CREATING YOUR NCL VENDOR PORTAL ACCOUNT

STEP 1: VISIT **PORTAL.NCLGOVCAP.COM**



Click "User Account Request" in upper right corner

STEP 2: FILL OUT REQUEST FORM

Government Capital A Vendor Portal	BUYING MORE WITH LESS	
	Request a Portal User Account Do you need a portal user account? Provide the details below and a men Name (Required) First	nber of the NCL team will be notified and get the account created.
	Job Title (Required)	Company (Required)
	Which portal do you need access to? (Required)	Phone (Required)
	Unlisted Portal	
	Email (Required) This will be your account login	
	Enter Empli	Confirm Empli

For "Which portal do you need access to" existing partners are listed with drop down menu or select "Unlisted Portal" and a new portal will be created upon approval

STEP 3: ACCOUNT APPROVAL

User account will be approved and followed with a welcome call/email from NCL representative

