



New York City Housing Authority
Getting Started:
Doing Business with NYCHA

Getting Started: Doing Business with NYCHA

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Getting Started: Doing Business with NYCHA

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

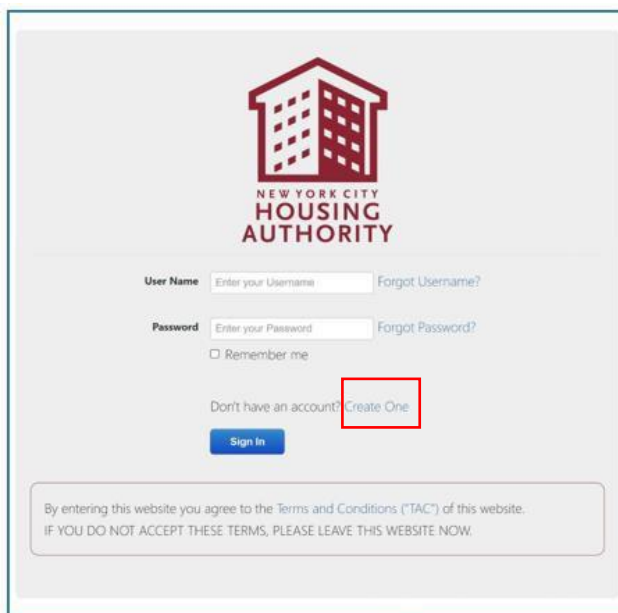
1. [Log-in](#) to iSupplier
 - a. Vendors that do not have an iSupplier account must first [register their company](#) on iSupplier.
 - i. For steps on how to register, view NYCHA's iSupplier Portal Guide: [isupplierguide.pdf \(nyc.gov\)](#)

B. Register in eComply

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

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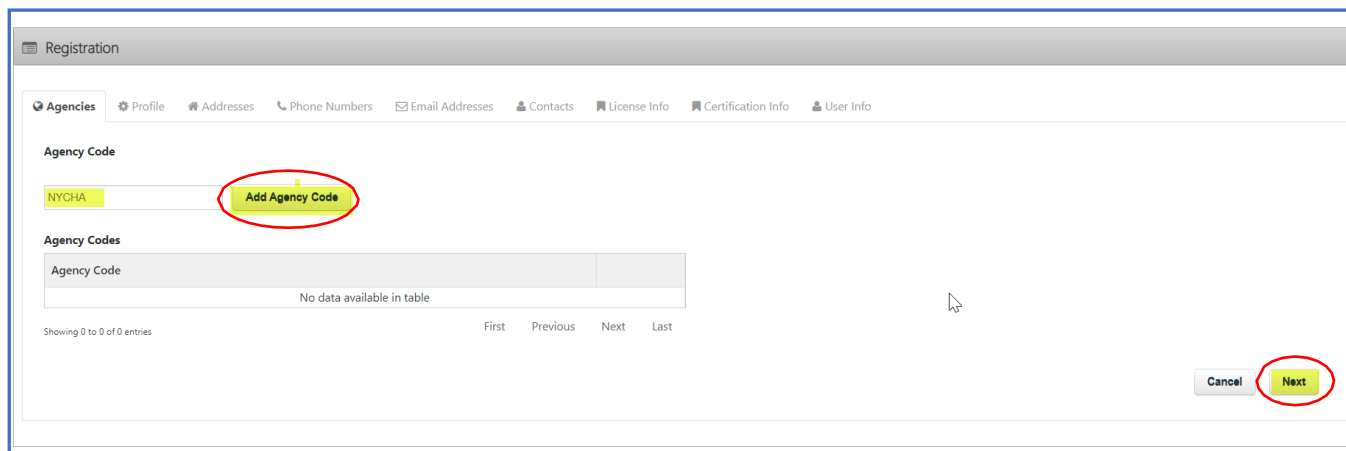
- a. New users click the *Create One* link to complete the new user registration.



The image shows the New York City Housing Authority user registration page. At the top is the NYCHA logo. Below it are two input fields: 'User Name' with a 'Forgot Username?' link and 'Password' with a 'Forgot Password?' link. There is a 'Remember me' checkbox. Below these is a link for 'Dont have an account: Create One' which is highlighted with a red box. A blue 'Sign In' button is also present. At the bottom, there is a disclaimer: 'By entering this website you agree to the Terms and Conditions ("TAC") of this website. IF YOU DO NOT ACCEPT THESE TERMS, PLEASE LEAVE THIS WEBSITE NOW.'

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*.



The image shows the 'Registration' screen in eComply. The 'Agencies' tab is selected. Under 'Agency Code', the text 'NYCHA' is entered in a field, and a yellow 'Add Agency Code' button is highlighted with a red circle. Below this is a table for 'Agency Codes' which is currently empty, showing 'No data available in table'. At the bottom right, there are 'Cancel' and 'Next' buttons, with the 'Next' button highlighted by a red circle.

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.

