

## Invitation to the Illinois Centralized Repository Vault (CRV)

The CRV provides a centralized, secure website for businesses contracting with the State of Illinois to upload documentation one time in one location for access by multiple participating state agencies.

This e-mail has been sent in response to a request for access to the CRV system. In order to use the CRV, Providers must authorize one or more Provider Contacts to register for access to the CRV.

**Before registering, you will need a functioning External.Illinois.gov ID and password.** If you do not have an External.Illinois.gov ID, you can obtain one at the following web link: [Create Illinois.gov Account](#). Choose General Public (Not employed by the State of Illinois) [EXTERNAL] even if you are a State of Illinois employee.

You will also need a DUNS Number. Please make certain to use the correct DUNS number for the provider and address being registered. Each separate location of a business should have its own DUNS Number. The [Dun and Bradstreet website](#) has resources to check an existing DUNS Number or to request a DUNS Number if one is needed.

**The address for the Registration Site is:**

<https://vault.dhs.illinois.gov/crvpublic/crvr/dynamic/registration.jsf>

You will need to provide an Invitation Key in order to submit your request for access.

**The Invitation Key is: TNBK-CMPY-QTZR**

All fields with a Red asterisk (\*) are required. The Certification check box is required. Select the "Submit Registration" button when complete.

Any error messages or additional instructions that need to be followed, will be displayed in the Message box at the top. The Registration Accepted page will display after the registration has been successfully submitted.

The contact will receive an email notification of the registration status. The registration must be approved by a CRV Administrator before login to the CRV application is possible. It may take up to 2 business days before registration approval is complete.

After receiving the registration approval email, go to [CRV Login](#). Enter the External.Illinois.gov ID for User name and password. Be sure to include the domain suffix (@external.illinois.gov) as part of the ID.

For more information, go to the [Centralized Repository Vault \(CRV\)](#) website.