



Help us help those you serve.

MDRS 

MISSISSIPPI DEPARTMENT OF
REHABILITATION SERVICES

Vendor Sign-up

To assist individuals with disabilities in gaining and retaining employment, we use skills and expertise found in community resources.

MDRS pays for specific authorized services provided by you to our clients at agreed-upon rates.

**Join
vendors
like:**

Doctors
Hospitals
Clinics
Therapists

Colleges
Transportation
companies
Small business
owners



How to Become a Vendor

Disclaimer: Getting pre-approved as a vendor does not guarantee you business with MDRS. By signing up, you are agreeing to the terms of the State of Mississippi.

1 Register with Department of Finance and Administration

- Visit www.dfa.ms.gov/direct-links
- Scroll down to “Vendor Services” and click “MAGIC Vendor Services”
- Scroll down and click link for “State of Mississippi Supplier Registration”
- Please call **601-359-1343** or email mash@dfa.ms.gov if you need help.
- After registering with MAGIC, you will receive an email from the Department of Finance and Administration (DFA). The email will provide a User ID and temporary password.
- After receiving your User ID and password from DFA, please complete the W-9 form and return to your MDRS counselor.
- Please write an email address somewhere on the W-9. MDRS requires an email address for all vendors for verification purposes.
- You will then receive another email notification that you have been added as a vendor in the MDRS system. You are now a vendor with MDRS.



2 Register for Payments

It is a State of Mississippi requirement that you sign up for electronic payment.

- Visit www.paymode.com/mississippi
- Click “Join Now” and then follow set-up instructions.
- You will need your banking information.
- All payment can be located/tracked through Paymode-X.
- Call Paymode-X customer service at **1-877-443-6944** for any additional help.



The Mississippi Department of Rehabilitation Services is our state agency dedicated to helping Mississippians with disabilities live and work independently.

mdrs.ms.gov

