Quick Reference Guide

Assigning Vendor Contacts as a User

This Quick Reference Guide (QRG) is designed to help you assign vendor contacts as a user in your Vendor 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>

Step-by-Step Instructions

1. Navigate to eMMA at https://emma.maryland.gov.
2. In the upper right-hand corner, enter your **email address** and **password**, the address you used when you created the account, in the **Login** field.

Figure 1: Login space for Vendors on eMMA.

Assigning Vendor Contact as a User

1. Under **Company Profile**, navigate to the **Contacts** tab in the left navigation panel.

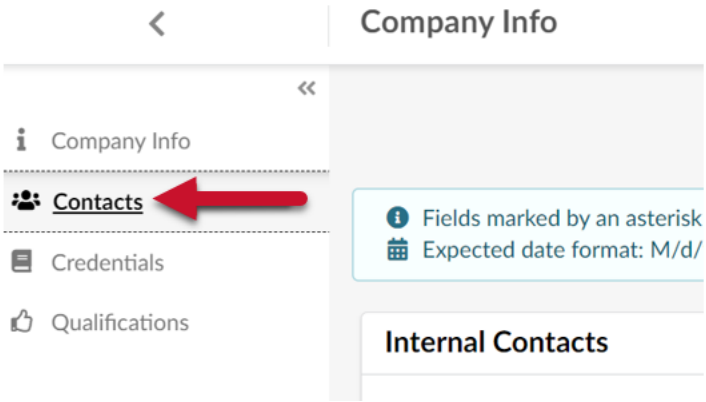

Figure 2: Contacts tab located on the left navigation panel.

2. Click the pencil icon next to the appropriate username.

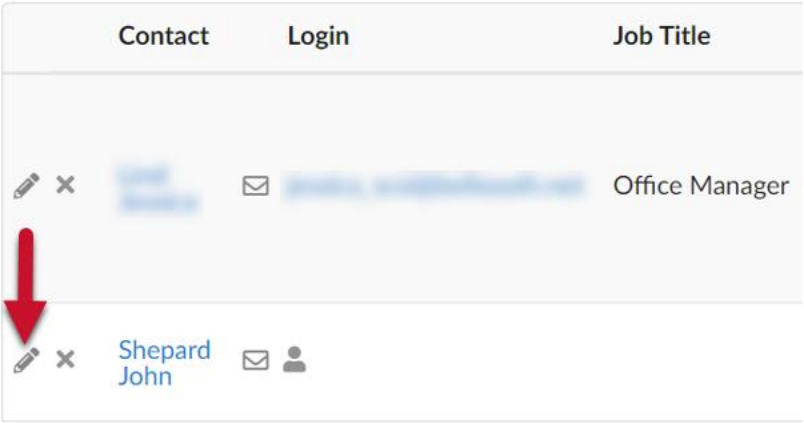

Figure 3: The pencil icon located to the far right of the contact name.

3. Now click on the **Request** Icon under the **Login.**

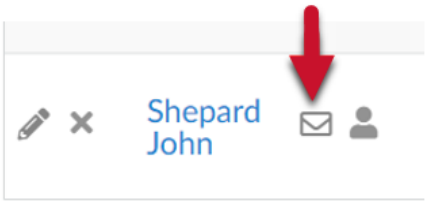

Figure 4: Request icon located left of the contact name.

Clicking the **Request** Icon will open the window below.

