



VENDOR INFORMATION UPDATE PROCESS

STEP 1
Log into your *MyFloridaMarketPlace (MFMP)* Account and update your remittance and/or mailing address.

STEP 2
Access the "Vendor Information Update Request" form from the VR website and complete it.

STEP 3
Submit the Form to VR Vendor Registration by fax, mail or email. You will be notified once it is completed.

<http://vendor.myfloridamarketplace.com>

www.RehabWorks.org
Under "Vendor Maintenance"

NOTE: This process is used for updating Mailing or Remittance addresses only. Location (Service Site) updates and/or updates to contact information are not required to be updated in MFMP. This update can be completed simply by submitting the Vendor Information Update Request form to the V-Reg unit.

VR Vendor Registration Unit
Ph. 850-245-3401
Fax: 850-245-3394
Email: VRVendors@vr.fldoe.org