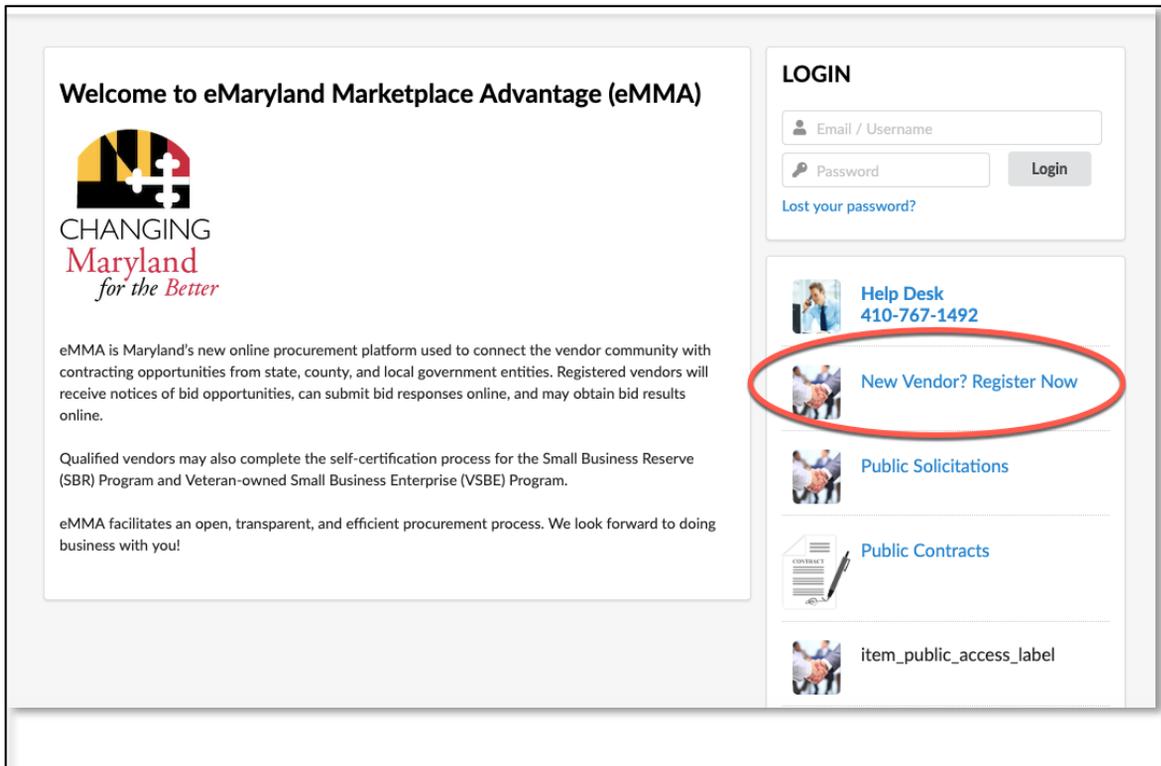


OVERVIEW

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

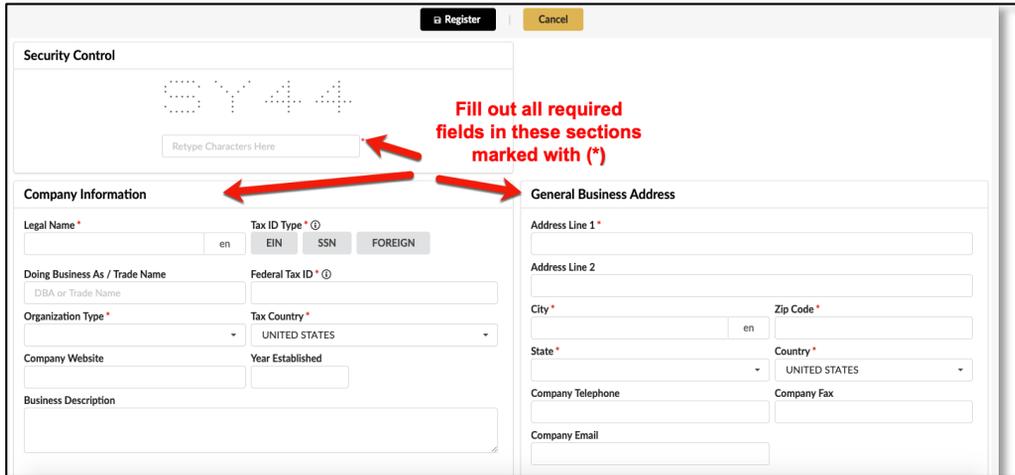
1. Log onto the eMMA website: [eMaryland Marketplace Advantage](http://eMarylandMarketplaceAdvantage.com) .
2. Click “New Vendor? Register now” on right hand side.



