



**COMMITTEE FOR PUBLIC COUNSEL  
SERVICES  
Vendor Vbill Access Agreement**

In consideration of the grant of access to the Committee for Public Counsel Services (CPCS) Vbill System, through my individual password, I am applying for and agree to abide by the terms and conditions of this agreement, as set forth below and as may be amended from time to time by CPCS:

1. The Password assigned to me will be used exclusively by me for CPCS billing for services provided by me, or my CPCS listed employees. I agree that I have appropriate security systems in place to prevent unauthorized access to the Vbill system and shall be solely responsible for safeguarding the confidentiality of my password and for any unauthorized access that results from a failure to do so. I will notify CPCS immediately of any suspected security breach.
2. I have reviewed chapters I, II, V and VII of the CPCS Assigned Counsel Manual, the Vbill Manual, as well as the CPCS Qualifications and Rates for Investigators, Social Service Providers and Expert Witnesses as may be amended from time to time and agree to abide by the policies, terms and conditions contained therein.
3. I agree that by submitting the Vbill or signing the printed Vbill form, I am attesting under the pains and penalties of perjury that the services were delivered, that all work was performed as billed, and that I maintain contemporaneous time records and case files in accordance with CPCS billing and recordkeeping policy and the Assigned Counsel Manual as amended.
4. I agree to maintain a copy of the Vbill, and all attachments, supporting records, case file documents, contemporaneous time records and all other documentation supporting the services provided for a period of 7 years.
5. I agree to produce any requested documentation to CPCS or billing records to the State Auditor immediately upon request.

In the event that you forget your password, the following information is required to ensure proper identification before CPCS can release your password to you:

Mother's maiden name: \_\_\_\_\_ Vendor's e-mail address \_\_\_\_\_

\_\_\_\_\_  
Vendor Signature Date

\_\_\_\_\_  
Print Name Firm/Corporation Name

**Please return the completed form to:** Mr. Nick Barlow, Committee for Public Counsel Services  
44 Bromfield Street, Boston, MA 02108



# COMMITTEE FOR PUBLIC COUNSEL SERVICES

## Owner/Principal Employee Form

In order to activate your Vbill account, CPCS must, in the first instance, enter the owner or principal employee's information. Once entered, you may sign into Vbill and select the Vbill Manage Employees page where you can add additional employees/contractors to your Vbill account.

To assist us in this process please provide the following (PLEASE PRINT):

Company name: \_\_\_\_\_

Company phone number: (     ) \_\_\_\_\_

Owner's Full Legal name<sup>1</sup>

\_\_\_\_\_  
Last Name                      First Name                      MI

Date the company began operation. NOTE: If the owner does not directly provide services to CPCS clients please enter the date the principal employee was hired.

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Month/day/year

Owner/Principal Employee's Year of Birth:    \_\_\_\_  \_\_\_\_  \_\_\_\_  \_\_\_\_

Last four digits of named person's SSN:    \_\_\_\_  \_\_\_\_  \_\_\_\_  \_\_\_\_

\_\_\_\_\_  
*Signature*

<sup>1</sup> Large organizations such as hospitals where the owner does not directly provide services to CPCS clients may designate any employee who is actively providing services to CPCS clients