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Registration

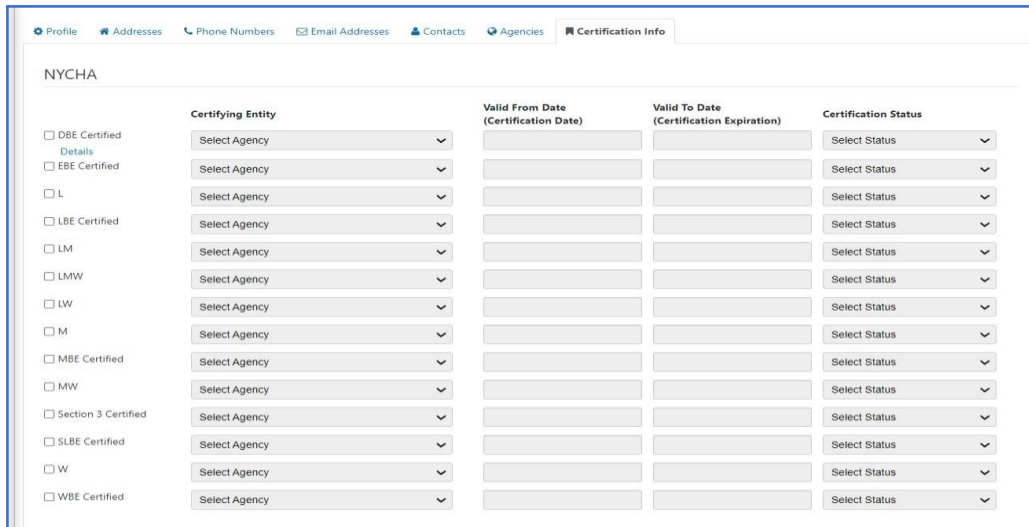
Agencies Profile Addresses Phone Numbers Email Addresses Contacts Certification Info User Info

Organization Name	<input type="text"/>	Duns Number	<input type="text"/>
Date Founded	<input type="text"/>	Workers Comp Carrier #/Name	<input type="text"/>
Tax Payer Id	<input type="text"/>	Doing Business As (DBA)	<input type="text"/>
Oracle Vendor Number	<input type="text"/>	Business Structure	Select Business Structure ▾
State Employer	<input type="text"/>	Business Type	Select Business Type ▾
Self Insured Certificate Number	<input type="text"/>	Owner Ethnicity	Select Owner Ethnicity ▾
Specialty License Number	<input type="text"/>	Owner Gender	Select Gender ▾
State Licence Board No.	<input type="text"/>	Business Trade Type	Select Business Trade Type ▾

Previous

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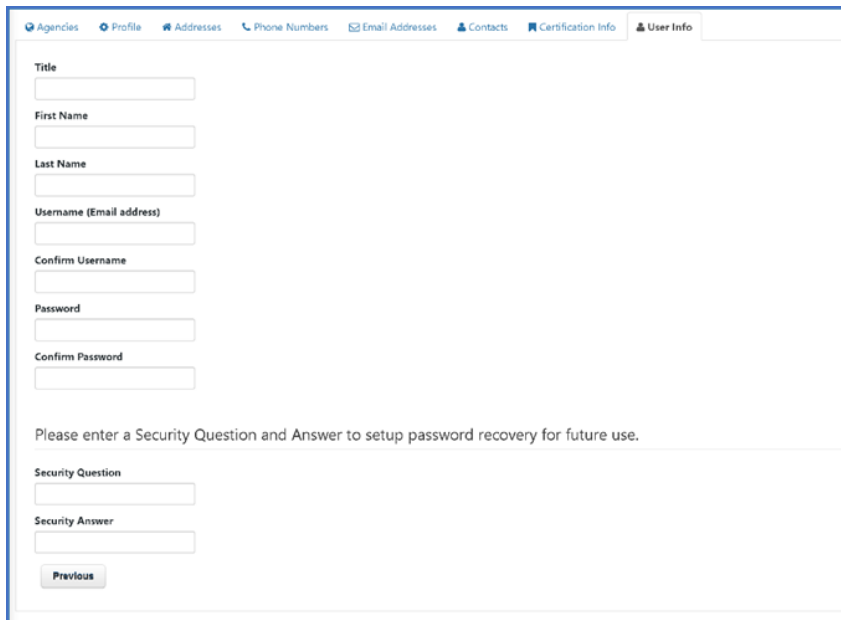
- If you have any certifications, be sure to enter them on the certification tab.



The screenshot shows the 'Certification Info' tab for a user profile. On the left, there is a list of certification types, each with a checkbox and a 'Details' link. The main area contains a table with columns for 'Certifying Entity', 'Valid From Date (Certification Date)', 'Valid To Date (Certification Expiration)', and 'Certification Status'. Each row corresponds to a certification type and contains a 'Select Agency' dropdown, a date input field, another date input field, and a 'Select Status' dropdown.

	Certifying Entity	Valid From Date (Certification Date)	Valid To Date (Certification Expiration)	Certification Status
<input type="checkbox"/> DBE Certified Details	Select Agency			Select Status
<input type="checkbox"/> EBE Certified	Select Agency			Select Status
<input type="checkbox"/> L	Select Agency			Select Status
<input type="checkbox"/> LBE Certified	Select Agency			Select Status
<input type="checkbox"/> LM	Select Agency			Select Status
<input type="checkbox"/> LMW	Select Agency			Select Status
<input type="checkbox"/> LW	Select Agency			Select Status
<input type="checkbox"/> M	Select Agency			Select Status
<input type="checkbox"/> MBE Certified	Select Agency			Select Status
<input type="checkbox"/> MW	Select Agency			Select Status
<input type="checkbox"/> Section 3 Certified	Select Agency			Select Status
<input type="checkbox"/> SLBE Certified	Select Agency			Select Status
<input type="checkbox"/> W	Select Agency			Select Status
<input type="checkbox"/> WBE Certified	Select Agency			Select Status

- 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*.



The screenshot shows the 'User Info' tab. It contains several input fields for user information: Title, First Name, Last Name, Username (Email address), Confirm Username, Password, and Confirm Password. Below these fields is a section for a Security Question and Answer, with a note: 'Please enter a Security Question and Answer to setup password recovery for future use.' A 'Previous' button is located at the bottom left.

- 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.



NYCHA S3BC Registration

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@nychanyc.gov.