

Instructions for Accessing the CMBL/HUB Vendor Registration System

1. Access the Texas Comptroller's e-systems website: <https://mycpa.cpa.state.tx.us/securitymp1portal/displayLoginUser.do>
2. Read and select from the following options on the Returning User Login page.

Important- Have you previously used TxComptroller e-Systems (formerly MyCPA) to register or manage your company's HUB and/or CMBL vendor profile?

- If **Yes**, enter the User ID and Password you created when you established your profile and select "**Login**" (skip to instruction number 3).

Note: For Security purposes we cannot provide other users information

- If **No**, select "**Sign up**" to establish your user profile account as follows:

- **First-Time User: Create Profile** screen - Create a user ID (minimum seven characters) and enter the requested registration information, to include your email, address, name, telephone number and password (minimum of eight characters). "**Continue.**" Note the email address provided here will be used for non-bid related communication from the CMBL program such as automated User-Id and computer generated passwords when using the Forgot my function keys.

- **Security Question and Answer** screen - Select a security question and provide an answer (minimum five characters), "**Continue.**"

- **Accept Terms of Use** screen - Read terms of use, check the "**I agree**" box and select "**Create User Profile**" to acknowledge your acceptance and agreement to comply with Terms of Use.

- **User Profile Created** screen - Your login is now set up. Select "**Continue**" to the menu.

3. e-System Menu screen

Select "**Manage CMBL and HUB Accounts**" in the right-hand column.

4. Manage CMBL and HUB Accounts screen

Enter your 11-digit Vendor Identification Number (VID #) to access these account functions: the last two digits will be the location code, and click "**Continue.**" VID can be found <https://mycpa.cpa.state.tx.us/tpasscmbsearch/tpasscmbsearch.do> and then click on "Search for vendors" located on the left side of the page. Next, when the CMBL/HUB Directory Search appears set the "Search for" button to "All Vendors", then enter a portion of your company's name into the "Vendor Name" field and click on the "Search" button.

5. **CMBL/HUB Access** screen

- **Assigned Locations** - If the vendor profile account you wish to access appears here, select it (continue to instruction number 6. of this page below).

- **Available Locations** - If the vendor profile account you wish to access appears here, select it and take the following steps to associate your user profile with that location:

- **CMBL/HUB - Enter Personal Identification Code** screen - Enter the personal identification code that starts with RG and is located in the upper right hand corner of your CMBL renewal and /expiration letters referenced in your CMBL renewal letter.

- **CMBL/HUB - Access Disclaimer** screen - Read the disclaimer and check the box next to "**I Agree**" and select "**Continue.**"

- **CMBL/HUB - Access Rights Confirmed** screen will indicate "**Your Access Right Have Been Stored**"- Select "**Continue.**"

- **CMBL/HUB Access** screen - The vendor profile account you previously selected should now appear under "Assigned Locations." Select it to go to the next screen.

6. Select the "**View/Edit Vendor Profile**"

*Note: Each time you login into the system you will be required to update / review the vendor profile information to ensure completion. When you click the Update Registration button the "**Pay CMBL Fee**" button will appear. Please print the Confirmation page after payment has been submitted to use as a receipt.*