



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY
12234

OFFICE OF ADULT CAREER AND CONTINUING EDUCATION SERVICES - Vocational Rehabilitation
Service Delivery
89 Washington Avenue – EBA 560
Albany, NY 12234
(518) 486-7587 - P

March 14th, 2023

Dear Vendors,

If you have not already, you must **register for an Aware Vendor Portal account**.

Without an Aware Vendor Portal account, once CaMS shuts down you will be unable to:
receive referrals from ACCES-VR or authorizations, or
submit invoices, or required deliverable

You must **request access by March 17, 2023**. Agencies may request up to 5 user accounts per agency location. If you have more than one location, you may request additional accounts.

Please complete and submit the **Vendor User Request Form**. The URL link to the Vendor User Request Form is

[ACCES-VR Vendor Portal User Account Request Form](#)

For requests submitted by March 17, ACCES-VR will begin sending your user log-in credentials on April 3, 2023.

Any questions about this guidance may be sent to VRServiceDelivery@nysed.gov

Thank you for your attention to this request,

Sincerely,

Monica Toye-Smith

Monica Toye-Smith, MS, MS Ed
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