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*Interim Chief Executive Officer*

Chicago Housing Authority  
60 E. Van Buren  
12th Floor  
Chicago, IL 60605  
☎ 312-742-8500  
www.thecha.org

Attention All Vendors:

Please visit the CHA Supplier Portal and register as a Supplier/Vendor.  
All

Current and New vendors must register in the new system in order to do business with the CHA.

Important Note: Required browsers for using the Supplier Portal are Google Chrome, Firefox Mozilla and I.E. 10 and above.

The procedures for a vendor to register in the Supplier Portal are as follows:

-Visit the CHA website at [www.thecha.org](http://www.thecha.org)-Click on "Doing Business with the CHA"-Click on "Business Partners - How to do Business with CHA"-Click on "Supplier Portal"-Select Register (left hand side).  
Complete the entire registration process

After completing the registration process, the system will immediately assign a supplier number that will be unique to your company. Any time your company has changes to your registration information (i.e. address, contacts, etc.), please revisit the website and update your information in the system.

The new system allows you to reset your own password if you have forgotten it!

By registering as a supplier, you will be able to view and download solicitations and stay abreast of procurement opportunities at the CHA. Once you have completed the registration process, the system will immediately provide you with your supplier information that will identify you in our vendor database.

These unique commodity codes (NAICS) is one of the resources used to invite you to submit bids and for current solicitations, as well as process vendor payments. You are encouraged to regularly update your vendor information, as it changes.

If you need assistance with registration, please contact Harriet Herron-King, Procurement Coordinator at 312-913-7356 or [hherron@thecha.org](mailto:hherron@thecha.org).