**STEP 1**
Log into your MyFloridaMarketPlace (MFMP) Account and update your remittance and/or mailing address.

**STEP 2**
Access the “Vendor Information Update Request” form from the VR website and complete it.

**STEP 3**
Submit the Form to VR Vendor Registration by fax, mail or email. You will be notified once it is completed.

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**NOTE:** This process is used for updating Mailing or Remittance addresses only. Location (Service Site) updates and/or updates to contact information are not required to be updated in MFMP. This update can be completed simply by submitting the Vendor Information Update Request form to the V-Reg unit.

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**VR Vendor Registration Unit**
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Fax: 850-245-3394  
Email: VRVendors@vr.fldoe.org