New York City Housing Authority

Getting Started:

Doing Business with NYCHA

Getting Started: Doing Business with NYCHA

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1. Overview

A. Purpose

The purpose of this guide is to provide helpful steps on how to register in the New York City Housing Authority's (NYCHA) iSupplier and eComply procurement/labor compliance portals. Vendors seeking to sell goods and/or provide services to NYCHA must be registered in iSupplier and eComply.

B. Who Should Use the Guide?

This guide is intended as a tool for vendors who are looking to do business with NYCHA. The instructions contained in this guide are applicable to vendors who have already done business with NYCHA as well as vendors who have never worked with NYCHA before.

*** If your business is already registered in iSupplier, you may proceed directly to part B of the Registration Steps**

2. Registration Steps

A. Register in iSupplier

1. Log-in to iSupplier
    a. Vendors that do not have an iSupplier account must first register their company on iSupplier.
        i. For steps on how to register, view NYCHA's iSupplier Portal Guide: isupplierguide.pdf (nyc.gov)

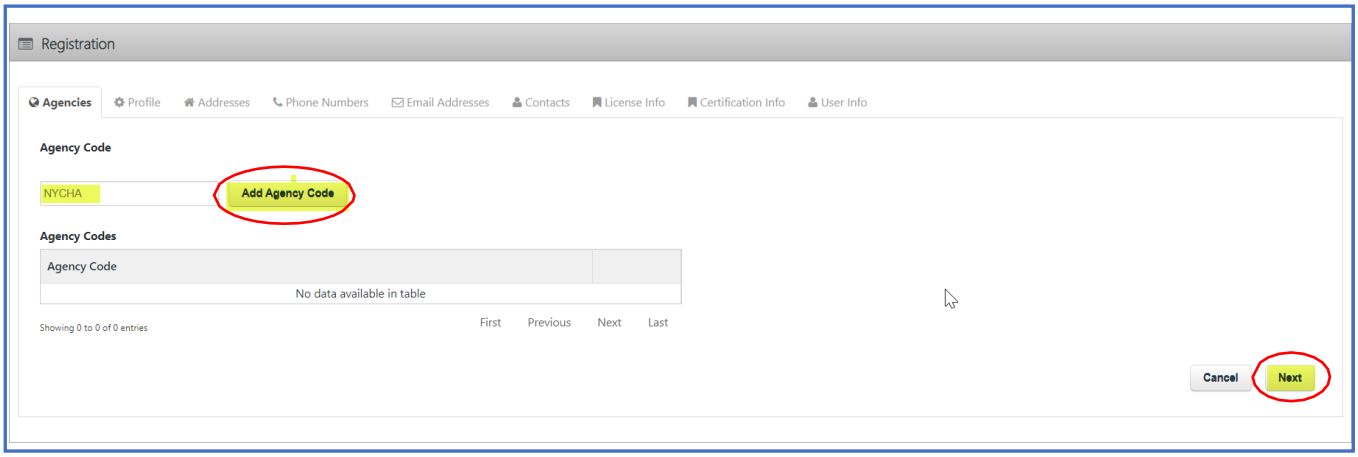
B. Register in eComply

1. Go to: https://nycha.ecomply.us/

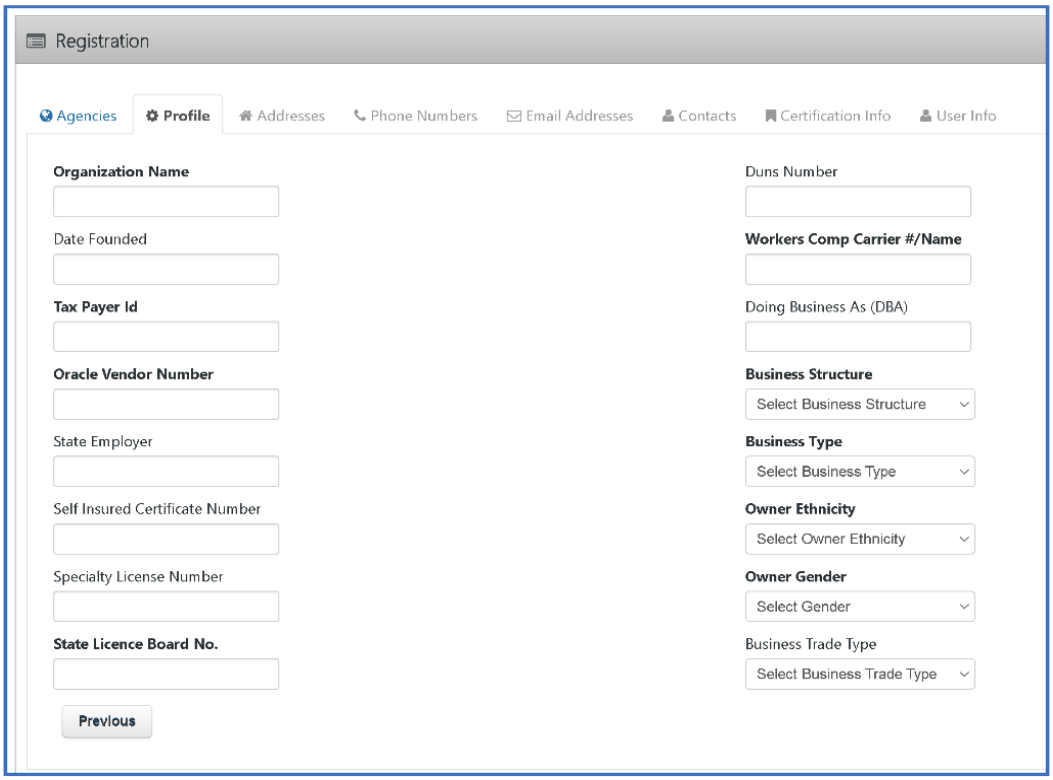
a. New users click the *Create One* link to complete the new user registration.

