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## Getting Started

Doing business with the Chicago Housing Authority (CHA) offers great benefits, such as helping communities and gaining new business opportunities. Here's how you can get started:

### Register as a Supplier

To begin, visit the [CHA Supplier Portal](#):

- **Create an account** if you don't have one, or log in if you do.
- **Complete your registration** by filling in all the necessary information.
- **Upload required documents**, like your W-9 and compliance certificates.

### Check for Opportunities

Regularly check the Contracting Opportunities page:

- **Review open bids** and solicitations.
- **Download bid documents** for more details on each opportunity.
- **Submit your bids** before the deadlines.

### Stay Updated

Attend CHA workshops and vendor events:

- **Learn about CHA's needs** and how to meet them.
- **Network with CHA staff** and other vendors.
- **Stay informed** about upcoming projects and opportunities.

### Keep Your Information Current

Ensure your contact details are always up to date in the Supplier Portal:

- **Update your company name**, address, phone number, and email.
- **Keep your W-9 and compliance certificates** current.
- **Review and update commodity codes** to match your services.

By following these steps, you can start a successful partnership with the CHA and contribute to the community.

### Workshops & Training

The Department of Procurement and Contracts (DPC) has a variety of workshops throughout the year at the Charles A. Hayes Family Investment Center (FIC) located at 4859 S. Wabash Ave,

Chicago, IL 60615.

Our Supplier Portal workshops specifically teach participants how to create a new vendor account, reset a password, and review and electronically bid for open solicitations.

You can access our step-by-step instructions from the documents listed below.

## **Need Support?**

To assist vendors with Supplier Portal issues or concerns, the following resources are available:

- For questions or issues regarding the Supplier Portal, please email Harrette Herron-King at [hherron@thecha.org](mailto:hherron@thecha.org) or call (312) 913-7356.
- For technical questions, please call CHA Tech Support at (312) 786-4000