

# DORS Invoice and Report Portal: A “How to Use” guide for DORS Vendors

**Portal Address:** <https://www.surveygizmo.com/s3/5681670/DORS-Invoice-Reports-Portal-062520>

## Page 1

The first page of the portal provides instructions and guidance on using the portal. Click “Next” to progress through the portal.

## Page 2

Select the first letter of the vendor name. Look for and select the vendor name from the drop down list.

## Page 3

Leave it blank if the vendor name was on the list. If the vendor name is NOT on the drop down list, type your vendor in to the provided space.

## Page 4

Blank. Click NEXT.

## Page 5

Type in:

1. Your name.
2. Your email address.
3. Additional email addresses (if desired).
4. Consumer’s first name [can be found on the Authorization for Purchase. Outlined in purple in the Sample Authorization below].
5. Consumer’s last name [outlined in purple in the Sample Authorization below].
6. DORS Counselor name [outlined in red in the Sample Authorization below].
7. Select whether you are sending an invoice and report, just a report, or just an invoice.
8. Authorization Number [outlined in green in the Sample Authorization below].
9. Case Number [outlined in pink in the Sample Authorization below].

### SAMPLE Authorization

Maryland State Department of Education  
\*\*\*CONFIDENTIAL FOR AGENCY USE ONLY\*\*\*  
Division of Rehabilitation Services  
**AUTHORIZATION FOR PURCHASE**

Bill to the Attention Of  
**Division of Rehabilitation Services**  
[Redacted]  
Off. Blindness/Vision Services  
16 W. Washington Street  
[Redacted] Hagerstown, MD 21740-5583  
Phone (301) 733-1209

Authorization Number	[Green Box]
Vendor Number	[Orange Box]
Payment Type	Warrant

Ship To **Division of Rehabilitation Services**

[Redacted]

Vendor Phone (410) [Redacted]

#### 1. Participant Information

Name [Redacted]

PID [Redacted]

Case Number [Redacted]

Caseload

#### AUTHORIZATION DATES

Begin 10/15/2020

End 06/30/2021

**Page 6**

Verification page. Verify both the information you have typed and the selected DORS office location are correct.

**Page 7**

Security Question page. You are asked what type of service DORS provides. The answer is “vocational rehabilitation.” Type this in all lower-case letters.

**Page 8**

If you answer the security question correctly, you will see this page and it should say “Correct.” If you answer incorrectly, you will be taken back to the beginning of the survey, and all the information entered will be lost.

**Page 9**

Files upload page. Select which files to upload. Add any comments to the person processing the documents.

**Page 10**

Confirmation page, with the option to download and print all the information entered into the portal. Clicking “NEXT” submits the documents and message.

**Page 11**

“Thank You” page. Either close the tab or click the link to enter another invoice and report.

If there are comments, feedback or issues, please click the [dors.portalfeedback@maryland.gov](mailto:dors.portalfeedback@maryland.gov) email address to send a message.