



Eric Holcomb, Governor
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Division of Disability and Rehabilitative Services
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To: Vocational Rehabilitation (VR) Services Vendors
From: Kylee Hope, Director, Division of Disability and Rehabilitative Services (DDRS)
Theresa Koleszar, Director, Bureau of Rehabilitation Services (BRS)
Re: **REMINDER**-Claims Payment System VR vendor registration
Date: November 19, 2018

The VR Vendor Registration process continues to be open to all VR service vendors, including incorporated businesses, sole proprietors and individuals. All vendors that submit invoices to VR for payment of claims must complete the registration process by **December 7, 2018**. Any vendor that has not submitted their registration through the electronic Claims Payment System before December 31, 2018, will be put into INACTIVE status and will not receive any authorization to provide VR services for any VR participants. To avoid any interruption in claims, please complete the registration process immediately.

All vendors will choose a profile:

1. Business (Incorporated businesses)
2. Sole Proprietor/Individual (Independent contractors/evaluators or others not formally recognized by your state of incorporation)

A checklist that is applicable to your registration profile is available by clicking [here](#). Please review the User Guide and VR Services Manual located [here](#) prior to beginning the registration process. To complete the registration process, vendor can access the FSSA VR Vendor website by clicking [here](#). Vendors will need to click the VR Vendor Portal button to initiate the registration process. (*NOTE: the application works best using Google Chrome*)

Please note that the system is being rolled out in two phases: Phase 1) Vendor registration; and Phase 2) Vendor claims payment. *You will be notified when Phase 2 is ready to be implemented.* Once Phase 2 is implemented, all payments to VR vendors will be processed through CPS.

You can find links to a recording of the webinars and Frequently Asked Questions by clicking [here](#).

Stay informed by joining the VR vendor email list to access the most up to date information. You can join by going to the VR Vendor webpage or by [clicking here](#). Additional questions about the VR Vendor registration process and Claims Payment System can be directed to VRVendor@fssa.in.gov.

