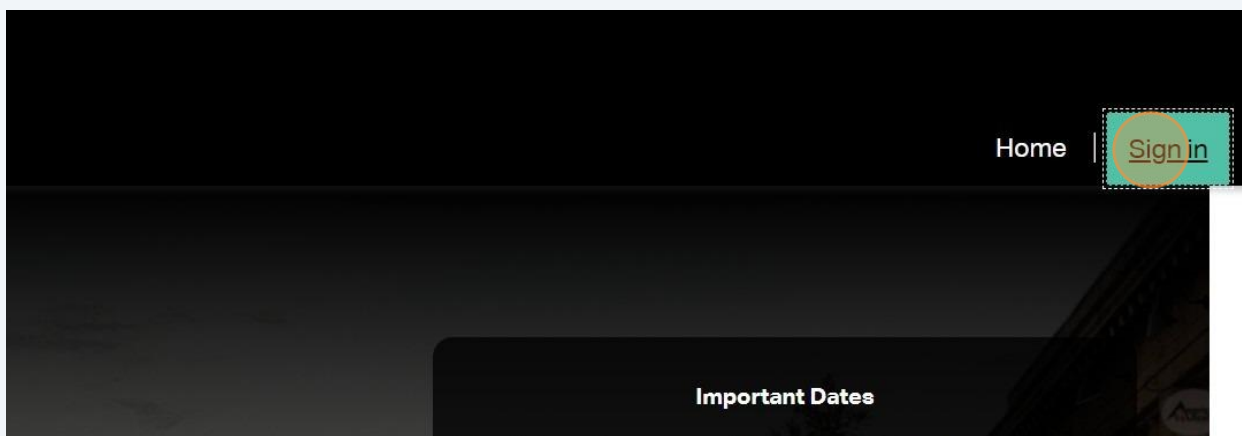


How to Register and Sign In to ADOR Vendor Portal

1 Navigate to <https://savi.revenue.alabama.gov/>

2 Click "Sign in"



3 Enter your email address.

4 Click "Send verification code"

The screenshot shows a web form titled "User Details" with a logo at the top center. The form contains the following elements:

- An email input field containing "kminer@hso.com" with a red asterisk to its right.
- A blue button labeled "Send verification code" with a red circle highlighting the text.
- A "New Password" input field with a red asterisk to its right.
- A "Confirm New Password" input field with a red asterisk to its right.
- A "Country/Region" label above an empty input field.

5 A verification code should be sent to your email within 2 minutes.

6 Enter your code into the "Verification Code" field.

User Details

Verification code has been sent to your inbox. Please copy it to the input box below.

KMINER@HSO.COM *

Verification Code *

Verify code Send new code

New Password *

Country/Region *

7 Click "Verify code"

Verification code has been sent to your inbox. Please copy it to the input box below.

