



Quick Reference Guide

Adding Additional Contacts

This Quick Reference Guide (QRG) is designed to help you add additional contracts to your vender profile in (eMMA).

If you need help at any point, please email the eMMA helpdesk at emma.helpdesk@maryland.gov.

Instructional Video

<Place Holder for Instructional Video>

Adding Additional Contacts

1. Navigate to eMMA at <https://emma.maryland.gov>.
2. Click **General Info** on the top ribbon, click **Company Profile**.

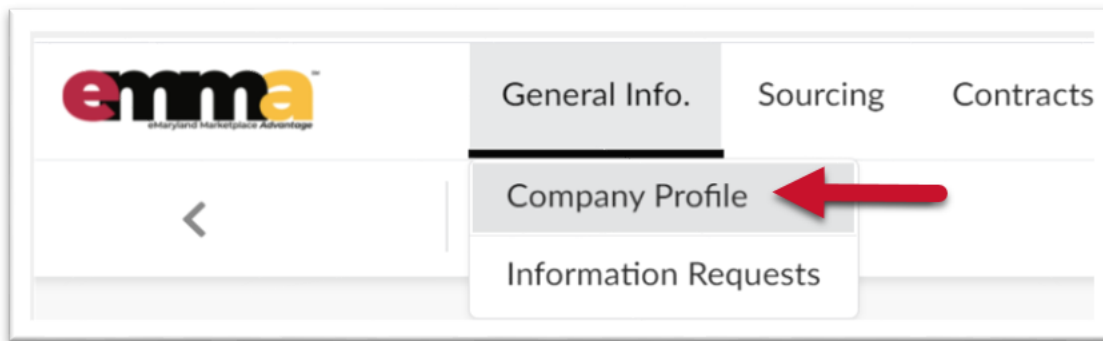


Figure 1: The Company Profile option drop-down menu.

1. Under **Company Profile**, navigate to the **Contacts** tab in the left navigation panel - if you cannot find it, click the double arrow icon («) at the top of the left navigation panel to open the descriptions to the icons.

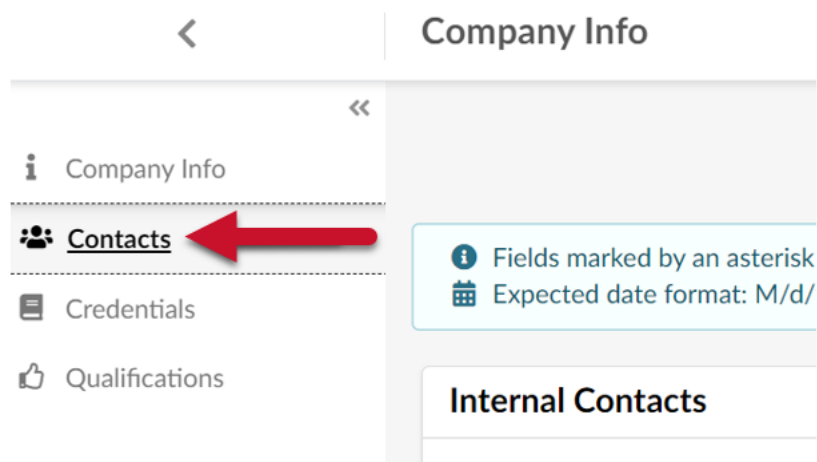
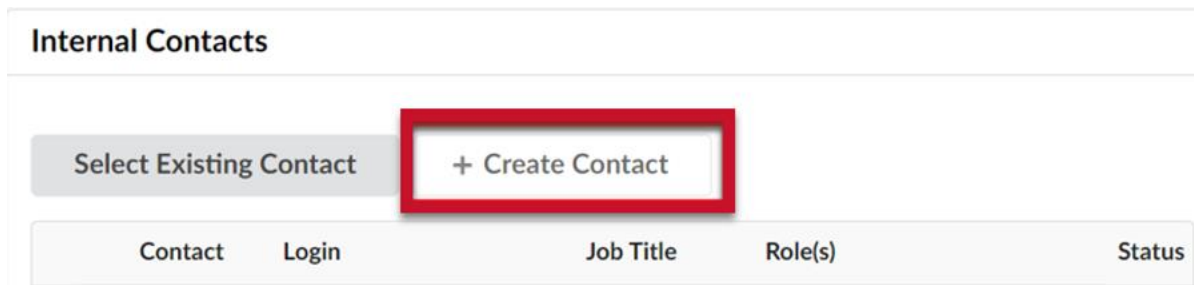


Figure 2: Contacts tab located on the left navigation panel.

This is the Internal Contacts section. Under **Internal Contacts** you will see 2 options.

You can select either **Select Existing Contacts** or **+ Create Contract**.

