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**.

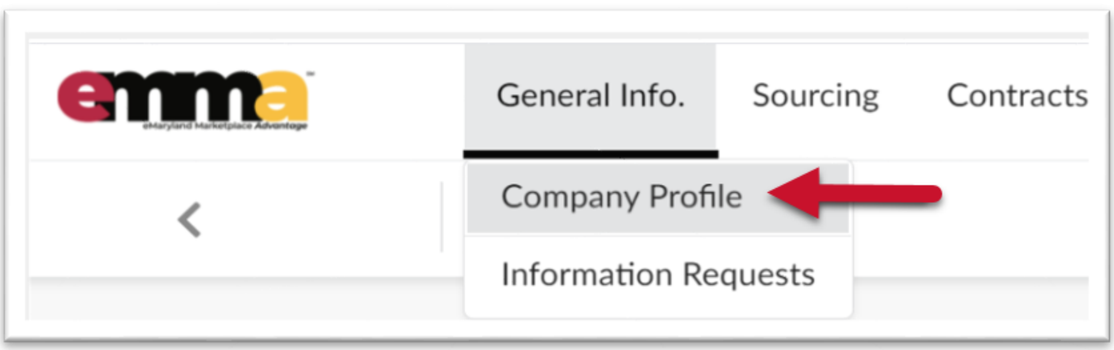

Figure 1: The Company Profile option drop-down menu.

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.

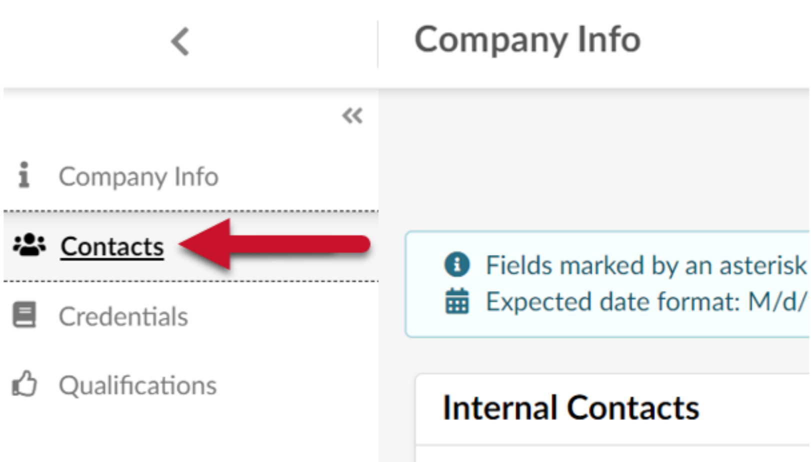

Figure 2: Contacts tab located on the left navigation panel.

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 Contact** to add Contacts from your company.

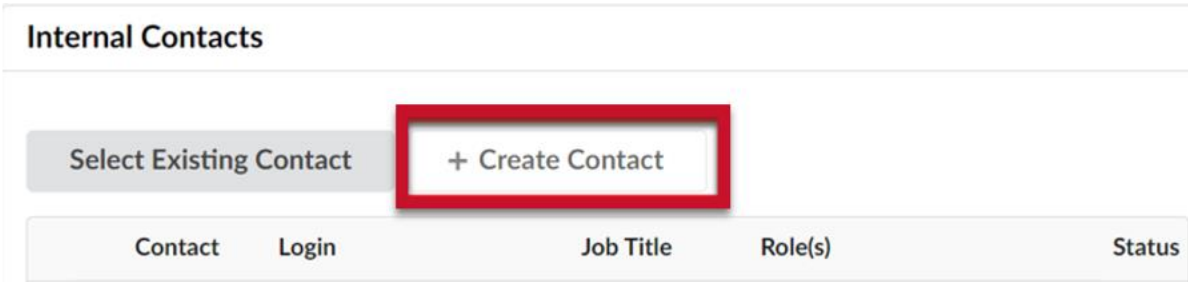

Figure 3: The + Create Contact button right of the Select Existing Contact button.