KMINER@HSO.COM *

* *

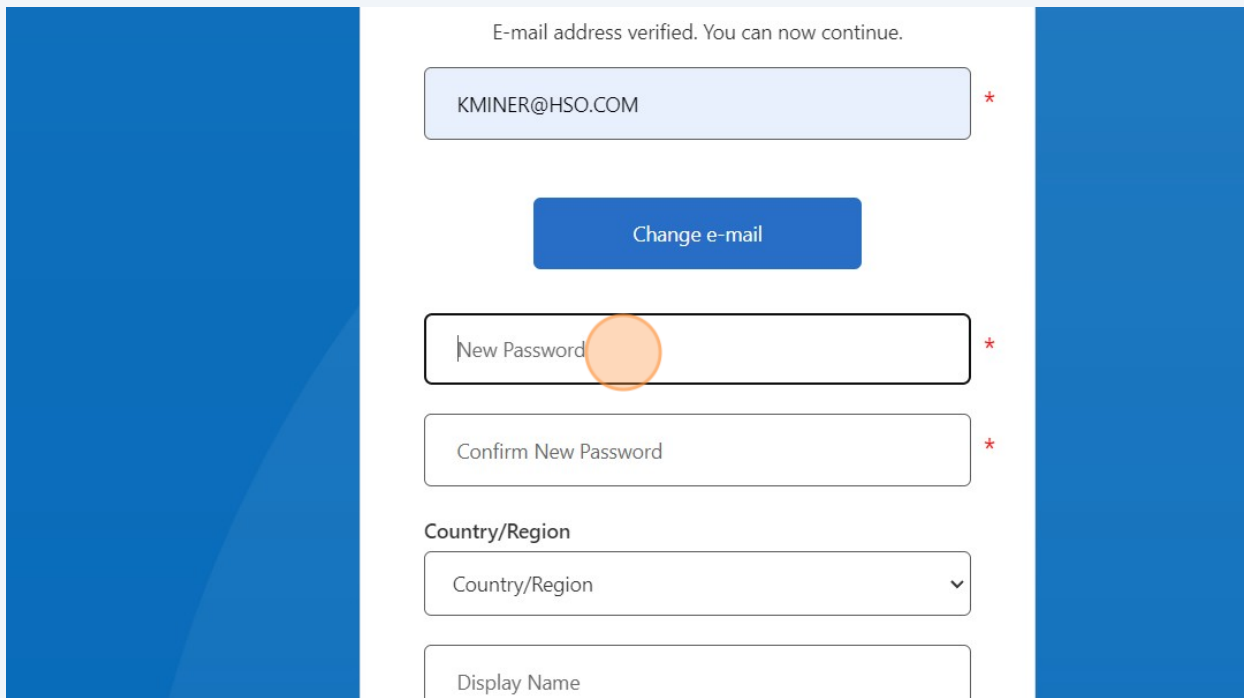
Verify code Send new code

New Password *

Confirm New Password *

Country/Region *

8 Click the "New Password" field.



E-mail address verified. You can now continue.