2. Click **+ Create Contract** to add Contacts from your company.



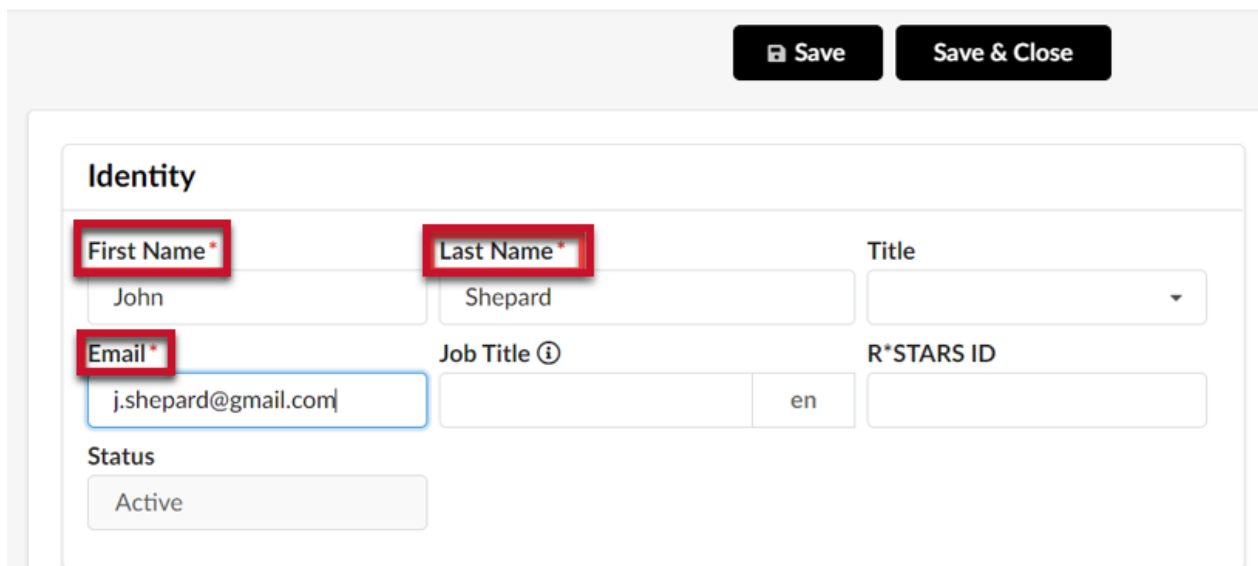
Internal Contacts

Select Existing Contact **+ Create Contact**

| Contact | Login | Job Title | Role(s) | Status |
|---------|-------|-----------|---------|--------|
|---------|-------|-----------|---------|--------|

Figure 3: The + Create Contact button right of the Select Existing Contact button.

3. Fill in at least all the required fields designated with a red asterisk (*)



Save Save & Close

Identity

First Name * John **Last Name *** Shepard **Title** ▼

Email * j.shepard@gmail.com **Job Title ⓘ** en **R*STARS ID**

Status Active

Figure 4: Identity section in the Vendor Contact Management

4. Click **Save & Close** once you have filled in all the required information for the new contact.



Save **Save & Close**

Figure 5: Save & Close Button

5. You should now see the new contact added into the contacts list. Notice that the new contact status is active, this can be changed later if the person leaves the company or otherwise should not be a user in eMMA for your company.










| Contact | Login | Job Title | Role(s) | Status |
|--|---|----------------|--|--------|
|   Lind Jessica |  jessica_scsi@bellsouth.net | Office Manager | <div><div></div><div> Admin</div><div> Primary Contact</div></div> | Active |
|   Shepard John |   | | <div><div></div></div> | Active |

Figure 6: New contact added.

6. To change/update the role of a new contact, click the field under the roles column and select the appropriate role for the new contact.










| Contact | Login | Job Title | Role(s) | Status |
|--|---|----------------|--|--------|
|   Lind Jessica |  jessica_scsi@bellsouth.net | Office Manager | <div><div></div><div> Admin</div><div> Primary Contact</div></div> | Active |
|   Scott Ron |   | | <div><div></div><div>Accounting</div><div>Forecast Manager</div><div>Marketing</div><div>Primary Contact</div><div>Quality</div><div>Sales</div><div>Admin</div><div>Technician</div></div> | Active |

Figure 7: Roles column and list of roles from the role's dropdown menu.

7. You will see the role added to the left of the new contact's name. Click **Save** when you are finished.

Internal Contacts

Select Existing Contact + Create Contact

| Contact | Login | Job Title | Role(s) | Status |
|--------------|----------------------------|----------------|--------------------------|--------|
| Lind Jessica | jessica_scsi@bellsouth.net | Office Manager | Admin Primary Contact | Active |
| Scott Ron | | | Marketing | Active |

Figure 8: New Role added and Save button.

8. By clicking the **Pencil** icon to the far right of the contact's name, you can edit the contacts information.

Scott Ron

Figure 9: Pencil icon located left of the contact's name.

9. This will bring the Vendor Contact Management Window up. Here you can edit the contacts information. Click the **Save & Close** button at the top of the window when you are finished.

Save Save & Close

Identity

First Name* Last Name* Title

Ron Scott Mr.

Email Job Title ⓘ R*STARS ID

Ron.scott@gmail.com en

Vendor

Sunryse Construction Services, Inc.,

Status

Active

Figure 10: The Vendor Contact Management Window and Save button.