



Quick Reference Guide

Adding Credentials

This Quick Reference Guide (QRG) is designed to help you add credentials 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>

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** in the **Login** field.

Welcome to eMaryland Marketplace Advantage (eMMA)



Figure 1: Login space for Vendors on eMMA.

Adding Credentials in eMMA

3. Under **General Info** in the top ribbon, click **Company Profile**.

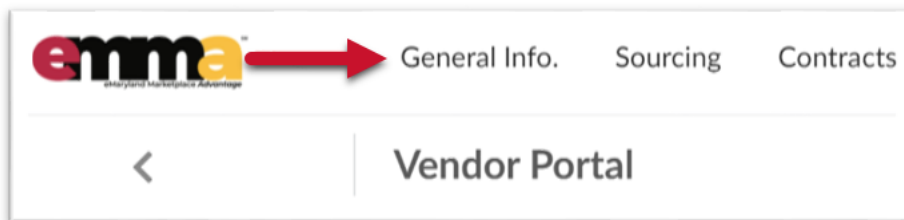


Figure 2: General Info tab at the top left of the eMMA homepage.

4. Click **Credentials** tab.

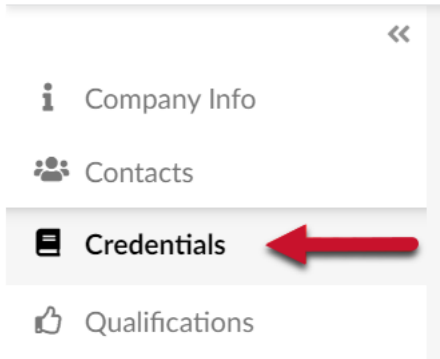


Figure 3: Credentials tab located on the left navigation panel.

A screen like one below will be displayed.