KMINER@HSO.COM *

Change e-mail

New Password *

Confirm New Password *

Country/Region

Country/Region ▾

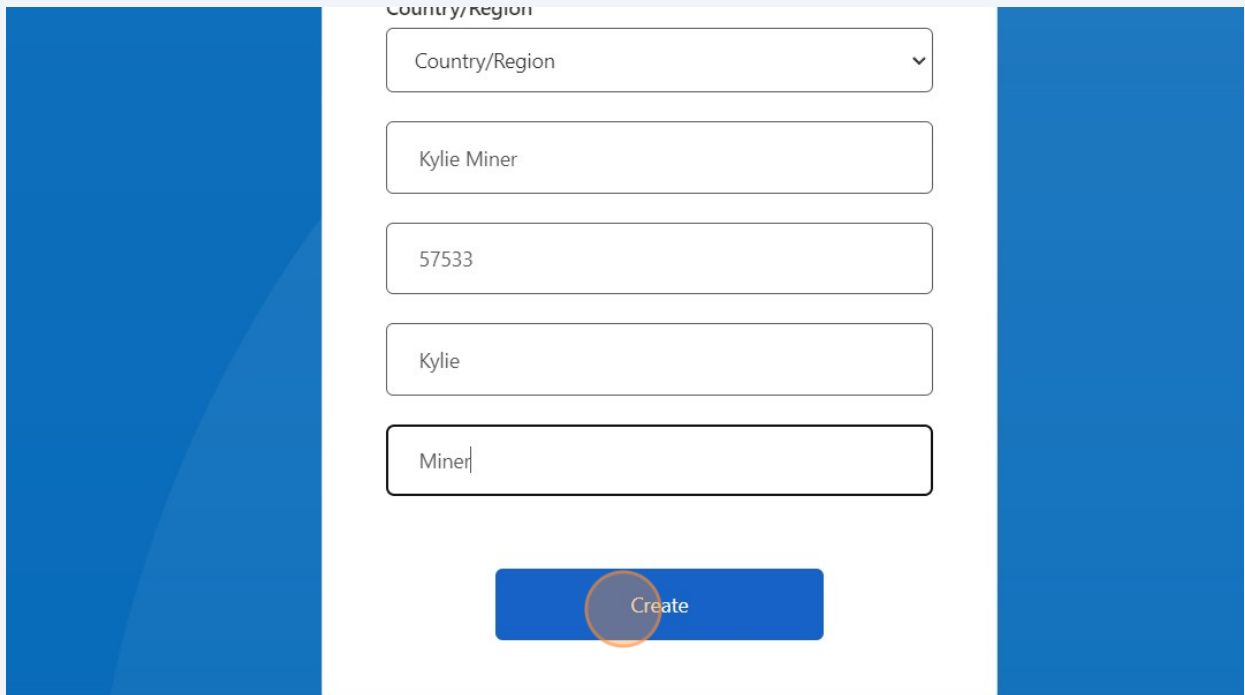
Display Name

The screenshot shows a registration form with several fields. The 'New Password' field is highlighted with an orange circle. The form includes a confirmation message, an email field, a 'Change e-mail' button, a 'New Password' field, a 'Confirm New Password' field, a 'Country/Region' dropdown menu, and a 'Display Name' field. Red asterisks indicate required fields.

9 Create a strong password following the requirements listed.

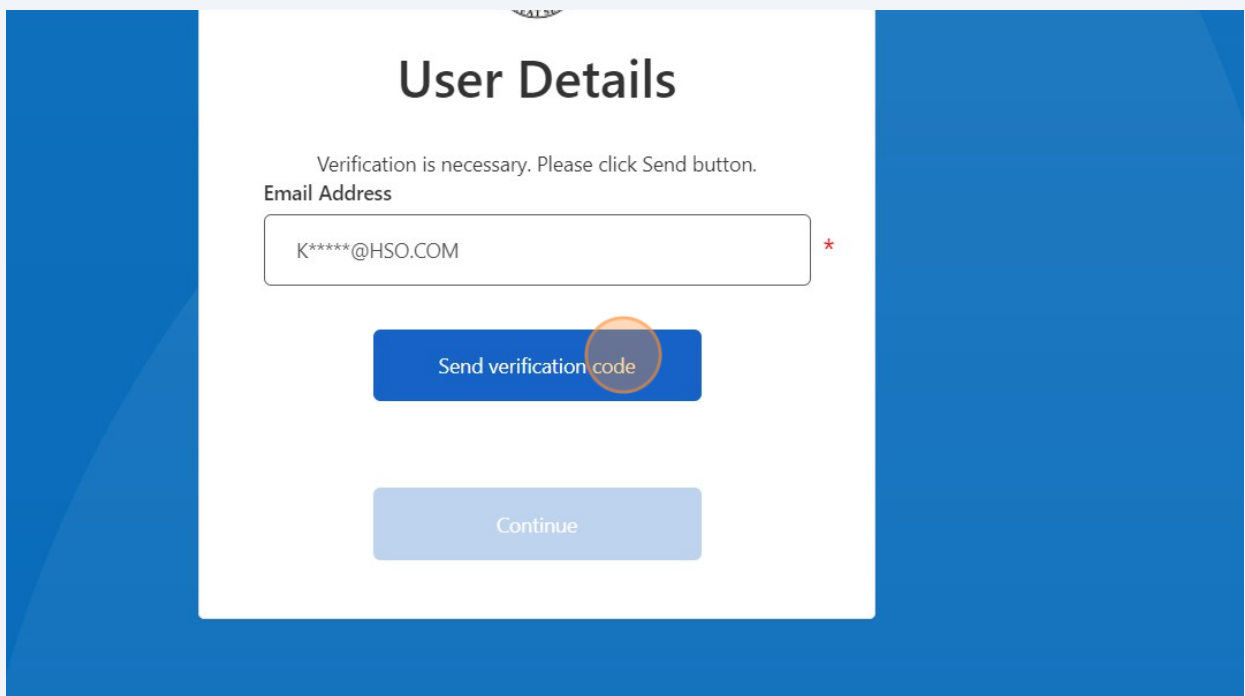
10 Enter your information into the fields provided.

