



**1**



Complete the required MyFloridaMarketPlace (MFMP) registration for the new vendor number.

[CLICK HERE](#) to register now!

**2**



Complete the required W-9 registration for the new Federal ID number.

[CLICK HERE TO REGISTER NOW!](#)

**3**



Complete an application for the new vendor number and send it along with any other supporting documentation (if applicable) to the Vendor Registration Unit.

**NOTE**

When completing the application, please complete the "Coversheet" section regarding vendor number changes. Indicate what action you wish for VR to take with the old ID number.