The screenshot shows the eMMA homepage layout. On the left, there is a welcome message and a logo with the text "CHANGING Maryland for the Better". The main content area contains three paragraphs of text describing the platform. On the right, there is a "LOGIN" section with input fields for "Email / Username" and "Password", and a "Login" button. Below the login section, there are four links with icons: "Help Desk 410-767-1492", "New Vendor? Register Now" (circled in red), "Public Solicitations", and "Public Contracts". At the bottom right, there is a link labeled "item_public_access_label".

Registering on eMMA

1. Fill out all required Company Information marked with a (*).
2. Enter 4-digit Security Control validator.

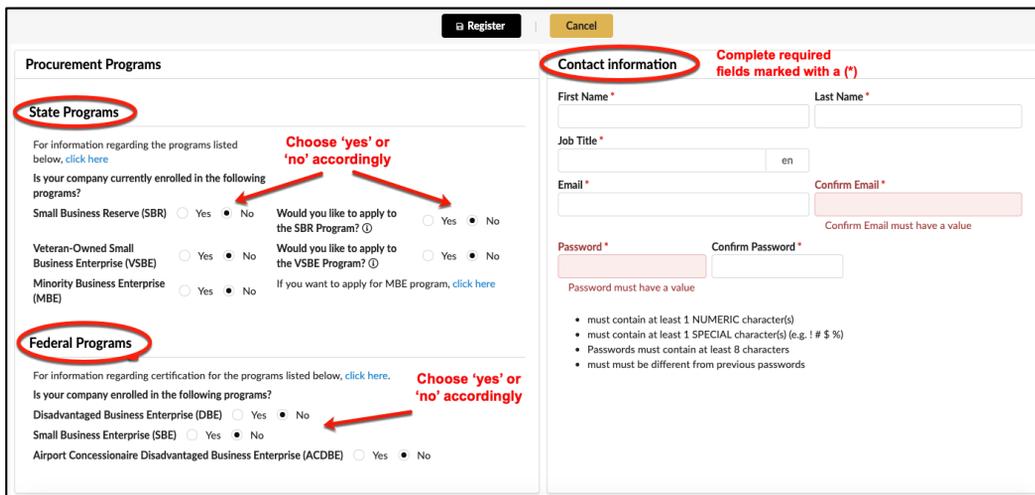


The screenshot shows the registration form with the following sections:

- Security Control:** A 4-digit code (5744) is displayed. A red arrow points to the "Retype Characters Here" input field.
- Company Information:** Fields include Legal Name (*), Tax ID Type (*), Doing Business As / Trade Name, Organization Type (*), Company Website, and Business Description. Red arrows point to the "en" dropdown and the "Tax ID Type" dropdown.
- General Business Address:** Fields include Address Line 1 (*), Address Line 2, City (*), Zip Code (*), State (*), Country (*), Company Telephone, and Company Fax. Red arrows point to the "en" dropdown and the "Country" dropdown.

Red text annotation: "Fill out all required fields in these sections marked with (*)"

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.



