Department of Developmental Services

Frequently Asked Questions (FAQs)
Last Updated: September 21, 2026

STANDARDIZED VENDORIZATION – APPLICANT/PROVIDER

Q1. If I am notified that I do not meet requirements for vendorization, how can I get more information about next steps?

A1. Each application that does not meet requirements will receive an email notification which will include a high-level summary of the reason. If you feel there has been an error you are encouraged to contact your vendoring Regional Center to learn more, including options to appeal.

Q2. When should I create a Provider Directory (PD) login profile?

A2. You should create a PD login profile when you are ready to begin the vendorization process. Your profile gives you access to the Provider Directory so you can submit your information and move forward with vendorization.

Q3. Do I need an Adobe license to e-sign the DS 1890 and DS 1891?

A3. No. An Adobe license is not needed for people who only need to sign documents that are sent to them. They must sign documents via a web browser.

Q4. Can I apply one or more documents from an approved application to a new vendorization applications?

A4. No. However, approved providers can download documents from their vendor record to a personal computer or cloud storage and then upload them into a new vendorization application.

Q5. Will the Provider Directory support Spanish or other languages?

A5. At this time the Provider Directory does not support languages other than English.

Q6. Can multiple staff from the same organization access the same vendor application in Provider Directory?

A6. No, the person that starts the application is the only person that can access the application.

Q7. Can I re-use a previously e-signed DS 1891 form for multiple applications?

A7. No. Each application requires completing select fields from the DS 1891 in the Provider Directory.

Q8. Can I reuse an existing parent/guardian vendor number for a different purchase reimbursement?

A8. Yes. Initially, you need to be vendored in Provider Directory. When seeking reimbursement, there is no need to re-vendor again. You can bill for services with the vendor number issued.