

wvOASIS

Vendor and Sub Recipient Self Service (VSS)

I can do what in wvOASIS?

- Search VSS for Grant Funding Opportunities**
- Fill out a Grant Funding Application**
- Submit a Grant Funding Application**



Where do I begin?

VSS Training is available.

**To get started the VSS
link is wvOASIS.gov**

myApps

myApps is a one stop shop for the agency end user community; providing access to wvOASIS Budget, Financial, HRM, Payroll and Kronos applications. It's also the access point to Employee Self Service (ESS), as well as training and meeting materials and the system maintenance calendar.



State Employees: How Do I Find My Paycheck Stub?

 [How to Find My Paycheck Stub.pdf](#)

[myApps](#)

The West Virginia Vendor Self Service (VSS) portal

Click on the VSS Training link at the top of this page for the latest VSS resources.

If you are registering for the **West Virginia CARES Act Small Business Grant Program**, you DO NOT NEED TO PAY THE \$125 REGISTRATION FEE. Simply click the Pay Later button to skip.

If you are a **current vendor** or you plan on **doing business with the State** within the next year, you will also need to [Register for Electronic Funds Transfer \(EFT\)](#). Otherwise, this is not required.

[VSS Portal](#)

[VSS Maintenance Calendar](#)

myOASIS HelpDesk

Toll Free (855) 666-8823

Mon-Fri (7am to 4:30pm)

Excluding State Holidays

helpdesk@wvOASIS.gov

Under Grants, select the grant funding opportunities and applications.

The screenshot shows the myOASIS website interface. At the top, there is a navigation bar with the myOASIS logo and social media icons for Facebook and Twitter. Below the navigation bar is a menu with links for Home, Upcoming Events, Job Opportunities, VSS Training, and Contact Us. The main content area is divided into two sections. The first section is titled "West Virginia Vendor Self Service (VSS)" and contains three links: "A Glance at VSS 4.0 Homepage", "A Glance at VSS 4.0 as a User", and "VSS 4.0 Pay Registration Fee Video Tutorial". Below these links is a blue button labeled "VSS Portal". The second section is titled "Grants" and contains three links: "Search VSS for Grant Funding Opportunities (GFO)", "Completing a Grant Funding Application (GFA) in VSS - (Part 1)", and "Completing a Grant Funding Application (GFA) in VSS - (Part 2)". On the right side of the page, there is a "myOASIS HelpDesk" section with contact information: "Toll Free (855) 666-8823", "Mon-Fri (7am to 4:30pm)", "Excluding State Holidays", and the email address "helpdesk@wvOASIS.gov". Three red arrows point to the "VSS Portal" button, the "Grants" section, and the "Completing a Grant Funding Application (GFA) in VSS - (Part 1)" link.

West Virginia Vendor Self Service (VSS)

- [A Glance at VSS 4.0 Homepage](#)
- [A Glance at VSS 4.0 as a User](#)
- [VSS 4.0 Pay Registration Fee Video Tutorial](#)

[VSS Portal](#)

Grants

- [Search VSS for Grant Funding Opportunities \(GFO\)](#)
- [Completing a Grant Funding Application \(GFA\) in VSS - \(Part 1\)](#)
- [Completing a Grant Funding Application \(GFA\) in VSS - \(Part 2\)](#)

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Select Sign Up and let's get started!

West Virginia VSS

https://prd311.wvoasis.gov/PRDVSS1X1/Advantage4

Getting Started | https://myapps.wvsao... | My Courses | West Virginia Retireme... | West Virginia Retireme... | Sign in to your account | Service | IQ | Documents - OneDrive | FEMA PARS | h - Google Search | Set up a mobile device... | https://myapps.wvsao... | LogicalCHOICE | WV DEP Citrix

West Virginia OASIS

User ID Password [Sign In](#) [Sign Up](#) [Need an Account?](#) [Forgot Password?](#) [Helpdesk Info](#)

Welcome to State of West Virginia Vendor and Sub Recipient Self Service

What would you like to do ?

