

## **WEBS registration-**

Go to [WEBS](#) and select "[Register Now](#)", next to the LOGIN button.

*To complete the process for the online vendor registration system you will be asked to provide:*

### **Company information-**

FEIN/Tax ID, company name and/or DBA name, company address, phone number, fax number and web address.

### **Contact Information-**

Account administrator name and email address (you may also add other company contacts).

### **Ownership Information-**

Publically or privately held, company ownership information, number of employees, gross revenue, certifications.

### **Goods and Services selection-**

Select at least one code that indicates the lines of business you are looking for, use the keyword search to find the codes. Once you are registered, you can always go back and add more.

### **Geographic Services Areas-**

Select which counties in Washington State you are looking to do business in. "All" is one of the choices.

**Once registered as the administrator, you can change this information (except for the FEIN/Tax ID) by logging in and using the Manage Profile options. Find more tips at: [WEBS Login](#)**

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