[Print Page](#)

# Getting Started

Doing business with the Chicago Housing Authority (CHA) offers great benefits, such as helping communities and gaining new business opportunities. Here's how you can get started:

**Register as a Supplier**

To begin, visit the [CHA Supplier Portal](#):

- **Create an account** if you don't have one, or log in if you do.
- **Complete your registration** by filling in all the necessary information.
- **Upload required documents**, like your W-9 and compliance certificates.

**Check for Opportunities**

Regularly check the Contracting Opportunities page:

- **Review open bids** and solicitations.
- **Download bid documents** for more details on each opportunity.
- **Submit your bids** before the deadlines.

**Stay Updated**

Attend CHA workshops and vendor events:

- **Learn about CHA's needs** and how to meet them.
- **Network with CHA staff** and other vendors.
- **Stay informed** about upcoming projects and opportunities.

**Keep Your Information Current**

Ensure your contact details are always up to date in the Supplier Portal:

- **Update your company name**, address, phone number, and email.
- **Keep your W-9 and compliance certificates** current.
- **Review and update commodity codes** to match your services.

By following these steps, you can start a successful partnership with the CHA and contribute to the community.

## Workshops & Training

The Department of Procurement and Contracts (DPC) has a variety of workshops throughout the year at the Charles A. Hayes Family Investment Center (FIC) located at [4859 S. Wabash Ave,](#)

[Chicago, IL 60615](#).

The [CHA Supplier Portal](#) workshops specifically teach participants how to create a new vendor account, reset a password, and review and electronically bid for open solicitations.

# Need Support?

To assist vendors with Supplier Portal issues or concerns, the following resources are available:

- For questions or issues regarding the Supplier Portal, please email CHA Procurement at [e-procure@thecha.org](mailto:e-procure@thecha.org).
- For technical questions, please call CHA Tech Support at [(312) 786-4000](tel:3127864000).