- View Latest Announcements
- Create Your Vendor Account
- Download Vendor Forms
- View Published Solicitations
- View Grant Opportunities

Latest Announcements

1 - 4 of 4 Records View per Page - 20 50 100 Page 1 of 1

Date	Message
08/11/2022	Attention Grant Applicants! Please be aware that there is a technical issue when attempting to view uploaded attachments on grant applications in VSS. After submitting the application, if you return to review the application, the attachments are not displaying on the application and the attachment counter will show the number of attachments as '0'. This is incorrect. If you were able to submit your application, then at least one attachment had to be present. If any required documentation is missing the grant coordinator will reach out to you, and you will be able to email the required documentation to them.
07/15/2022	CHANGES TO VENDOR REGISTRATION DISCLOSURES REQUIREMENTS: HB4499 passed by the Legislature and signed into law on March 28, 2022, no longer requires vendors to submit the city and state of residence and business address of their members, partners, or associates; the names and cities and states of residence and business addresses of the president, vice president, secretary or general manager, or any stockholder holding at least 10% of the capital stock; or one or more banking institutions to serve as a reference.
11/16/2020	If you are using Vendor Self Service for the first time, please click on the 'SIGN UP' button to create your user account.
11/07/2020	Supported browsers: Mozilla Firefox, Microsoft Edge, Google Chrome, and Safari. Chrome and Edge users must update to the latest version.

Accept the terms, fill in the blanks and sign up.

The screenshot shows a web browser window with the URL <https://pr311.wvoasis.gov/PRDVSS1X1/Advantage4>. The page header includes the MOASIS logo and navigation links. The main content is divided into two panels:

- Memorandum of Agreement:** Contains legal terms and conditions. A red arrow points to the **Accept Terms** button.
- Sign Up:** A registration form with the following fields:
 - User ID:** littlebopeep
 - First Name:** Mya
 - Last Name:** Namu
 - Fax Number:** 304-555-1213
 - Phone Number:** 304-555-1212
 - Password:** (masked with dots, green bar indicates strength)
 - Confirm Password:** (masked with dots)
 - Security Question:** Where were you born? (dropdown menu)
 - Security Answer:** (masked with dots)
 - Confirm Security Answer:** (masked with dots, red arrow points here)
 - Email:** Mya.namu@gmail.com
 - Email Verification Code:** 67509A **Send Verification Code** button is located below the email field. A red arrow points to the **Sign Up** button.

The footer contains links for [About](#), [Privacy](#), [Important Links](#), and [Accessibility](#), along with copyright information for wvOASIS and CGI Inc.

You're here. Now what?

West Virginia VSS
https://prd311.wvoasis.gov/PRDVSS1X1/Advantage4

WVOASIS

User ID Password [Sign In](#) [Sign Up](#) [Forgot Password?](#) [Need an Account?](#) [Helpdesk Info](#)

Welcome to State of West Virginia Vendor and Sub Recipient Self Service

What would you like to do ?

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Latest Announcements

1 - 4 of 4 Records View per Page - 20 50 100 Page 1 of 1

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11/16/2020	If you are using Vendor Self Service for the first time, please click on the 'SIGN UP' button to create your user account.
11/07/2020	Supported browsers: Mozilla Firefox, Microsoft Edge, Google Chrome, and Safari. Chrome and Edge users must update to the latest version.

So, this is it? What's next? See what opportunities are available.

The screenshot displays the Virginia VSS MOASIS website interface. The browser address bar shows the URL: <https://prd311.wvoasis.gov/PRDVSS1X1/Advantage4>. The page features a blue navigation sidebar on the left with the following items: Grant Opportunities Landing Page, Grant Opportunities (expanded), Grant, My Watchlist, Award History, and Grant Application. A red arrow points to the top of the sidebar, and another red arrow points to the 'Grant' menu item. The main content area includes a 'My Account' button and an 'Announcements' section. The announcements are listed in a table with columns for 'Date' and 'Message'.

