

QUICK REFERENCE GUIDE FOR VENDOR LOGIN TO JAC DATABASE VIA JAC WEBSITE

Before you try to register, contact the JAC Help Desk if you feel that your e-mail address needs to be updated.

TO START THE PROCESS

- a) Sign onto the JAC Website at www.justiceadmin.org
- b) On Website home page, Click on “My Access” which is the last box to the left of the building photograph
- c) Skip past boxes labeled “User ID” and “Password”-click where it says “Click here to register” Select “Vendor Registration”
- d) This brings you to a screen labeled **Step 1**-enter the 9-digit vendor ID into box and click on “Lookup Name”
- e) In the Name dropdown, select the correct name, then select the correct address in the Address dropdown.
- f) Click on “E Mail Registration Code”-you will then receive your registration code in an e-mail from JAC

If you do not receive a registration code within 24 hours, contact the Help Desk for assistance.

WHEN YOU HAVE RECEIVED YOUR REGISTRATION CODE

Repeat actions a) and b) above

- Go to **Step 1**
- Click where it says “Click here if you already have a registration code.” This takes you to **Step 2**
- -Enter the complete 14-digit vendor ID as provided in the email in the first box
- -Enter the registration code you received by e-mail into the second box
- -Create your “User ID” and “Password” and enter into the third and fourth boxes- each must be at least four characters in length-each is case sensitive and, therefore, must be entered in exactly the same way in subsequent logins

Re-enter your password in the “Confirm Password” box

Click on “Register”

LOGIN AFTER YOU HAVE REGISTERED

Repeat actions a) and b) above

Now, when you reach the Login screen, you will be able to enter the “User Id” and “Password” you created before (Remember that each is case sensitive.)

Click on “Login”