Note: Your Company only needs to register once in eComply, regardless of the number of projects you will work

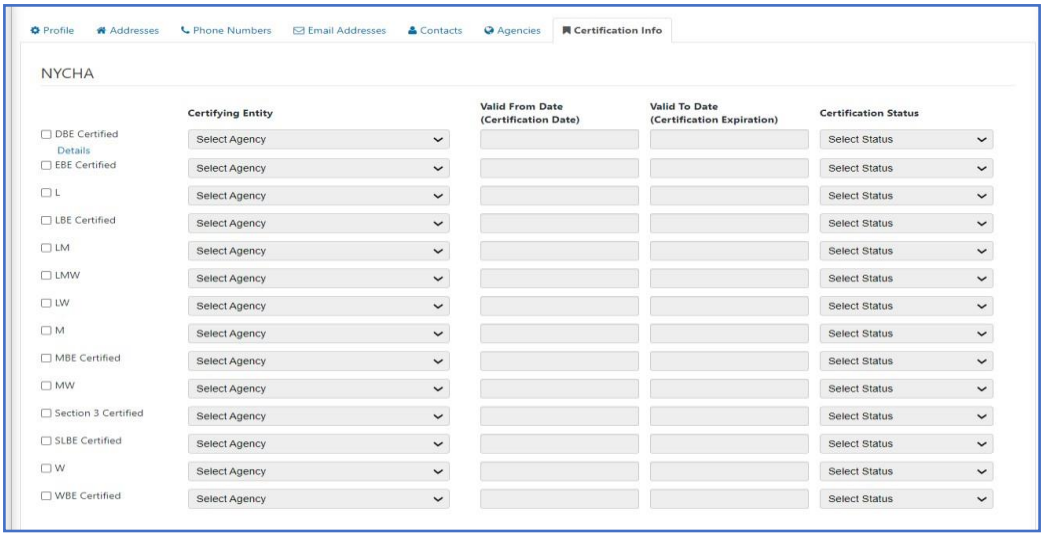
2. Enter agency code of **NYCHA,** click *Add Agency Code*, and then click *Next*.



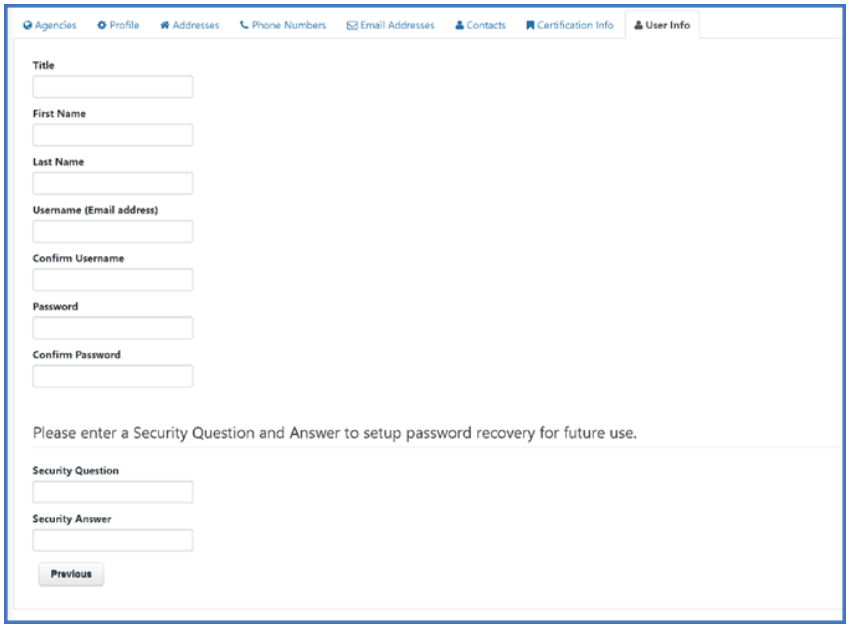
3. When first registering in eComply 2.0, all bold fields are required. On the *Profile* tab, enter all required fields.
   Note: If 'State License Board No.' does not pertain to you, you can enter N/A.


Registration
Agencies
Profile
Addresses
Phone Numbers
Email Addresses
Contacts
Certification Info
User Info
Organization Name
Date Founded
Tax Payer Id
Oracle Vendor Number
State Employer
Self Insured Certificate Number
Specialty License Number
State Licence Board No.
Previous
Duns Number
Workers Comp Carrier #/Name
Doing Business As (DBA)
Business Structure
Select Business Structure
Business Type
Select Business Type
Owner Ethnicity
Select Owner Ethnicity
Owner Gender
Select Gender
Business Trade Type
Select Business Trade Type

4. If you have any certifications, be sure to enter them on the certification tab.



5. Complete each tab. On the *User Info* tab enter in your email address (**make sure your email address is spelled correctly; it will be your username**) and click *Submit.*



6. If your registration is successful, you will be brought back to the login screen where you can then login with that username/password you just created.

Note: Once your company is registered let whomever your contract is with know, so that they can assign you to the project.

Note: If any of your company information varies from your Purchase Order, a message will display stating: Please verify Vendor Name and Vendor Number from the most recent NYCHA Purchase Order. For assistance with updating this information, please contact NYCHA at eComplyAPsupport@nycha.nyc.gov.