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

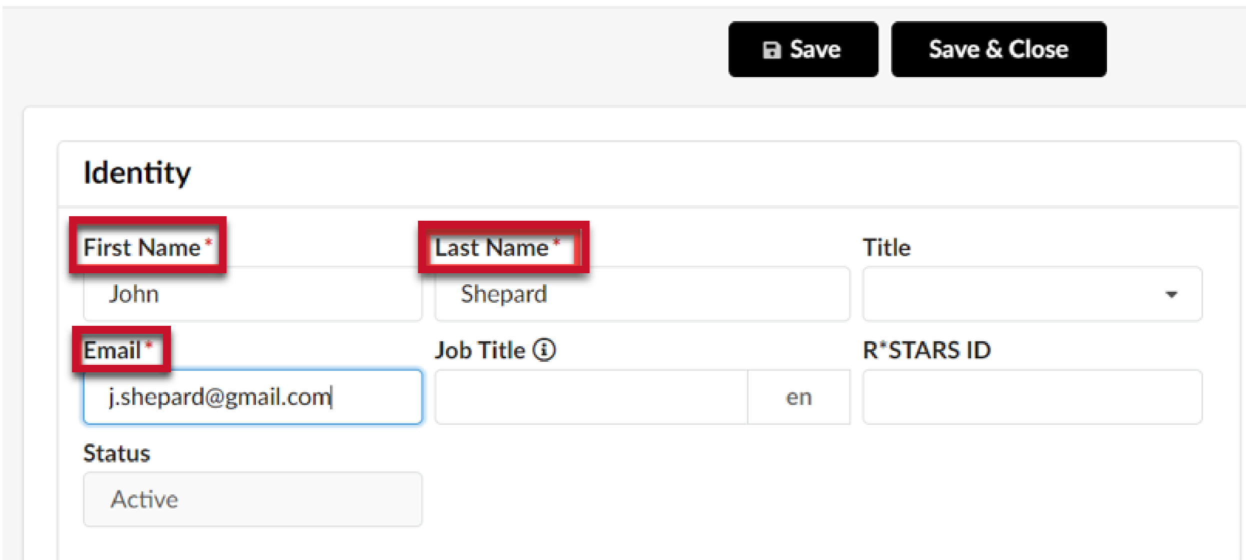

Figure 4: Identity section in the Vendor Contact Management

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

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.

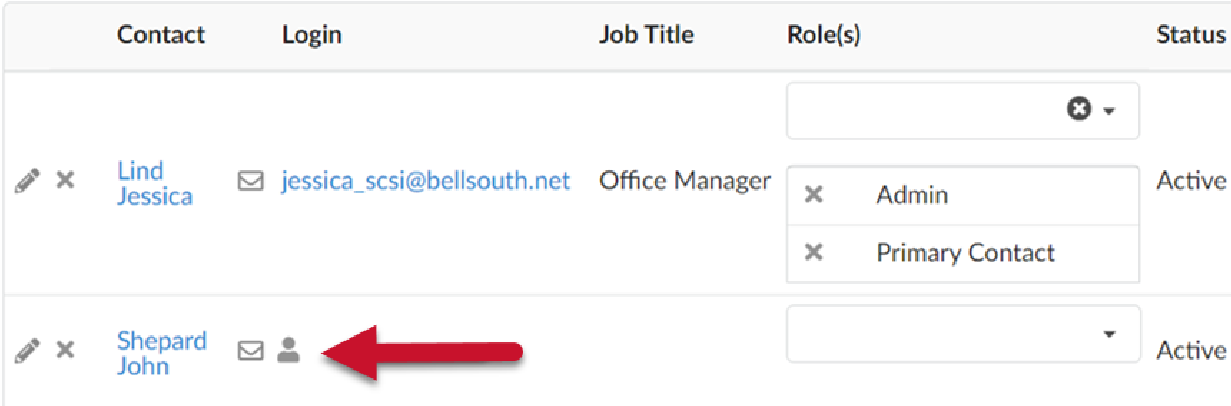

Figure 6: New contact added.

