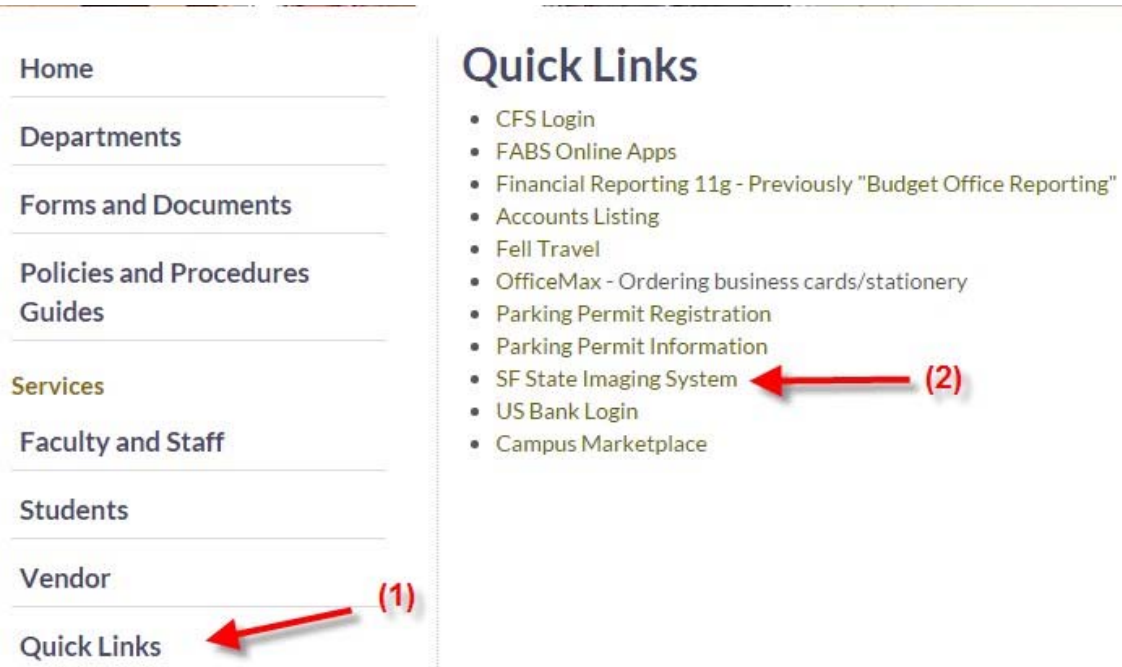




How to View a Vendor's Insurance Documents

1. You must gain access to the Imaging System before you can login. Please contact Joey Bondoc for more sign-up information (ext. 87137 / jgbondoc@sfsu.edu)
2. Go onto our Fiscal Affair website (<http://fiscaff.sfsu.edu/>). Click on "Quick Links" (1) and Click on "SF State Imaging System" (2)



3. It will bring you to the Data View Login (<https://sfsu.documentportal.com/servlet/data>)
 - a. Type in your User ID and Password then click on Login



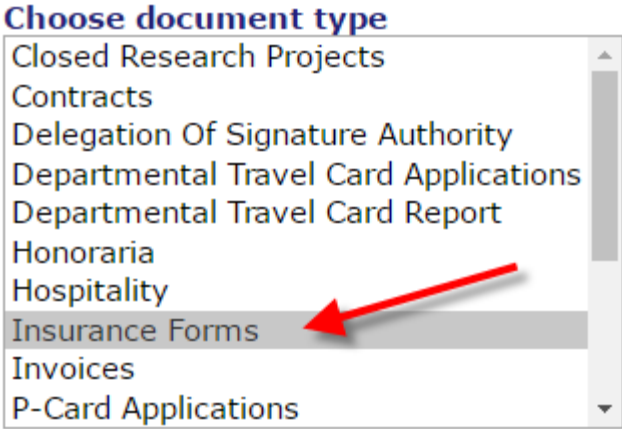
San Francisco State University - Fiscal Affairs

Please enter user ID and password for access:

User ID:

Password: [Change password](#)

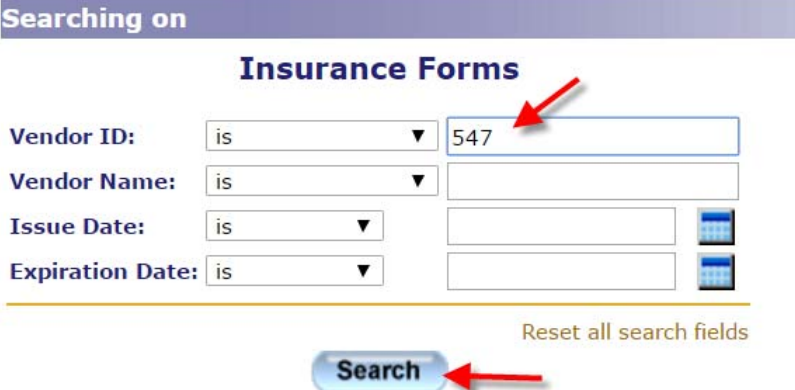
4. Select “Insurance Forms”



Choose document type

- Closed Research Projects
- Contracts
- Delegation Of Signature Authority
- Departmental Travel Card Applications
- Departmental Travel Card Report
- Honoraria
- Hospitality
- Insurance Forms**
- Invoices
- P-Card Applications

5. Type in the vendor ID (leave all the zeros out; EX: vendor id is 0000000547, you’ll only need the “547”)



Searching on

Insurance Forms

Vendor ID: is ▼ 547

Vendor Name: is ▼

Issue Date: is ▼

Expiration Date: is ▼

[Reset all search fields](#)

Search

6. Click on “547” under the Vendor ID (a PDF should pop up, which will be the vendor’s insurance documents)

	<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Issue Date</u>
1.	547	BAY AREA BUS REPAIR	07/22/2016
2.	547	BAY AREA BUS REPAIR	10/06/2015