

If you are new to the EDS system or are having trouble:

1. Go to the right website

<https://webapps.cityofchicago.org/EDSWeb>

Some computers can access this link, some cannot. If yours can't, please go to the City of Chicago website at www.cityofchicago.org and in the search bar found in the upper right-hand corner type in "online EDS". Click on the first search result and scroll to bottom of the page to the button that says "Get Started On-Line". Click on that button and bookmark the page.

2. Register for the EDS System

If you have never filled out an on-line EDS with the city you can start the registration process by clicking on "Vendor Registration" found on the left hand side column. If someone from your organization has already registered, you will be linked to the existing application during this registration process. If you are the first person to register for your agency, *please, please, please* be sure to type in the exact legal name of your organization and enter the correct FEIN number. After you fill out the vendor registration, an account will be generated for your organization and you will be sent an e-mail with a link and a password that will allow you to log into the EDS system.

3. Login

Returning to the <https://webapps.cityofchicago.org/EDSWeb>

In the upper right hand corner of this page, there is the word "login". When/if you have a login name/password – you will click on this to login.

4. Fill out the EDS

Once you have logged in you will need to complete the EDS template. You start this process by clicking on "Create New" found in the left hand side column. The first question you will be asked is do you have an invitation number – well, somebody out there gets invitation numbers but I haven't talked to any of them so click no (unless you have one). The next question is: **Is this an EDS for a contract or an EDS information update?** If you are completing this form for the very first time, it is an information update so click on that, answer all the questions and hit submit.

5. Link to a contract

If you have already completed your EDS template and have been awarded a contract, you will need to link the EDS to the contract. ***For every contract with its own PO, you will need to complete a NEW EDS.*** I cannot emphasize this enough. To do this, click on "create new" again but this time indicate that this is for a contract and complete the questions accordingly.

6. Print and submit your Certificate of Filing

After you electronically sign your EDS for a contract, click "View Certificate" to view and print your Certificate of Filing. Include the Certificate of Filing with the contract materials you return to the City. If you need to reprint a certificate later, you can click "Recently Submitted", find the appropriate EDS, and click the "P" button.

7. Correcting a returned EDS

If your EDS has been returned because of an error, it will appear in “Returned from City” found on the left hand side column. Click on Returned from City and then open the EDS in need of correction by clicking on the yellow/orange colored button labeled “OR”. If you have questions about what needs to be corrected, please go to the “City Comments” tab of the EDS where the Contracts Administrator will have listed the desired correction or outlined the error causing the return. After making the desired and necessary correction, save the EDS and then click on the Ready to submit button to return the EDS to us.

Helpful Hints:

Most of the contracts DFSS lets are federally funded. If you have a question about this, please call your contract liaison.

The Online EDS has a great library of documents and videos to help you trouble shoot common questions. You can access them on the left hand side column.

If you have any questions please call or e-mail Angelina Santos at 312-743-1520, angelina.santos@cityofchicago.org.