verizon✓ Landlord Vendor Registration Guide

All Verizon vendors including landlords must first register to gain access to the Verizon Landlord Service Portal.

Go to https://www.verizon.com/suppliers

1. Click 'Register' in the left column.

2. Check the box next to VZW Service Portal for Landlords and click 'Register'.

3. Create a User ID and Password. (NOTE: Passwords are case sensitive.) Write these down and keep them where you can reference them later. Follow the Password instructions for creating a new password. This is needed to protect your private information.
4. Complete the Personal Questions section. If you need to change your password or forget it in the future you will be required to provide the answers you enter here.
5. Enter your contact information then click the Red Envelope to get a pin number by email. Once you receive a pin by email copy and paste it here. (NOTE) The Pin will expire after 15 minutes requiring a second pin be requested.
    a. NOTE: You may have to reenter your password. If you forgot the password you created earlier, you can create a new one at this point since it is prior to submission.
6. Once you are finished click 'next' to continue.

verizon✓   BUSINESS

SUPPLIER PORTAL HOME

Register for the Suppliers Interface

Registration Details

All fields are required. Please do not leave anything blank.

User ID :	MyFace2002	Minimum 8 alpha-numeric characters. Maximum 24 characters. Do not enter any spaces.
Password :		Minimum 8 characters, at least one uppercase letter, one lowercase letter and one number. Maximum 18 characters. Do not enter any spaces.
Confirm Password :		

(Required to confirm your identity if you forget your password)

Secret Question 1 : What is the model name of the first car you drove? ▼

Secret Answer 1 : Mustang

Secret Question 2 : What country would you like to visit? ▼

Secret Answer 2 : Russia

Secret Question 3 : What is the last name of the most famous person that you have ever met? ▼

Secret Answer 3 : John F Kennedy

First Name : George

Last Name : Orwell

Phone : 812-929-3730
(Domestic: 123-456-7890 International: +41 22 730 5989)

Email Address : prvaka@gmail.com   **Enter PIN Below:**

Confirmation Email : prvaka@gmail.com

✉ **Email PIN** (Please use Internet Explorer or FireFox browser to ensure receipt of PIN)   A PIN has been sent to your email.

[clear]   [next]

If the passcode you receive is rejected as 'Invalid' click to get a second passcode and enter it.

(This rarely happens)

7. Complete this page and click 'next' when complete. Please use at least one accurate contract number and location.

Register for the Suppliers Interface.

Verizon Wireless Cell Site Landlord Portal

** Fields are required.

** Lease Contract Number :	[ ] Hint
** Site Street Address :	[ ] Hint
** Site City :	[ ]
** Site State :	Select state from the list ▾
** Site Zip Code :	[ ]

** Are you the owner / Lessor named in the Lease? ○ Yes ○ No

** Please provide your name or company name as it appears on the Lease :
- ○ I do not know the Name on the lease
- ○ The name is below :
  [   ] Hint

** Do you have a Property Management Company handling your lease? ○ Yes ○ No

** Please provide the name of Management Company :
- ○ Not Applicable
- ○ I do not know the Management Company Name
- ○ The name is below :
  [   ]

** If you are receiving a rent payment from Verizon, please provide your vendor number :
- ○ Not Applicable
- ○ I do not know the Vendor Number
- ○ The Vendor Number is below :
  [   ] Hint

** Please provide check number or payment reference number from your last payment received :
- ○ Not Applicable
- ○ I do not know the reference number
- ○ Check Number
- ○ EFT Payment Reference Number
  [   ] Hint

** Please provide the Payee Name as it appears on your check :
- ○ Not Applicable
- ○ I do not know the Payee Name
- ○ The Payee Name is below :
  [   ] Hint

[revise] [clear] [next]

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8. Once you have successfully completed the registration you will see a confirmation message on the screen.

NOTE: You will not be able to log on until you receive a confirmation message that your registration has been accepted. You will then be able to log into the portal using the User ID and Password you created in registration.

To log in:

Go to https://www.verizon.com/suppliers

9. Click 'Sign In' and then enter your User ID and Password.