



### **New Vendor Setup**

Towbes Group has contracted with RealPage Vendor Credentialing to manage its Vendor Compliance Program for all suppliers and/or service providers, including your company.

Towbes Group has authorized us to obtain directly on their behalf certain documentation. This is needed to utilize your services in the future. There is a fee associated with set-up in Vendor Credentialing. The annual enrollment fee is only \$99 for on-site vendors or \$80 for off-site vendors. Vendor Credentialing will notify your customer when all areas of enrollment are successfully completed, which includes, but not limited to having a copy of the executed Vendor Agreement, compliant insurance certificates, current licenses, designations for small business and minority firms, W-9's, etc.

### **To begin enrollment:**

New Towbes Group Vendors:

- Contact RealPage at 888-493-6938
- Request to setup a new account for Towbes Group
  - Complete Online W9, or upload your completed W9
  - Sign Online Vendor Agreement
  - Upload Insurance documents
  - Upload Trade License

Current RealPage vendors:

- Log in to your account <https://www.realpage.com/vendor-credentialing/>
- Can't remember if you have a login? Check your email. Current vendors would have received an enrollment email for Towbes Group. If not, check your spam folder, click the link on your enrollment notification to get started

There are many benefits to enrolling with Vendor Credentialing. You will have online exposure to more than 300 property management companies looking for new vendors that need your type of service. You only have to submit your paperwork once regardless of how many of our communities you serve.

If any questions arise, please contact RealPage directly:

- Call: 888-493-6938
- Email: [VCCustomerservice@realpage.com](mailto:VCCustomerservice@realpage.com)

Submit documents to Vendor Credentialing via e-mail at [VCdocuments@realpage.com](mailto:VCdocuments@realpage.com) or via fax at (877) 665-8910. Once the fee is paid, documents will be reviewed. Please include a cover sheet with the name of your company and reference that the documents are for compliance for **Towbes Group**.

We look forward to working with you!

**The Towbes Group**  
**Risk Management Department**