Date	Message
08/11/2022	Attention Grant Applicants! Please be aware that there is a technical issue when attempting to view uploaded attachments on grant applications in VSS. After submitting the application, if you return to review the application, the attachments are not displaying on the application and the attachment counter will show the number of attachments as '0'. This is incorrect. If you were able to submit your application, then at least one attachment had to be present. If any required documentation is missing the grant coordinator will reach out to you, and you will be able to email the required documentation to them.
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11/16/2020	If you are using Vendor Self Service for the first time, please click on the 'SIGN UP' button to create your user account.
11/07/2020	Supported browsers: Mozilla Firefox, Microsoft Edge, Google Chrome, and Safari. Chrome and Edge users

ps.wvsao.gov/apps/ x West Virginia VSS x +
 https://prd311.wvoasis.gov/PRDVSS1X1/Advantage4

WVOASIS Home ? Vendor F9

Grant Opportunities

FY 2022 Justice Assistance Grant (JAG) Program DIVISION OF ADMINISTRATIVE SERVICES Justice Assistance Grant Grant Funding Opportunity (GFO)	07/15/2022 11:59 PM EDT	2 Days, 06:54:05	Open	Respond
FY 2023 CASA Grant Program DIVISION OF ADMINISTRATIVE SERVICES COSA (State) Grant Funding Opportunity (GFO)	07/15/2022 11:59 PM EDT	4 Days, 06:54:05	Open	Respond
FY 2021 SORNA Grant Program DIVISION OF ADMINISTRATIVE SERVICES JUSTICE AND COMMUNITY SERVICES Grant Funding Opportunity (GFO)	07/18/2022 05:00 PM EDT	6 Days, 23:55:05	Amended	Respond
ESG PY22 Request for Proposals WEST VIRGINIA DEPARTMENT OF ECONOMIC DEVELOPMENT DEPARTMENT OF ECONOMIC DEVELOPMENT Grant Funding Opportunity (GFO)	08/09/2022 11:59 PM EDT	29 Days, 06:54:05	Open	Respond
FY23 REAP Covered Electronic Devices Recycling Grant Program DEPARTMENT OF ENVIRONMENTAL PROTECTION REAP Covered Electronic Devices-State Grant Funding Opportunity (GFO)	08/31/2022 11:59 PM EDT	51 Days, 06:54:05	Open	Respond
Economic Enhancement Grant Fund WATER DEVELOPMENT AUTHORITY Economic Enhancement Grant Fund Grant Funding Opportunity (GFO)	12/31/2023 11:59 PM EST	538 Days, 07:54:05	Open	Respond

If you want it, then you better click on it.

West Virginia VSS | wvOASIS

Grant Opportunity View Page (GFO)

Document ID: GFO-0313-2200000000056-1 | Time Left : 51 Days, 06:10:47

Respond Online | Back

General Information | Components | **Attachments** | Grant Opportunity Instructions | Evaluation Criteria | Grant Terms & Conditions

1 - 2 of 2 Records | View per Page - 20 | 50 | 100 | Page 1 of 1

File Name	Date	Attachment Type	Description
2023 REAP Covered Electronic Devices Grant Program_Application.pdf	05/26/2022	Standard	
Final_GFO_0313_2200000000056_1_WV_ARFP_FORM.PDF	05/27/2022	Assembled Form	Assembled pdf file for document [GFO,0313,2200000000056,1] - Agency Request For Proposal Form (PDF Format)