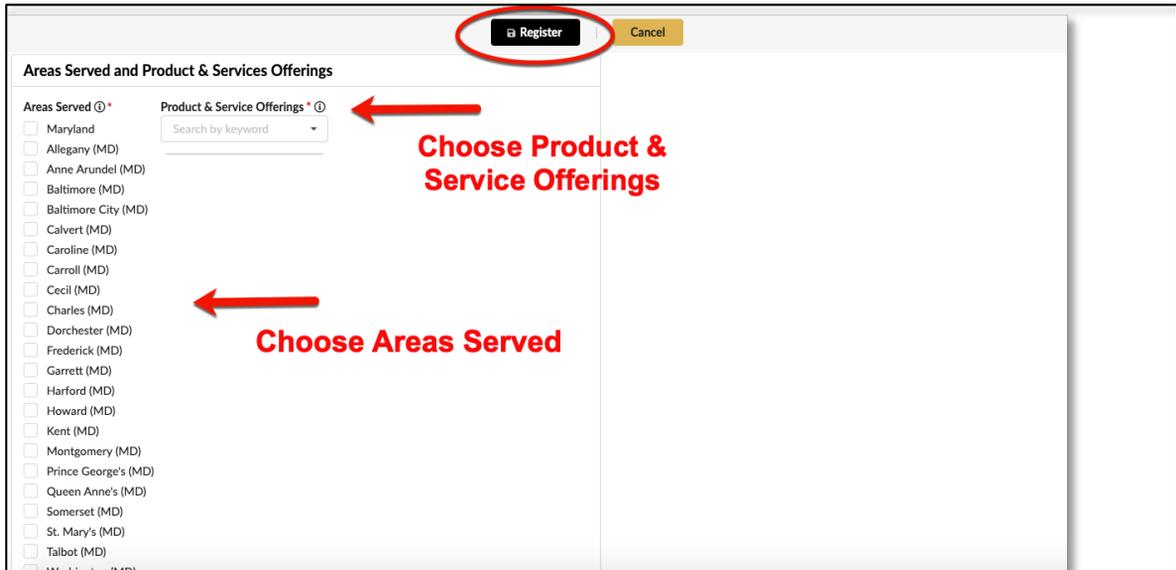
The screenshot shows the registration form with the following sections:

- Procurement Programs:**
 - State Programs:** Includes questions for SBR, VSBE, and MBE. Red text annotation: "Choose 'yes' or 'no' accordingly".
 - Federal Programs:** Includes questions for DBE, SBE, and ACDBE. Red text annotation: "Choose 'yes' or 'no' accordingly".
- Contact information:** Fields include First Name (*), Last Name (*), Job Title (*), Email (*), Confirm Email (*), Password (*), and Confirm Password (*). Red text annotation: "Complete required fields marked with a (*)".

Red text annotations: "State Programs", "Federal Programs", "Contact information", "Complete required fields marked with a (*)", "Choose 'yes' or 'no' accordingly", "Choose 'yes' or 'no' accordingly".

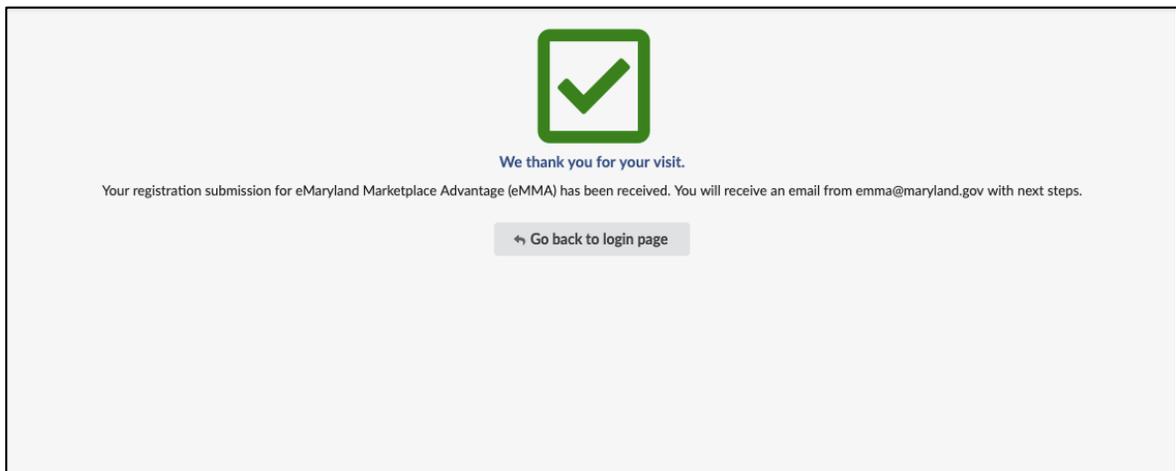
Registering on eMMA

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.



The screenshot shows a registration form with two main sections: "Areas Served" and "Product & Service Offerings". The "Areas Served" section contains a list of Maryland counties with checkboxes next to them. The "Product & Service Offerings" section has a search box with a dropdown arrow. A red circle highlights the "Register" button at the top right. Red arrows point from text labels to the search box and the list of areas.

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



The confirmation page features a large green checkmark icon in a square. Below it, the text reads: "We thank you for your visit. Your registration submission for eMaryland Marketplace Advantage (eMMA) has been received. You will receive an email from emma@maryland.gov with next steps." At the bottom, there is a button labeled "Go back to login page".

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.