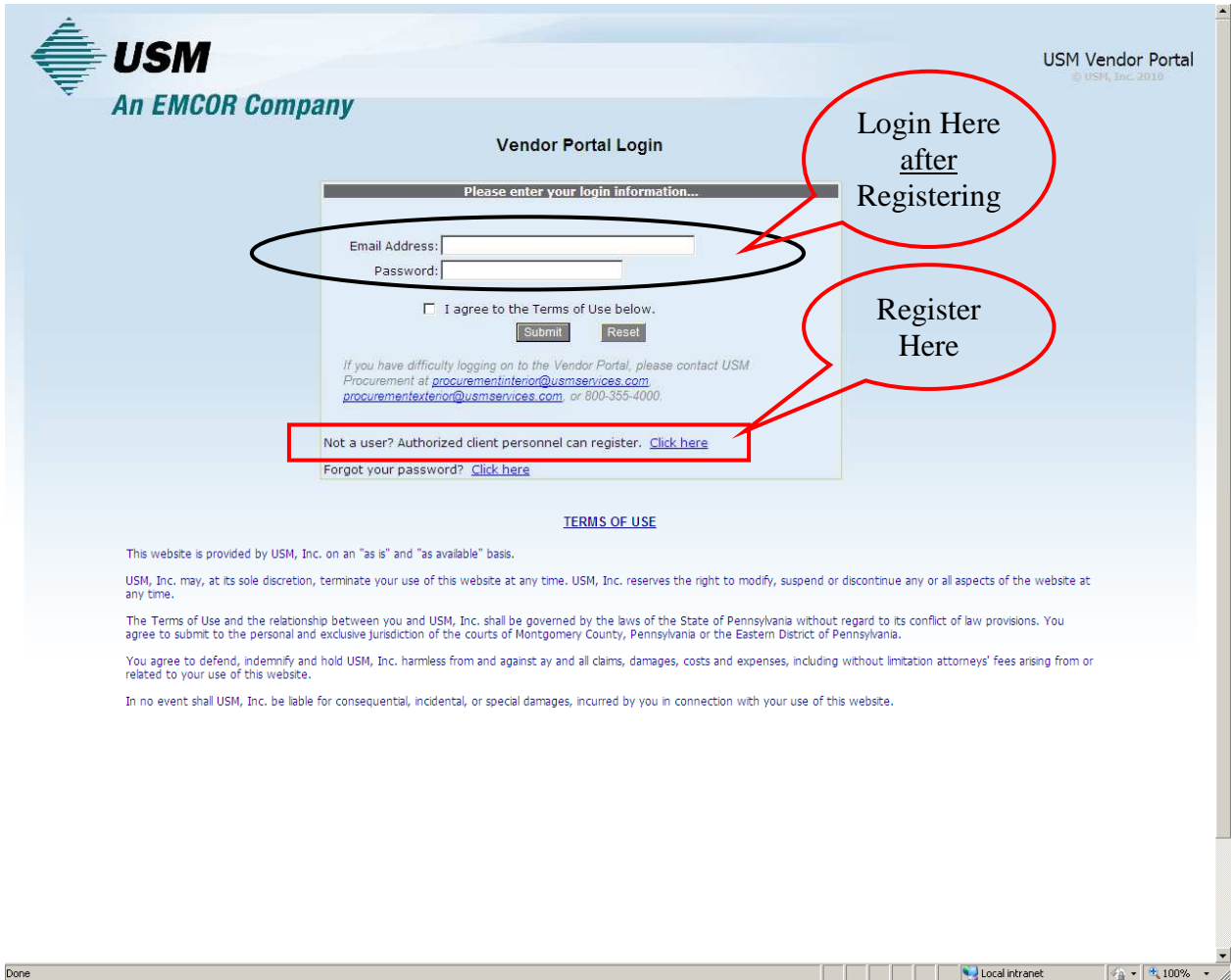
1. Go to <https://vendor.usmservices.com>
2. Click on “*Not a user? Authorized client personnel can register. Click here*” link
3. On the “*Client Login Registration*” page that appears, enter your email address, select the “*I agree to the terms of use below*” checkbox, and click the “*Register Now*” button.
4. Follow the on-screen instructions to close the tab/window
5. You will receive an email a few minutes later with your temporary password and a link back to the site to create your new password
6. Because it’s the first time you’re logging on, you will be forced to enter your temporary password and create a new one (by entering your new password twice)
7. Once you create your new password, you’ll be logged onto the portal

### 2. Login

You will only need to “register” once. After you’ve registered, you will be able to log on to the Vendor Portal at any time.

