CPCS Vendor Portal

Scan Me

Thank you for your interest in working with CPCS. To begin the process of becoming a CPCS vendor, we kindly request you go to our CPCS Vendor Portal website, https://vendorportal.publiccounsel.net/, to initiate and submit your application. Prior to beginning, carefully review all commentary on each page in its entirety before moving forward.

1. All new vendors are required to register before proceeding to the application. Click the "**Create an account"** link to begin the application process.
2. Fill out your information and click on either **"Next Step"/"Send 2-Factor Code"/"Confirm Code"** until you reach **"Click to Complete."**
   Notes: *1) The password should be longer than 8 characters, contain uppercase and lowercase letters, at least one number, and a special character. 2) An asterisk preceding a description field indicates that it is a mandatory field.*
3. Select the type of service you would like to provide.
   Notes: *If you are uncertain which category to select, click "**>**" for additional information. To get a list of specialties, click "**View full list of Specialties**." A downloadable PDF file will pop up.*
4. Once you have determined which service category you are listed under, select "**START APPLICATION"** in the **CORRESPONDING** section. If you don't see your specialty, please choose "**All Other Experts**".
   *For example, if your initial assumption regarding your specialty was in the Behavioral Health Specialist category, and after viewing the PDF report, you find it categorized under the Medical Specialist (other than Behavioral Health), it is **imperative** that you navigate to the Medical Specialist (other than Behavioral Health) category to start the application.*
5. A welcome message and a list of documents you will need to provide will appear. Click on "**CONTINUE**" to proceed. Respond to the questions and upload the required documents where applicable.
   Note: *Each vendor category may have different document requirements.*
6. Once you have submitted the application, you will receive an email confirmation.
   Notes: *The status of your application is shown under My Applications. As you complete each step, a checkmark is shown. Emails will be sent on the status of your application and if there are any additional information needed. The emails will also be available in the CPCS Vendor Portal.*

Additional Information:

- You can close out the application and resume if needed.
- To log back in, visit our CPCS Vendor Portal website. Enter your **email address** and the **password.** If you do not remember your password, click "**Reset password."**
- Enter the six-digit authentication code sent to the mobile number you registered with. Click on "**CONFIRM**". It will now take you to the CPCS Vendor Portal to complete your application. You can also view the status of your application and communicate any inquiries you may have within the Portal itself.
  Note: *The six-digit authentication code expires in a short period. A new code will be needed by returning to the main sign-in page, entering your email address and password, and clicking on **"LOGIN"** for a new code to be texted to you.*

Updated: 11/02/2026