

# Register To Do Business With FH, WRPS or CHPRC

**Before proceeding to the Registration Form,  
be prepared with the following information:**

To complete your registration, please ensure you can provide the following information prior to accessing the Vendor Registration Form:

1. Tax ID/ W-9 Information (Must use Federal tax ID. Not SSN.)  
For more information: <http://www.irs.gov/businesses/small/article/0,,id=98350,00.html>
2. Legal Business Name
3. Vendor Mailing, Shipping and Remittance Address
4. Vendor Business Contact Information (e-mail address, phone and fax number)
5. Accounts Receivable Contact Information (name, phone and fax number)
6. Business Size Classification Code (small, large, woman-owned, etc.) For more information: <http://www.sba.gov/>
7. Legal Business Type (Carrier, Consultant, Distributor, Manufacturer, or Service Provider)
8. NAICS Code For more information: <http://www.census.gov/epcd/www/naicscod.htm>

Vendors must complete **ALL** required fields of the **Vendor Registration Form**.

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## System Requirements:

To access the **Vendor Registration Form**, verify the following Personal Computer requirements:

1. **Browser Requirements**
  - a. Microsoft Internet Explorer, Version 6.0 Service Pack 1 or higher .
  - b. The Registration Form does not currently support Firefox / Mozilla or Mac-based Internet Explorer.
  - c. If you are unable to access the Vendor Registration Form or have questions or problems, please contact: [contract\\_support\\_services@rl.gov](mailto:contract_support_services@rl.gov).
2. **Monitor/Screen Resolution**
  - a. Your monitor resolution is set to 1024 x 768 pixels or higher.
3. **Flash 6.0 must be installed.**
  - a. The Flash Player can be downloaded at [www.adobe.com/shockwave/download/](http://www.adobe.com/shockwave/download/)
4. **Java Script must be enabled.**
  - a. To enable Java Script go to the Internet Explorer Tools menu bar > Internet Options > Security > Custom Level > Enable ActiveX controls and plug-ins, and Enable Script ActiveX controls marked safe for scripting.
5. **Set browser to always open a new copy of the web page on each visit..**
  - a. Internet Explorer > Tools > Internet Options > Browsing History > Settings > Check for newer versions of stored pages: select option "Every time I visit the webpage"

**Registration does NOT guarantee any solicitation or award.  
Contact procurement directly to discuss capabilities and solicit business.**

**Back for more information:**

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