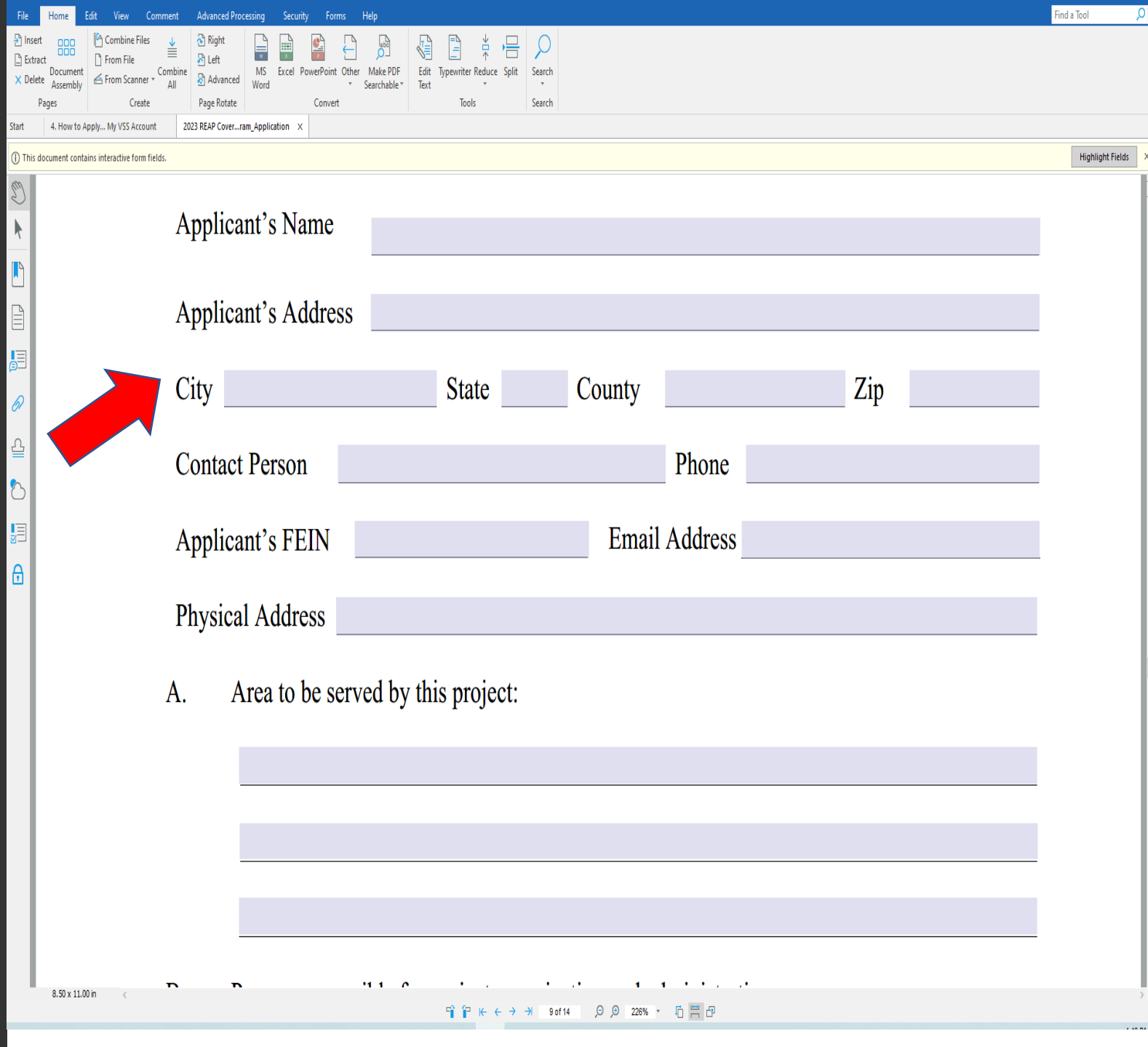
About | Privacy | Important Links | Accessibility | wvOASIS | © CGI Inc. | Advantage vss 4.1 Shakedown

So, this is an application?

- **The Attachments tab has the application and may contain other forms and guidance documents.**

Completing the Application

Once you have selected the application to download, complete and save the PDF to your files.



The screenshot shows a PDF application form with the following fields:

- Applicant's Name
- Applicant's Address
- City, State, County, Zip
- Contact Person, Phone
- Applicant's FEIN, Email Address
- Physical Address
- A. Area to be served by this project:

A red arrow points to the City field. The form is displayed in a software interface with a menu bar at the top and a sidebar on the left. The status bar at the bottom indicates the page is 9 of 14 and is zoomed to 226%.

Now Respond Online.