To “login” to the Vendor Portal, follow the steps below:

1. Go to <https://vendor.usmservices.com>
2. Enter your email address and password, then select the “*I agree to the terms of use below*” checkbox
3. Once you click the “*Submit*” button, you’ll be logged onto the portal



The screenshot shows the USM Vendor Portal login page. At the top left is the USM logo and 'An EMCOR Company'. At the top right is 'USM Vendor Portal © USM, Inc. 2010'. The main heading is 'Vendor Portal Login'. Below it is a form titled 'Please enter your login information...'. The form contains fields for 'Email Address:' and 'Password:'. Below these fields is a checkbox for 'I agree to the Terms of Use below.' and two buttons: 'Submit' and 'Reset'. Below the form is a paragraph of text: 'If you have difficulty logging on to the Vendor Portal, please contact USM Procurement at [procurement@usmservices.com](mailto:procurement@usmservices.com), [procurement@usmservices.com](mailto:procurement@usmservices.com) or 800-355-4000.' Below this text is a red-bordered box containing the text: 'Not a user? Authorized client personnel can register. [Click here](#)'. Below the red-bordered box is the text: 'Forgot your password? [Click here](#)'. Below the form is a section titled 'TERMS OF USE' with several paragraphs of text. At the bottom of the page is a browser status bar showing 'Done', 'Local intranet', and '100%'.

**Vendor Portal Login**

Please enter your login information...

Email Address:

Password:

I agree to the Terms of Use below.

If you have difficulty logging on to the Vendor Portal, please contact USM Procurement at [procurement@usmservices.com](mailto:procurement@usmservices.com), [procurement@usmservices.com](mailto:procurement@usmservices.com) or 800-355-4000.

Not a user? Authorized client personnel can register. [Click here](#)

Forgot your password? [Click here](#)

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Login Here  
after  
Registering

Register  
Here

## Portal de Contratista Guía de Registro

El propósito de este documento es servir como una referencia de las tareas más comunes asociadas con el Portal de Contratista de USM. Para las tareas que no se encuentran descritas en este documento, porfavor diriga sus preguntas a un representante de servicio de USM.

### Registro y Entrada "Login"

#### Registación

Antes de entrar al Portal de Contratista por primera vez, un representante de USM creará su perfil de usuario en el sistema interno de operaciones. Una vez su perfil de usuario ha sido creado, deberá registrarse en el Portal de Contratista.

Para registrarte usted mismo en el Portal de Contratista, siga los siguientes pasos:

8. Vaya a <https://vendor.usmservices.com>
9. Click en "*Not a user? Authorized client personnel can register. Click here*" link
10. En el "*Client Login Registration*", entre su correo electrónico, seleccione la cajita "*I agree to the terms of use below*", y haga click en el boton "*Register Now*".
11. Siga las instrucciones de la pantalla.
12. Recibirá un correo electrónico unos minutos después con su contraseña temporal y un link de regreso a la página web de conexión para crear su nueva contraseña.
13. Porque es la primera vez usted entra en el sistema, será forzado a entrar su contraseña temporal y crear una nueva (la cual deberá entrar dos veces).
14. Una vez creada la nueva contraseña, usted podrá entrar en el Portal.

#### Entrada "Login"

Usted necesita registrarse una sola vez. Una vez registrado, usted puede entrar al Portal de Contratista a cualquier momento.

Para entrar al Portal de Contratista, siga los siguientes pasos:

4. Vaya a <https://vendor.usmservices.com>
5. Entre su correo electrónico y contraseña, luego seleccione la cajita "*I agree to the terms of use below*".
6. Una vez haga click en el boton de "*Submit*", usted estará en el portal.



**USM**  
An EMCOR Company

USM Vendor Portal  
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**Vendor Portal Login**

Please enter your login information...

Email Address:

Password:

I agree to the Terms of Use below.

*If you have difficulty logging on to the Vendor Portal, please contact USM Procurement at [procurementinterior@usmservices.com](mailto:procurementinterior@usmservices.com), [procurementexterior@usmservices.com](mailto:procurementexterior@usmservices.com) or 800-355-4000.*

Not a user? Authorized client personnel can register. [Click here](#)

Forgot your password? [Click here](#)

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Done Local intranet 100%