



Video Tutorial

Vendor License Management Tutorial

The purpose of this tutorial is to demonstrate how to manage investigator license(s).



- [Vendor Home](#)
- [Vendor Contract](#)
- [Vendor Invoice Submission](#)
- [Vendor License Management](#)**
- [Vendor Search Portal](#)
- [Vendor Contact Info Update](#)
- [Change Password](#)
- [Log Out](#)

Start by selecting the "Vendor License Management" tab.

Selecting this tab will take you to the Vendor License Management page.

REMINDER: You do not have a current 2018-2019 Contract with JAC. To renew, please go to the [Contracts Page](#) and apply.

- [Due Process Contract](#)
- [Vendor Invoice Submission](#)
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NEW! [Investigator Billing Requirements for FY 2018-19](#)

See the [Vendor License management tutorial](#) here.

The [Vendor License Management page](#) is available for investigators to manage license numbers entered into our billing system.

On the management page, enter license number(s) associated with your provider/vendor type. You may add or remove multiple license numbers. License number(s) **MUST** be entered to complete an invoice billing.

Welcome to My JAC

MY JAC Secure Site Information

! Please have your information and documentation prepared beforehand because, if you are inactive for more than 20 minutes, you will be automatically logged out. **Your information and documentation WILL NOT be saved.**

What's New

Online [Due Process invoice billing submission](#) is now available for vendors. Attorneys can log in to "MY JAC" to review and approve or reject Due Process voucher/invoices submitted online by the vendor. Please visit [JAC's Forms and Rates page](#) for a complete list of invoice/voucher covers and related forms. Please be sure to enable javascript and disable pop-up blockers in your web browser for invoice billing submission. Responses on Audit Deficiency Notices may also be submitted online. Please see our [PDF documentation](#) for responding on an Audit Deficiency Notice for Due Process billing. If you have any comments or suggestions, please contact the [JAC Help Desk](#).

Please let us know how we are doing, send an email to feedback@justiceadmin.org.

Guides and Resources for Due Process Vendors



- [Vendor Home](#)
- [Vendor Contract](#)
- [Vendor Invoice Submission](#)
- [Vendor License Management](#)
- [Vendor Search Portal](#)
- [Vendor Contact Info Update](#)
- [Change Password](#)
- [Log Out](#)

Vendor License Number Management (for Investigators only)

Enter license number(s) associated with your vendor type below. You may add or remove multiple license numbers.
License number(s) MUST be entered to complete an invoice billing.

A license is locked from being edited or removed when they are entered into an online billing. When all bills with this license are reviewed by JAC, the license is unlocked and can be edited/removed.

Vendor Type	License Number	Name (as Indicated on License)	
Investigator <input type="text"/>	<input type="text"/>	<input type="text"/>	+ Add New License
*No License Number(s) Entered			

Here you may add, edit, or remove investigator license(s).

Note: Currently, the License Management system only supports investigator licenses.



Questions or Comments? Contact Us.

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See our recommended viewing requirements

Justice Administrative Commission

P : 850.488.2415 (Main Reception)
P : 1.844.JAC.LINE (1.844.522.5463) (Help Desk)
F : 850.488.8944 | 850.922.6794

227 N. Bronough Street, Suite 2100
Tallahassee, FL 32301

U.S. Mail: P.O. Box 1654, Tallahassee, FL 32302



- Vendor Home
- Vendor Contract
- Vendor Invoice Submission
- Vendor License Management
- Vendor Search
- Vendor Contact
- Change Password
- Log Out

Vendor License Number Management (for Investigators only)

Enter license number(s) associated with your vendor type below. You may add or remove multiple license numbers.
License number(s) MUST be entered to complete an invoice billing.

A license is locked from being edited or removed when they are entered into an online billing. When all bills with this license are reviewed by JAC, the license is unlocked and can be edited/removed.

Choose the vendor type from the drop down menu.

Vendor Type	License Number	Name (as Indicated on License)	
Investigator	<input type="text"/>	<input type="text"/>	+ Add New License
*No License Number(s) Entered			

Reminder: Investigator licenses must be entered into the Vendor License Management system before you can submit an invoice.



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License number(s) MUST be entered to complete an invoice billing.

A license is locked from being edited or removed when they are entered into an online billing. When all bills with this license are reviewed by JAC, the license is unlocked and can be edited/removed.

Vendor Type	License Number	Name (as Indicated on License)	
Investigator	C1234567	JOHN SMITH	+ Add New License
*No License Number(s) Entered			

Key the license number as shown on the license. Depending on the license type, enter either the "C" or "CC" license number.

Enter the name of the investigator as it appears on the license.

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License number(s) MUST be entered to complete an invoice billing.

A license is locked from being edited or removed when they are entered into an online billing. When all bills with this license are reviewed by JAC, the license is unlocked and can be edited/removed.

Vendor Type	License Number	Name (as Indicated on License)	
Investigator <input type="text"/>	C1234567 <input type="text"/>	JOHN SMITH <input type="text"/>	+ Add New License

*No License Number(s) Entered

After entering the license and name, select Add New License.



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License number(s) **MUST** be entered to complete an invoice billing.

A license is locked from being edited or removed when they are entered into an online billing. When all bills with this license are reviewed by JAC, the license is unlocked and can be edited/removed.

Vendor Type	License Number	Name (as Indicated on License)	
Investigator	<input type="text"/>	<input type="text"/>	Add New License
Investigator	C1234567	JOHN SMITH	Edit Remove
1			

Repeat steps for each investigator associated with the firm (who bills with JAC).



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License number(s) MUST be entered to complete an invoice billing.

A license is locked from being edited or removed when they are entered into an online billing. When all bills with this license are reviewed by JAC, the license is unlocked and can be edited/removed.

Vendor Type	License Number	Name (as Indicated on License)	
Investigator <input type="text" value="Investigator"/>	<input type="text"/>	<input type="text"/>	+ Add New License
Investigator	C1234567	JOHN SMITH	Edit Remove
1			

Note: You are unable to modify any investigator license(s) number(s) when an online submission is in the review status.

Once JAC has processed the invoice for payment or sent a letter, the license numbers may be modified.

The license will be greyed out to indicate it cannot be modified.



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Video Tutorial

End of Tutorial