The screenshot shows a web browser window displaying the 'Grant Opportunity View Page (GFO)' on the wvoasis.gov website. The page title is 'Grant Opportunity View Page (GFO)' and the document ID is 'GFO-0313-2200000000056-1' with a time left of '51 Days, 06:08:40'. The page is divided into several tabs: 'General Information', 'Components', 'Attachments', 'Grant Opportunity Instructions', 'Evaluation Criteria', and 'Grant Terms & Conditions'. A red arrow points to the 'Respond Online' button in the top right corner. Below the tabs, there is a table of attachments with the following data:

File Name	Date	Attachment Type	Description
2023 REAP Covered Electronic Devices Grant Program_Application.pdf	05/26/2022	Standard	
Final_GFO_0313_2200000000056_1_WV_ARFP_FORM.PDF	05/27/2022	Assembled Form	Assembled pdf file for document [GFO,0313,2200000000056,1] - Agency Request For Proposal Form (PDF Format)

The footer of the page includes links for 'About', 'Privacy', 'Important Links', and 'Accessibility', along with the wvoasis logo and copyright information for CGI Inc. The browser's address bar shows the URL 'https://prd311.wvoasis.gov/PRDVSS1X1/Advantage4'.

https://myapps.wvsao.gov/apps/ x West Virginia VSS x +

https://prd311.wvoasis.gov/PRDVSS1X1/Advantage4

 **WVOASIS**

Grant Funding Application (GFA)

GFA-0316-ESR0902220000000688

[Previous](#) [Continue](#) [Save & Close](#) [Exit](#)

1 Select Lines — 2 Respond To Lines — 3 Application Details — 4 Review & Submit

Group 1 Default Number of Lines: 1

Line Number	Commodity Line Details	My Request		Line Item Preference
1	Commodity Description Water Development Authority Economic Enhancement Grant Fund	Response Type Applied	Request Amount \$1.00	Line Item Preference

Comments
I want my money!

16/1500

Enter the Response Type, Request Amount, then Continue. You are doing so well!

What's your 411?

**Don't stop
now!**

**You are
almost
finished!**

**Fill out the
contact and
organization
information.**

**Give up your
digits.**

https://myapps.wvsao.gov/apps/ x West Virginia VSS x +

https://prd311.wvoasis.gov/PRDVSS1X1/Advantage4

WVOASIS

Grant Funding Application (GFA)

GFA-0316-ESR09022200000000688

Vendor

Previous Continue Save & Close Exit

1 Select Lines 2 Respond To Lines 3 Application Details 4 Review & Submit

Contact Information

Documentation Requirements

I. CONTACT PERSON

Contact Name *

Agency / Organization

Telephone Number *

(999) 999-9999

Email Address *

email@address.com Send Email

Street or Box Number

City

Any time you want stop and resume later, Save & Close.

https://myapps.wvsao.gov/apps/ x West Virginia VSS x +
https://prd311.wvoasis.gov/PRDVSS1X1/Advantage4

WV OASIS

Grant Funding Application (GFA)

GFA-0316-ESR09022200000000688

Vendor

1 Select Lines — 2 Respond To Lines — 3 Application Details — 4 Review & Submit

Contact Information

Documentation Requirements

REQUIRED DOCUMENTS

Please review the grant instructions attached to the Funding Opportunity to obtain Required Attachments (Click on GFO number on Grant Opportunities Page) Use the below upload buttons to upload all required documentation for this opportunity.