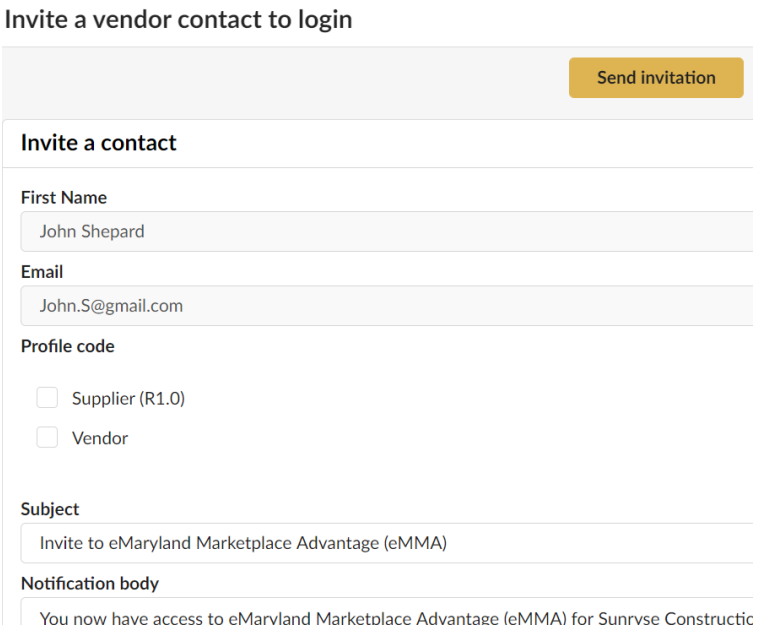

Figure 5: Window showing the invite for the vendor contact to login.

NOTE: You can edit the body of the email that is being sent to the invitee.

4. Make sure that the Vendor box is checked under Profile Code (this should happen automatically).

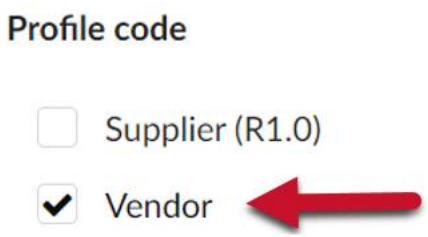

Figure 6: Vendor Code check box under Supplier (R1.0)

5. Click **Send Invitation** to invite the vendor to contact to log in.

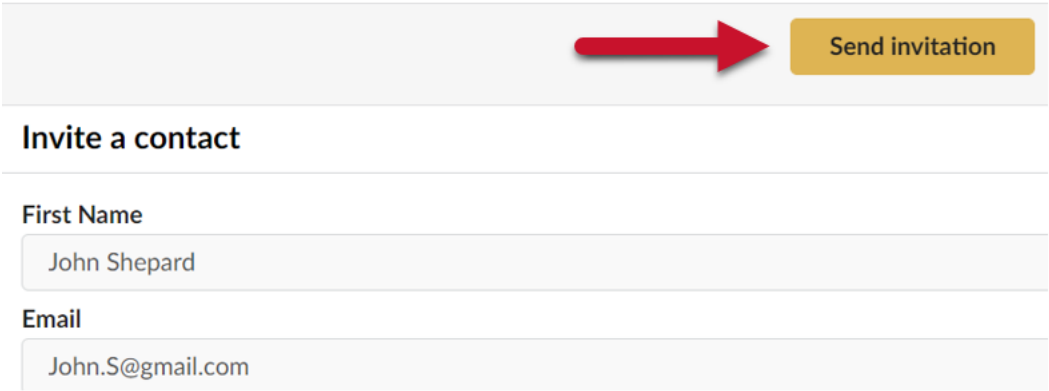

Figure 7: Send invitation button.

You will receive a follow up window indicating that your invitation has been sent to the contact. A notification that the invitation has been sent will appear the top of the screen.

NOTE: All notification windows will appear at the top of the screen.

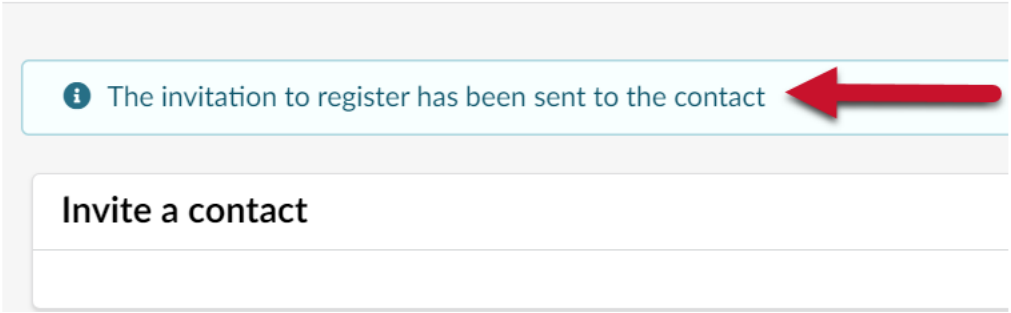

Figure 8: Notification of invitations to register has been sent located at the top of the screen.