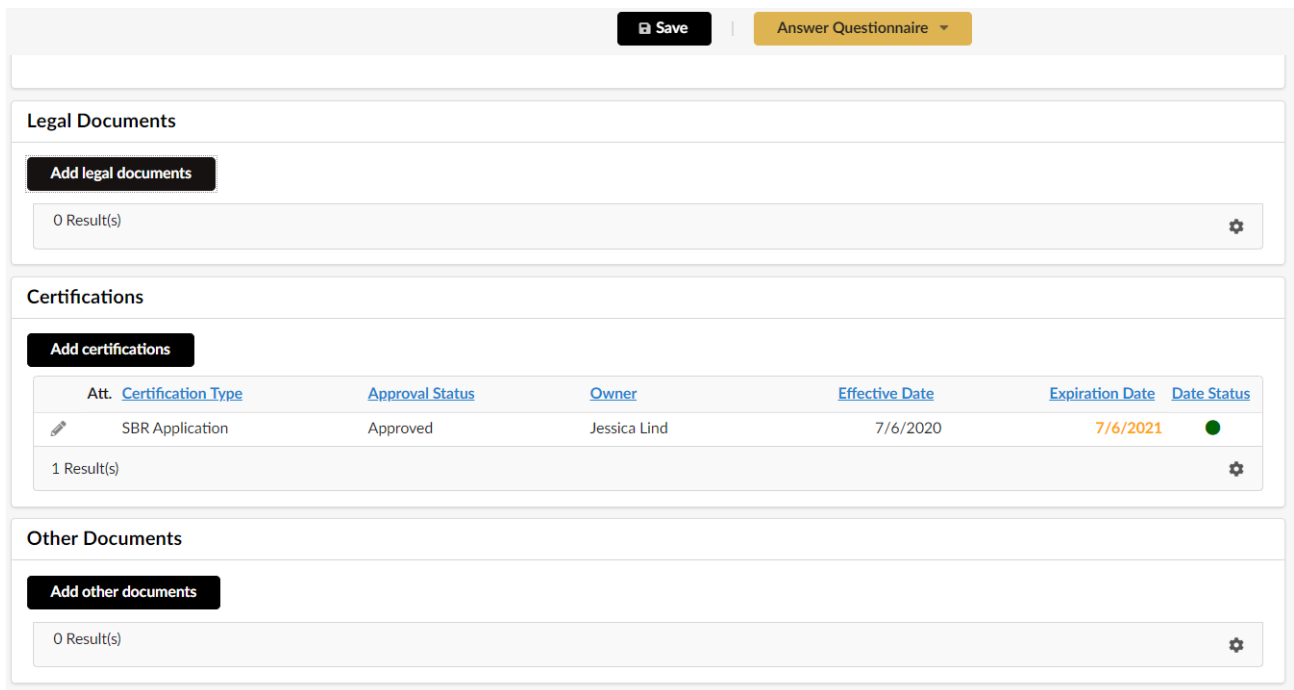


Figure 4: Credentials page with sections for Legal Documents, Certifications, and Other Documents

5. To upload any Legal Documents, click the **Add Legal Documents** button under the **Legal Documents** tab.

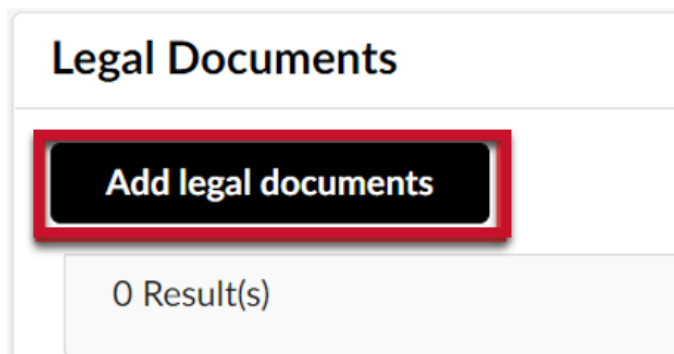


Figure 5: Add legal documents button.

6. This screen will be opened where you must fill in all the required fields under **Credentials / Documents**.

The screenshot shows the 'Credentials / Documents' form. At the top, there are two buttons: 'Save' and 'Save & Close'. The form fields are: 'Type' (dropdown menu), 'Name' (text input), 'Attach Document' (file upload area with a 300,000 kb limit and a 'Click or Drag to add a file' button), 'Effective Date' (calendar icon), 'Expiration Date' (calendar icon), and 'Status' (dropdown menu). A red box labeled 'a' points to the 'Type' dropdown. A red box labeled 'b' points to the 'Attach Document' area. A red box labeled 'c' points to the 'Effective Date' field. A red box labeled 'd' points to the 'Expiration Date' field. A red box labeled 'e' points to the 'Status' dropdown. The 'Status' field is currently set to 'Draft'. Below the form, the text 'Document's owner LIND Jessica' is visible.

Figure 6: Required fields for Credentials / Documents section.

- a. **File Type drow-down menu***: Select the correct file type.
 - i. Legal Documents / Non-Disclosure Agreement
 - ii. Legal Documents / Form W9
 - iii. Legal Documents / other (Legal)
- b. **Attach Document***: You need to type the name of the document and upload the document from your computer.
- c. **Effective Date***: The date in which the document was effective.
- d. **Expiration Date**: The date in which the document will expire.
- e. **Status**: This will be set as default until the document is uploaded and saved.

7. Click **Save & Close**

The screenshot shows the 'Save & Close' button highlighted with a red box and a red arrow pointing to it from the right. The form fields are filled out: 'Type' is 'Non-Disclosure Agreement', 'Name' is empty, 'Attach Document' has a file named 'Legal Documents Test.docx' attached, 'Effective Date' is '10/21/2020', 'Expiration Date' is '10/21/2020', and 'Status' is 'Draft'. The 'Save' button is also visible to the left of the 'Save & Close' button.

Figure 7: Save & Close button located at the top left.

- 8. You can add certifications or applications for State or Federal programs and any other relevant documents in the other fields.

NOTE: There is a specific Quick Reference Guide that covers how to apply for and keep and SBR certification current.

Certifications

Add certifications ←

Att. Certification Type	Approval Status
SBR Application	Approved

1 Result(s)

Other Documents

Add other documents ←

0 Result(s)

Figure 8: Buttons to Add certifications and Add other documents.