11 Click "Create"



A screenshot of a user creation form. The form is centered on a white background with blue sidebars. It contains the following fields from top to bottom: a dropdown menu labeled "Country/Region" with "Country/Region" selected; a text input field containing "Kylie Miner"; a text input field containing "57533"; a text input field containing "Kylie"; and a text input field containing "Miner". Below these fields is a blue button labeled "Create", which is highlighted with an orange circle.

12 The first time that an account is created, you will be required to verify your email twice for your security. Click "Send verification code"



A screenshot of a "User Details" verification screen. The title "User Details" is at the top. Below it is the text "Verification is necessary. Please click Send button." followed by the label "Email Address". A text input field contains "K*****@HSO.COM" with a red asterisk to its right. Below the input field is a blue button labeled "Send verification code", which is highlighted with an orange circle. At the bottom of the form is a light blue button labeled "Continue".

- 13 Click the "Verification code" field and enter your second verification code.

User Details

Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address

Verification code

Verify code Send new code

Continue

- 14 Click "Verify code"

Verification code has been sent to your inbox. Please copy it to the input box below.

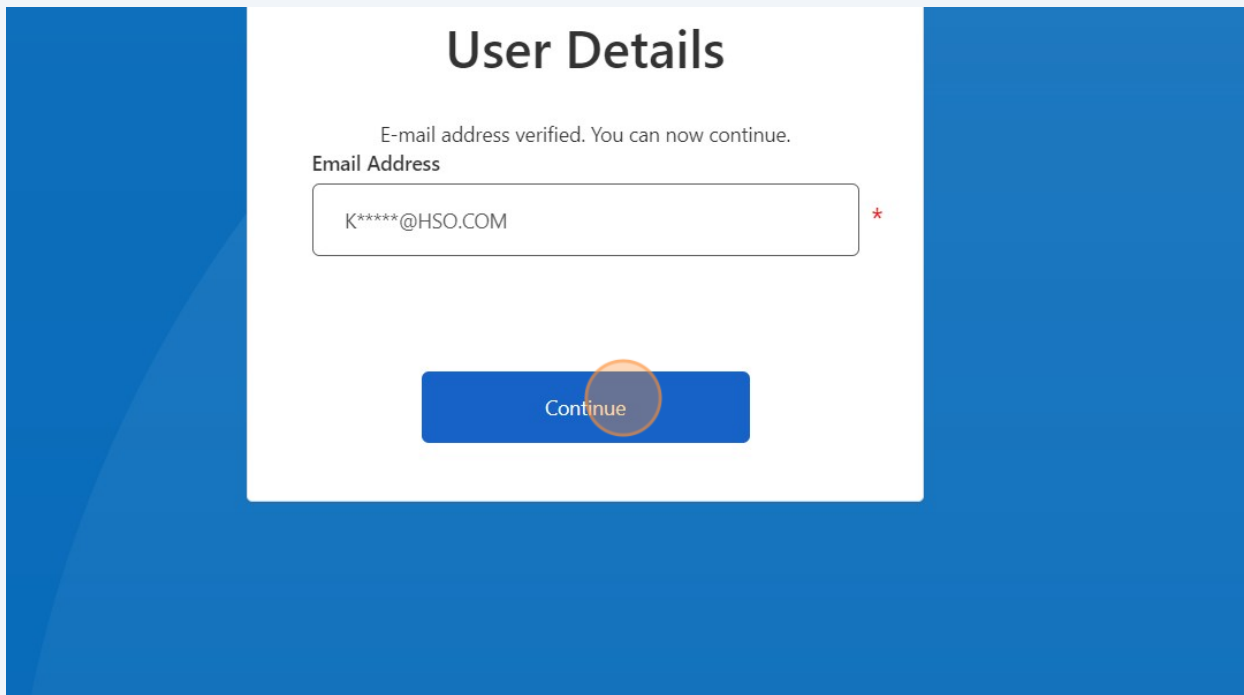
Email Address

Verification code

Verify code Send new code

Continue

15 Click "Continue"



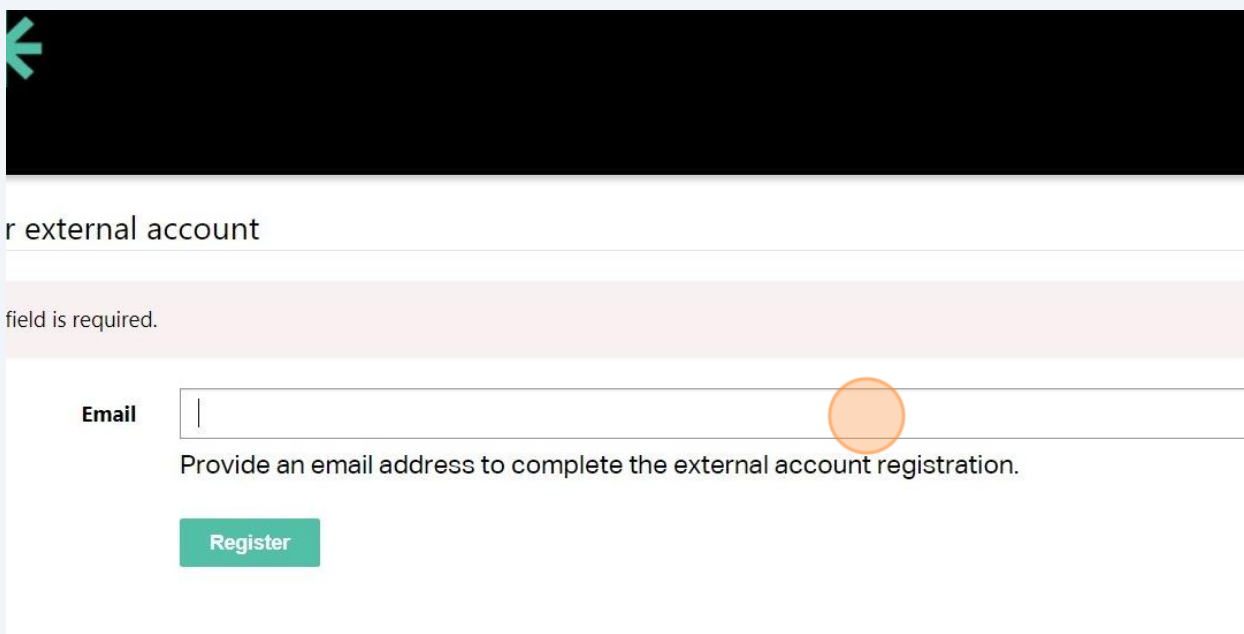
User Details

E-mail address verified. You can now continue.

Email Address

Continue

16 Click the "Email" field and enter in the same email you used to create the account.



←

r external account

field is required.

Email

Provide an email address to complete the external account registration.

Register

17 Click "Register"

Register your external account

- The Email field is required.

Email

Provide an email address to complete the external account registration

Register

18 Enter in your personal information.

Please provide some information about yourself.

Your information

First Name *

Last Name *

E-mail

Business Phone

Provide a telephone number

Company Name

Authorized Access

19

Click 'Update' and the page should refresh you to the SAVI Portal Home Page.

First Name	First Name *
<input type="text"/>	<input type="text" value="Kylie"/>
E-mail	E-mail
<input type="text"/>	<input type="text" value="kminer@hso.com"/>
Company Name	Company Name
<input type="text"/>	<input type="text"/>
<input type="button" value="Update"/>	

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