

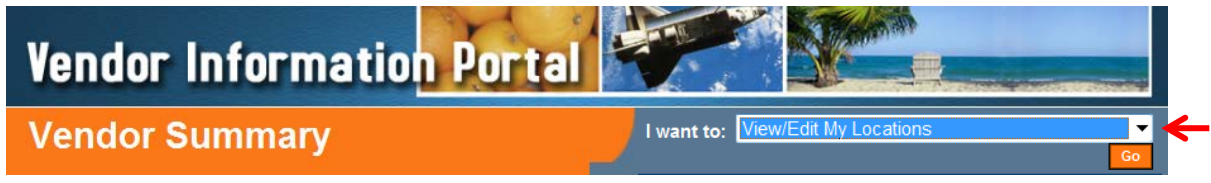
ADDRESS CHANGE INSTRUCTIONS AND REQUEST FOR CONTRACTED EMPLOYMENT SERVICES, SUPPORTED EMPLOYMENT AND ON THE JOB TRAINING PROVIDERS

IF YOU ARE NOT AN EMPLOYMENT SERVICE PROVIDER USE THE VENDOR INFORMATION UPDATE REQUEST FORM

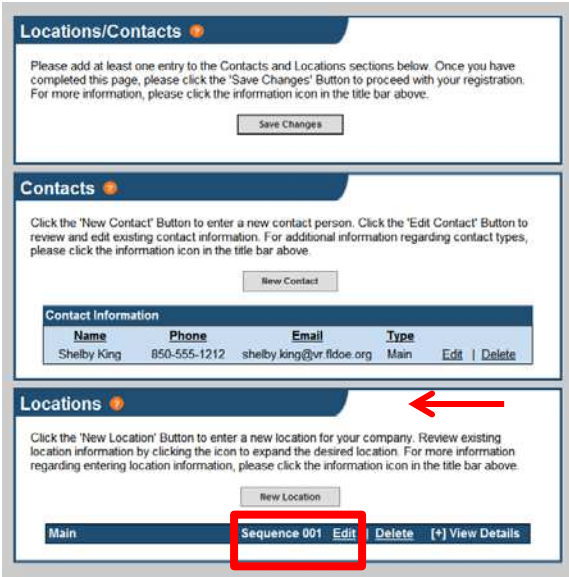
1 You must update your address with MyFloridaMarketPlace (MFMP). VR cannot process any update requests unless first completed in MFMP.

[CLICK HERE TO ACCESS THE MFMP VENDOR INFORMATION PORTAL](#)

2 Once you log in you will be taken to “VENDOR SUMMARY”. At the top of the screen you will see a drop down box with different options.
Select “View/Edit My Locations” and then “GO”



3 Under locations you will need to “EDIT” the existing record. DO NOT ADD NEW unless absolutely necessary.



LAST STEP
Complete the attached form and submit it to VR Vendor Registration

If you have any problems completing this update contact :
MFMP’s Help Desk at 866-352-3776

Save Changes

Be sure to “Save Changes”



ADDRESS UPDATE REQUEST FORM FOR CONTRACTED EMPLOYMENT SERVICES, SUPPORTED EMPLOYMENT AND ON THE JOB TRAINING PROVIDERS

IF YOU ARE NOT AN EMPLOYMENT SERVICE PROVIDER USE THE VENDOR INFORMATION UPDATE REQUEST FORM

Vendor Number (FEIN or SSN): _____

Vendor Name: _____

PLEASE PROVIDE DETAILS AS TO RECENT CHANGES IN YOUR ADDRESS INFORMATION

Mailing Address Changed

FROM _____

TO _____

Remittance Address Changed

FROM _____

TO _____

Service Site Location Changed

FROM _____

TO _____

Apply changes to any other vendor records associated with this vendor number.

Authorized Agent:

Signature:

Phone Number:

Email Address:

Submit to VR Vendor Registration:

Fax: 850-245-3394 OR Email: VRVendors@VR.FLDOE.org