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.

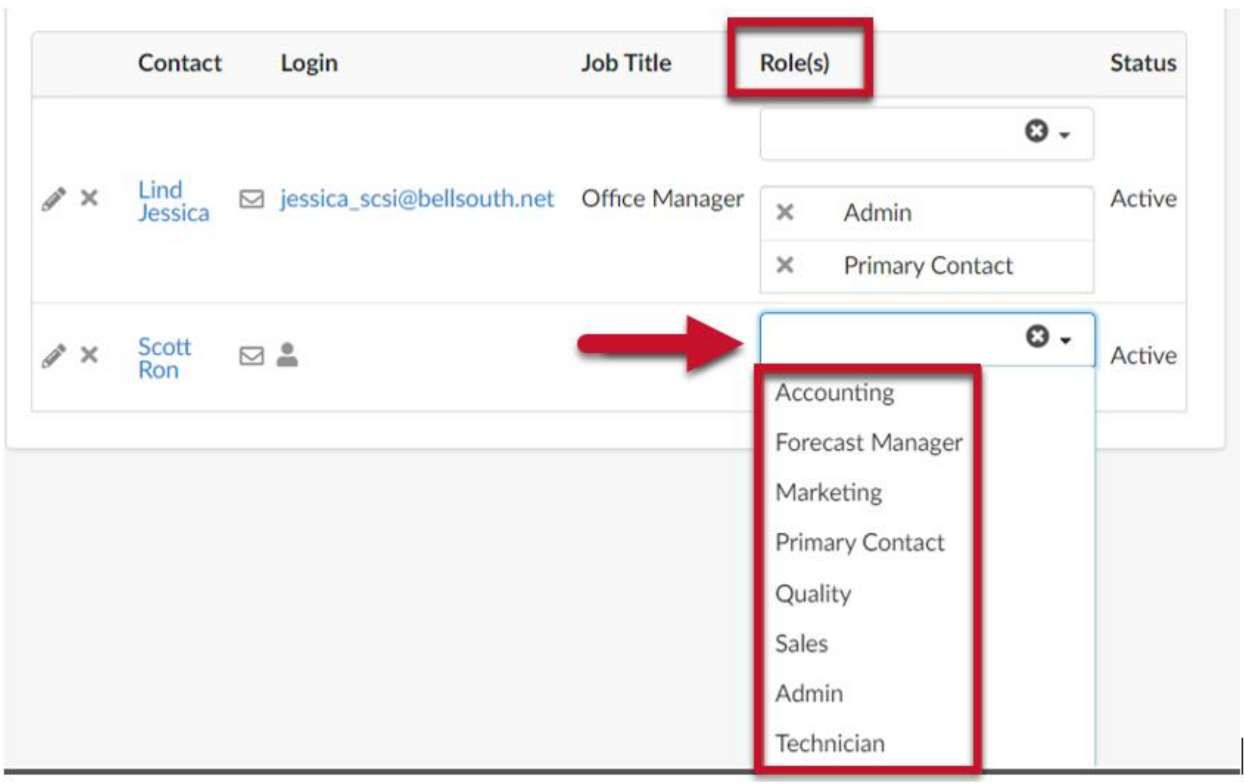

Figure 7: Roles column and list of roles from the role's dropdown menu.

