This Quick Reference Guide (QRG) is designed to help you understand how to register as a Vendor on eMaryland Marketplace Advantage (eMMA).

Registering on eMMA – eMMA Homepage

1. Log onto the eMMA website: eMaryland Marketplace Advantage.
2. Click “New Vendor? Register now” on right hand side.
Registering on eMMA

1. Fill out all required Company Information marked with a (*).

2. Enter 4-digit Security Control validator.

3. Choose any applicable State programs by clicking the radio dial button. You must select either “Yes” or “No” to move forward. NOTE: Additional fields may appear based on your selections.

4. If you are part of a State program (SBR, VSBE, or MBE) and have your certification number at hand, then click “Yes” and enter the certification number when the box appears. DO NOT leave the certification number box blank!

   If you are not currently in the program(s) and would like to join, select “No” then answer “Yes” when asked "Would you like to apply to the program.” Continue with the registration process.

5. Indicate certifications for Federal programs (DBE, SBE), as applicable.
6. Choose the area(s) you serve by clicking the box next to the corresponding State.

7. Choose “Product & Service Offerings” by searching, or by clicking the drop-down box.

8. Click “Register”. Your registration is complete and you will receive confirmation email.

IMPORTANT: You can expand your Vendor profile after your first login to eMMA (e.g., assign contacts, assign roles, update certification documentation, etc.). Consult the “Managing Vendor Profile” Quick Reference Guide for more information.