

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 required.
- 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 “**Next**” 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 REGISTRATION**

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.