STEP 1: Go to the STAARS website by clicking the link below:
https://procurement.staars.alabama.gov/webapp/PRDVSS1X1/AltSelfService

Step 2: Click on the “Register” button as seen highlighted in yellow below.

Step 3: Click on “Accept Terms” as seen highlighted in yellow below. This will be on the far right of the screen and if looking at on a cell phone might be hard to see.

Step 4: Click on “Next” as highlighted in yellow below. Again, this will be on the far right of the screen and if looking at on a cell phone might be hard to see.
Step 5: Enter your EIN number if a business to search for an existing account or enter your Last Name and last 4 digits of SSN to do an individual search. 

Search for an Existing Account

To activate your account you must have a vendor code. This page will help you determine whether or not you have one. You will not be able to create a new code if one already exists. If the account exists it will be designated as an Existing Account.

**Company Search**
To see if you have a vendor code and have an Employer Identification Number (EIN), on first search by EIN.

- **Taxpayer Identification Number**
- **Legal Business Name**
- **Search**

**Individual Search**
To see if you have a vendor code and have a Social Security Number (SSN) on file, enter your Last Name and last 4 digits of your Social Security Number.

- **Last Name**
- **Last 4 digits of SSN**
- **Search**

Additional Resources & Information:
- As you complete each step and move to the next step, the system will check for errors. If there are errors, a notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional help can be found in the Frequently Asked Questions located on the left-hand navigation bar.