Attachment 1 * Upload Documents

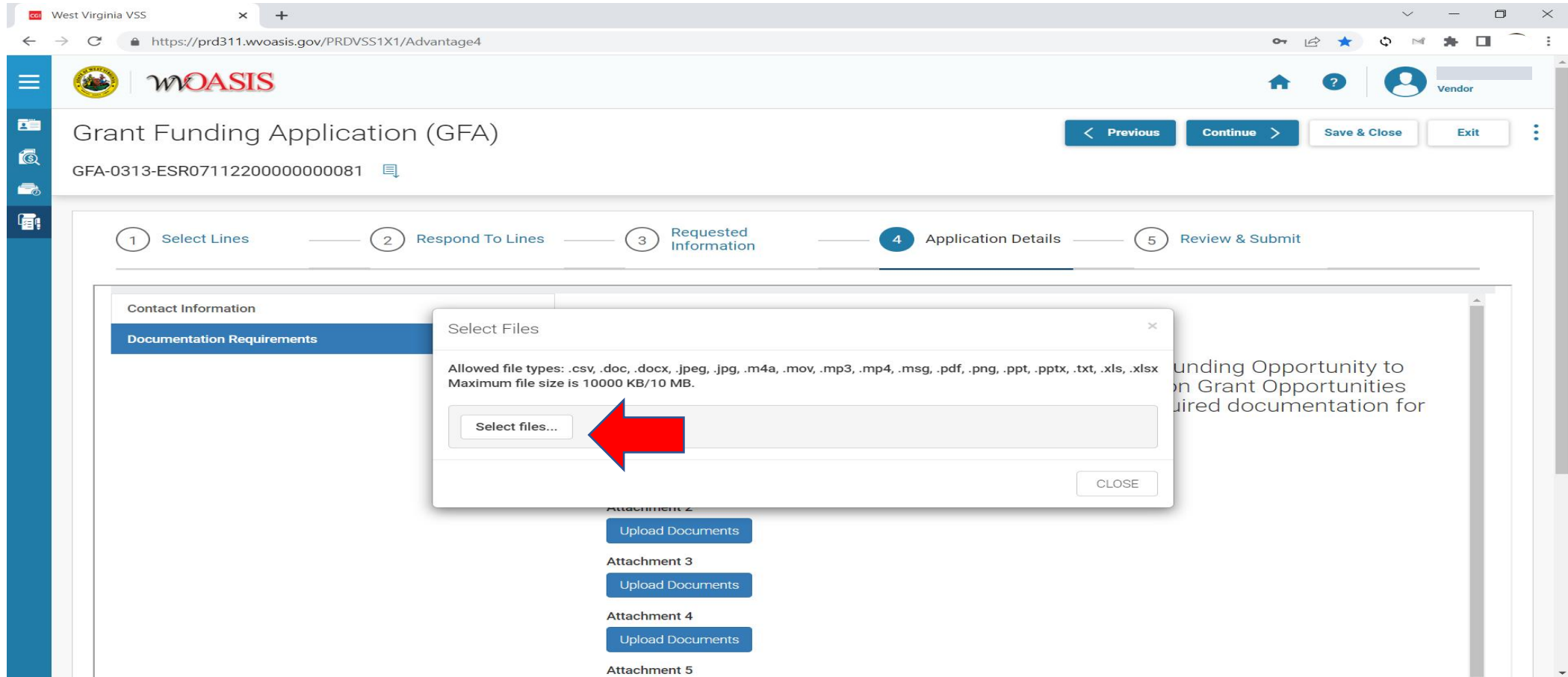
Attachment 2 Upload Documents

Attachment 3 Upload Documents

Attachment 4 Upload Documents

Attachment 5

Upload your application and any other documents that you want to include.



- **Select Upload Documents, then select your files to be included.**
- **You can then attach as many documents as you need.**

Review and Submit

- Review your information.
- If you want to print your application, select the 3 dots then select Print Application.
- If you have included all the information that you want to include, Submit Application.
- Save and Close.

https://myapps.wvsoa.gov/apps/ x West Virginia VSS

https://prd311.wvoasis.gov/PRDVSS1X1/Advantage4

WVOASIS

Grant Funding Application (GFA)

GFA-0316-ESR0902220000000691

Vendor

Previous Submit Application Save & Close Exit

Related Actions Related Pages

Discard Application View Grant

Not Apply All Lines

Apply All Lines

Hide Not Applied Lines

Print Application

1 Select Lines — 2 Respond To Lines — 3 Application Details — 4 Review & Submit

Application Summary

Application ID	ESR0902220000000691	Legal Name	
Grantee Code		Application Status	Draft
Application Total Attachment Count	0	Application Date	09/02/2022
Application Time	05:00 PM	Applied By User ID	
First Name	Carolyn	Last Name	Norvell
Email	carolyn.g.norvell@wv.gov	Phone	3049260499
Total Bid	\$0.00		

Line Response

Group	Default	Line	1
Grant Code	Government aid	Grant Begin Date	-
Extended Description	Water Development Authority Economic Enhancement Grant Fund	Grant End Date	-
Request Amount		Response Type	Bid

Congratulations!

**You have successfully submitted
your sub grant application!**

**If you need help, contact
myOASIS HelpDesk**

Email: helpdesk@OASIS.gov

Phone: (855) 666-8823