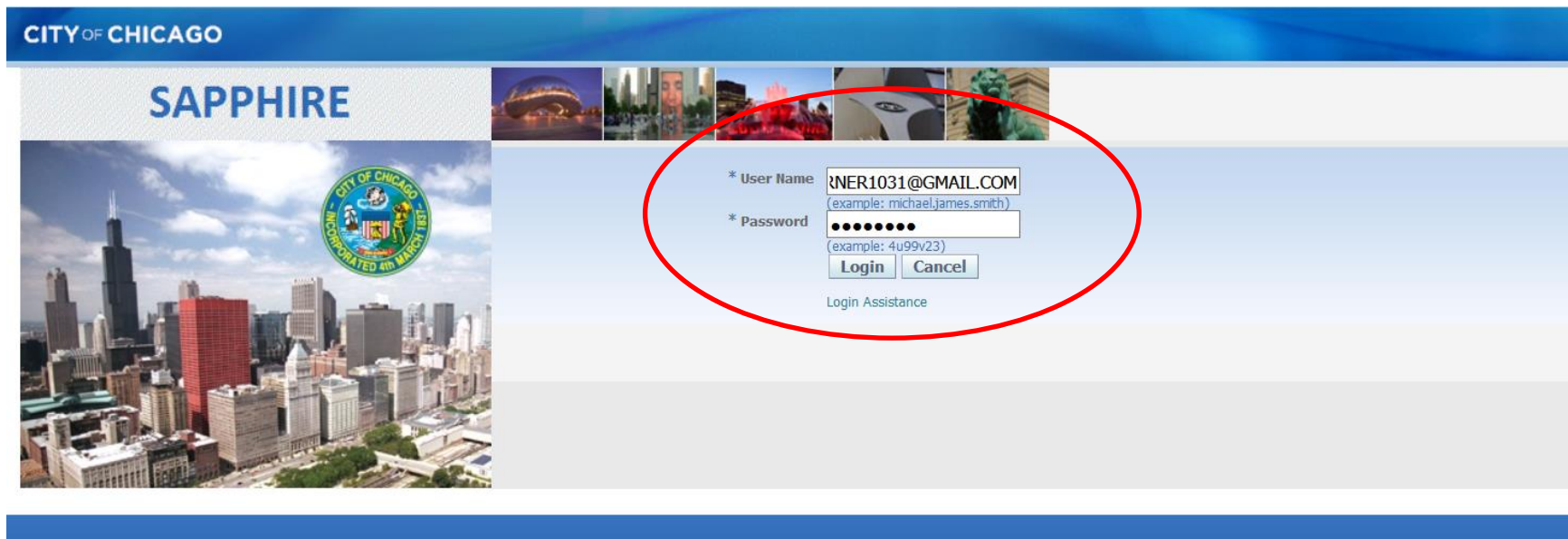## Attaching an EFT or VCP form in iSupplier

If you want to upload an electronic funds transfer (EFT) or virtual card program (VCP) form to your iSupplier account at the City of Chicago, please follow the instruction below.

Login or register for iSupplier here: https://www.chicago.gov/city/en/depts/dps/isupplier/login-register.html

Once registered, use your email address and password to **login**.

Once logged in, view the menu on the left side of the page and select "City of Chicago iSupplier Portal with Invoice Creation" → **"Home Page."**

From the "Home Page" select the **Admin** tab at the top. NOTE: Only users designated as "administrators" for the iSupplier account will have access to this tab. The original user account/email that registered will be an admin as well as any other users that they have created and designated as an administrator.

On the Admin tab in the section labeled "Attachments," click the button labeled **"Add Attachment."**

Type a title and short description for the attachment you are adding. Click the **"Browse"** button to search for and select the attachment you would like to upload. NOTE: You must upload multiple files individually and each file must be less than 200 MB in size.

Once you have added a title, added a description and selected the file that you want to upload, select **"Add Another"** to add additional files or click **"Apply"** when you are ready to upload the file(s).

You should receive a confirmation message that the attachment has been added successfully. You will see all the attachments added to your organization's iSupplier account in this section on the Admin tab.

- END OF HOW TO ATTACH EFT OR VCP FORM IN ISUPPLIER -