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

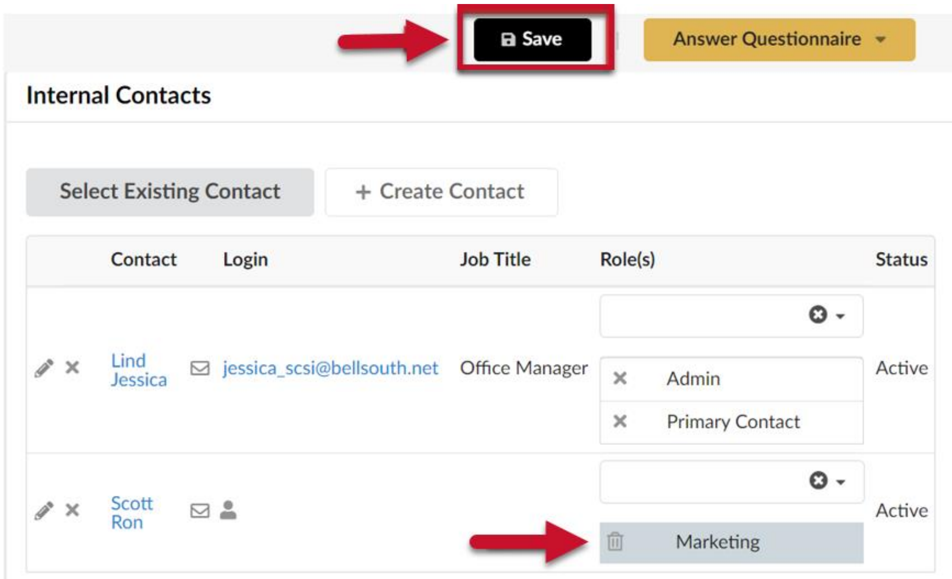

Figure 8: New Role added and Save button.

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

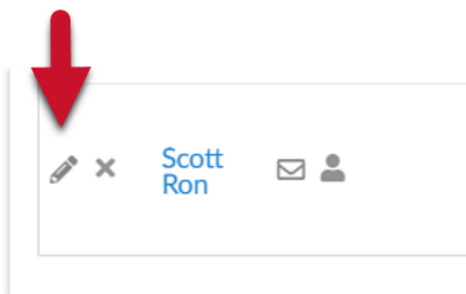

Figure 9: Pencil icon located left of the contact's name.

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.

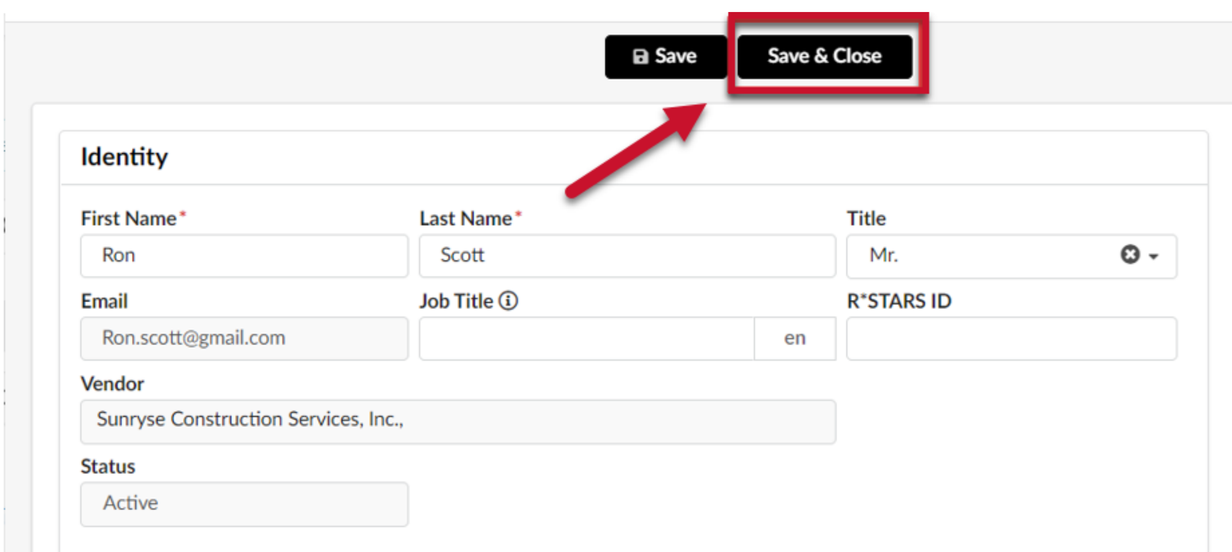

Figure 10: The Vendor Contact Management Window and Save button.