**SIGMA INSTRUCTIONS**

**Step 1**: Access SIGMA Vendor Self Service via the website:

 <https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService>

**Step 2**: Click **Register** on the far left side of the screen

* This will take you to the **Memorandum of Agreement** – read through the Terms & Conditions and at the bottom right select “**Accept Terms**”
* Now on the **Registration Tips** page if you have registered with SIGMA in the past you can select the “*Click Here*” to login
* If you have not registered with SIGMA in the past on the **Registration Tips** page assemble the information it suggests and click “**Next**” located at the top right of the screen
* On the **Search for an Existing Account** page you can search your TAX ID or SSN to see if it is already in the SIGMA system.
	+ Once you have searched to verify that the TAX ID or SSN is not already in SIGMA you will receive a message in blue under the Individual search that says No Results have been found and now you can click “**New Registration”**
* Now on the **My User Information** page create your User ID and Password following the criteria provided and select “**Next”** on the top or bottom right side of the page (there is a next button in both places)
	+ Verify the email address that is displayed and select “**Next**”
	+ Select “**Close Browser**”

**Your registration is not complete yet – SIGMA has sent a verification email to the email you entered in My User Information page. Please follow the instructions in the email to complete your registration process and activate your User ID.**

**Step 3**: Log in to SIGMA – you can use the link in the email sent by SIGMA or the link provided above

* Enter the User ID and Password you created in the previous step on the far left side of the screen and select “**Login**”

**Step 4**: Selecting TIN Type on the **Add Business Location – New Account Registration** page

* First select the appropriate **TIN Type** you are going to register – you should select TIN if you are going to be registering your TIN in CHAMPS with your Type 2 NPI for your group enrollment
* Second you will select the **Classification** that best fits your business from the options listed
* Then you will be asked if you are a Healthcare Provider that will receive payments – *you will want to select* ***YES*** *so that you can complete your registration in CHAMPS.*
* Select the **Next** button located on the right side of the page at the top or bottom

**Step 5**: Entering your business information on the **My Business Information** page

* The **Location Verification** step is *optional* and you will only need to enter this information if your TIN will be registering new locations.
	+ If you do not want to enter this information under the **Verify My Locations** drop down change from *Create my Own* to the blank field
	+ If you wish to create this verification you will enter your choice of text in the **Vender Verification Based** on field and your choice of a password in the **Vender Verification Password** and **Confirm Verification Password** fields
* Enter your **Organization Information**
	+ Classification is the only box here that is required by SIGMA but since you are a healthcare provider please also enter your type 2 NPI that you are going to register in CHAMPS under this section as well
* Enter your **Legal Name Information**
* Enter your **1099 TIN Information**
* Enter your **Legal 1099 Address Information**

**Health Care Provider EFT Enrollment**

* **THIS INFORMATION IS OPTIONAL – YOU DO NOT NEED TO PROVIDE YOUR EFT INFORMATION**. If you do not submit your EFT information you are letting SIGMA know that you wish to receive a paper check at the address provided. *THIS DOES NOT MEAN THAT YOU WILL RECEIVE PAYMENT. THIS IS REQUIRED TO FINISH YOUR SIGMA REGISTRATION.*
* The remaining steps on this page are optional and do not need to be completed. You can now select “**Next**” on the right side of the page located at the top and the bottom
* SIGMA will validate the address that you entered under the **Legal Address Information** section with USPS and will default to this address. You have the option now to select the original address you entered or accept the address populated by SIGMA.
	+ Once you confirm the address chose “**Next**” on the right hand side located at the top and the bottom

**Step 6**: Complete the Address Information Questionnaire on **Add Business Location – Address Information Questionnaire** page

* Answer the three Yes or No questions and select “**Next**” at the top or bottom of the right side of the screen.

**Step 7**: **Address and Contacts** page – read the instructions at the top of the page carefully before entering your information below

* Your address will be populated from the previous page – enter the contact phone number in the **Phone** field under the **Address Information** section.
* Next you will want to enter the **Contact Information** for whoever you wish to delegate as the **Principal Contact**
	+ Name and Phone number are the only two fields required here. SIGMA website suggests to also add an email address
* Select the “N**ext**” button at the top or bottom right side of the screen.

**Step 8**: Complete additional information on the **Additional Business Section** page – this is to add information for Attachments, Commodities, Business Types and Service Areas.

* This step is optional – you do not need to add any of the information unless you want to.
	+ SIGMA Notes that adding commodities to your account will give you the ability to receive email notifications regarding State of Michigan Business and Grant Opportunities.
* Complete any of the options you wish and click “**Next**” at the top or bottom of the right side of the screen.

**Step 9**: Verifying your information on the **Registration Summary** page

* Verify that all the information listed on the page is accurate – use the scroll bar at the bottom of the page to scroll left and right to see all information if necessary
	+ If anything needs to be changed or corrected, you can select the **Update Information** link located at the end of each section on the right hand side and will allow you to edit the information entered.
* Once you have confirmed that everything listed is correct select “**Submit Registration**” at the bottom right hand side of the page

**Step 10**: Review **IRS Perjury Statement** acceptance

* Review the IRS W-9 Perjury statement and select “**OK**” to accept and continue

**Step 11**: Review **EFT Perjury Statement** acceptance

* Review the EFT Perjury statement and select “**OK**” to accept and continue

The SIGMA **Thank You!** Page will now appear completing your registration.

SIGMA will provide you with a new Vendor Customer ID that will look something similar to this VS0123456. **PLEASE MAKE SURE YOU KEEP THIS ID AS YOU WILL NEED THIS TO COMPLETE YOUR CHAMPS REGISTARTION**

SIGMA suggests that you Download your Substitute W-9 form for your records and also a hard copy of your registration form that you just completed. You can select **Print This Page** to print a hard copy.