

IPP Instructions

IPP Registration – To enroll in IPP, please complete the following steps:

1. Designate IPP Administrator – Identify a person at your organization who will serve as the designated IPP account administrator. This person is responsible for submitting the request to enroll in IPP and enrolling other users in your organization. It is his or her contact information/work email address that is associated with the administrator account created. *Please note that due to U.S. Department of the Treasury guidelines, IPP cannot set up User IDs using a shared email address.*
2. Gather Required Information – Gather the company and designated contact information listed below. If you have more than one location or company name, please use your primary corporate information and location data.
3. Provide Required Information – Send an email with this information to:
IPPCustomerSupport@fms.treas.gov
 - a. The email subject line must be **IPP Payment Notification Services**.
 - b. Please include all requested information in the body of the email message and not as an attachment. *IT security guidelines prohibit IPP from opening any email attachments.*
 - i. Company and designated IPP contact information
 - ii. Company name
 - iii. Primary company mailing address
 - iv. Primary company phone number
 - v. Designated IPP account administrator: The request to register an account must come from the person designated as the IPP account administrator (contact information/email address listed below).
 - vi. First name
 - vii. Last name
 - viii. Phone number
 - ix. Email address
 - x. Taxpayer Identification Number(s) (TINs) used for government agency payments
 - xi. Name of government agency doing business with your company
 - xii. Contract number: **Note:** *If you have multiple contract numbers, please just list one for verification purposes*
 - xiii. Contact information at the government agency
 1. First name: **(provide First Name)**
 2. Last name: **(provide Last Name)**
 3. Phone number: **(provide Phone Number)**
 4. Email address: **(provide Email Address)**
4. What Happens Next – During the account activation process, the court may be asked by IPP if the indicated vendor is a vendor they do business with. Account activation takes 5 to 10 business days to establish. After an account is established, you receive two emails.

The first one includes your IPP User ID, and 12 to 24 hours later a second email gives you an 8-character password. Use the ID and password to log onto IPP. You are asked to change the temporary password to one of your own choosing, agree to the rules for using IPP, and set up the answers to security questions. As a vendor who provides goods or services to a government agency, once logged in you are granted access to IPP's Collector module which allows you to download purchase orders, upload invoices, access payment information, and more. Please note that only one Administrator can be initially enrolled in your IPP vendor profile. The Administrator can then add additional users as necessary.

5. Further Information – For the complete registration instructions, please see: <https://www.ipp.gov/vendors/enrollment-vendors>
6. Further Assistance – If you have any questions regarding the enrollment process, please call the IPP Customer Support Desk at (866) 973-3131.