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.

Figure 1: Login space for Vendors on eMMA.

Adding Credentials in eMMA

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

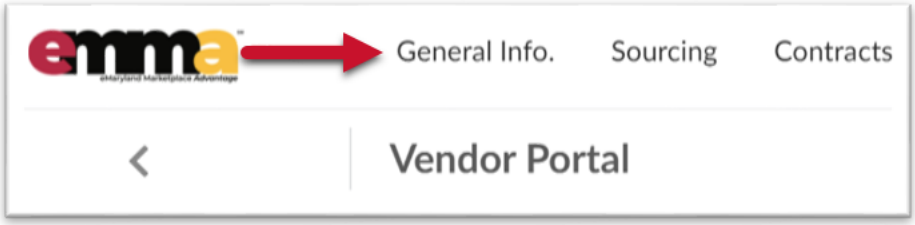

Figure 2: General Info tab at the top left of the eMMA homepage.

4. Click **Credentials** tab.

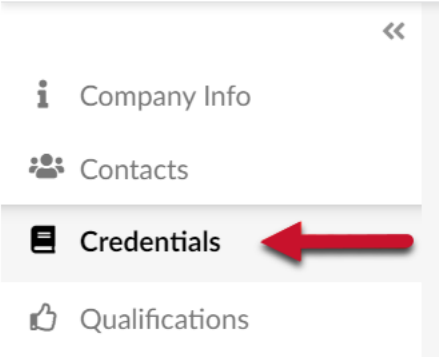

Figure 3: Credentials tab located on the left navigation panel.

A screen like one below will be displayed.

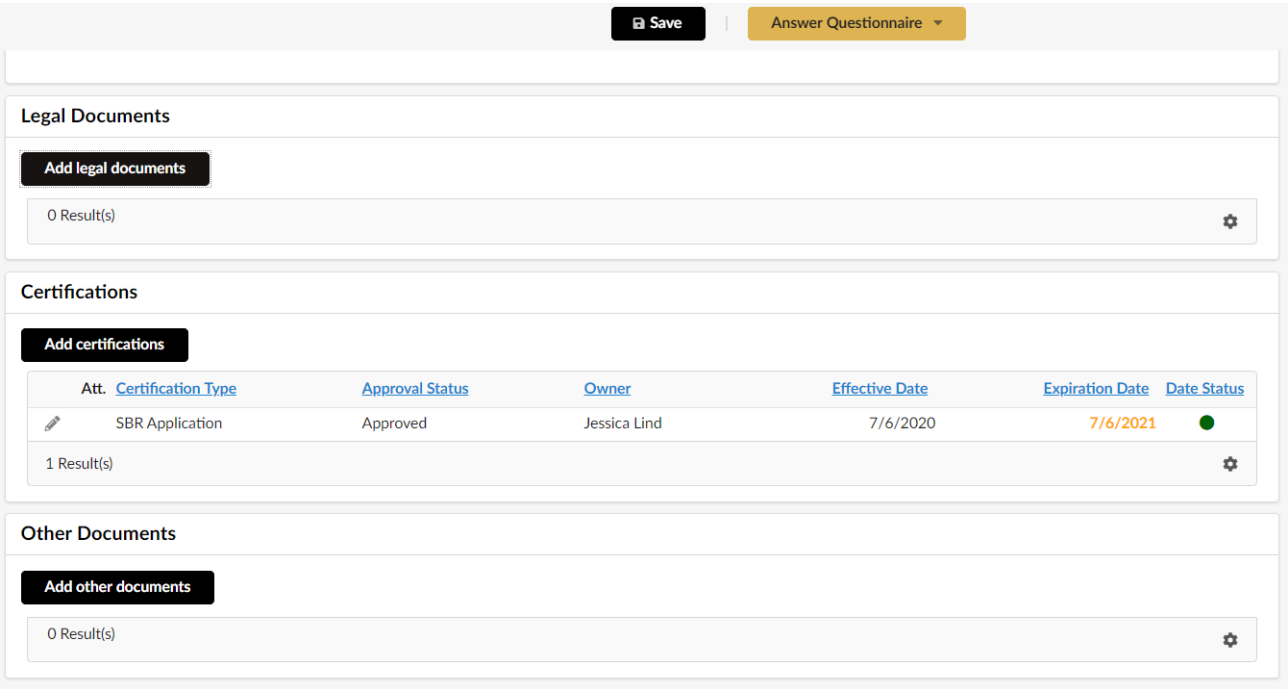

Figure 4: Credentials page with sections for Legal Documents, Certifications, and Other Documents

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

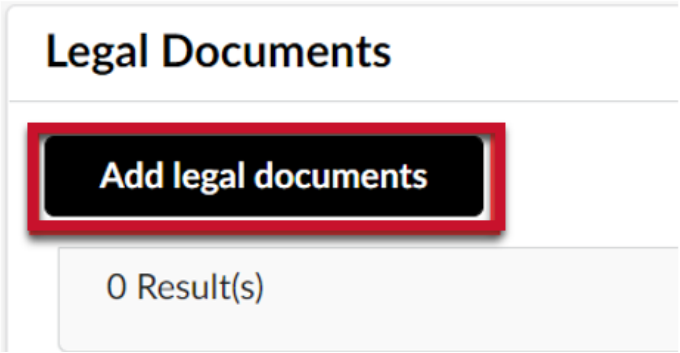

Figure 5: Add legal documents button.

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

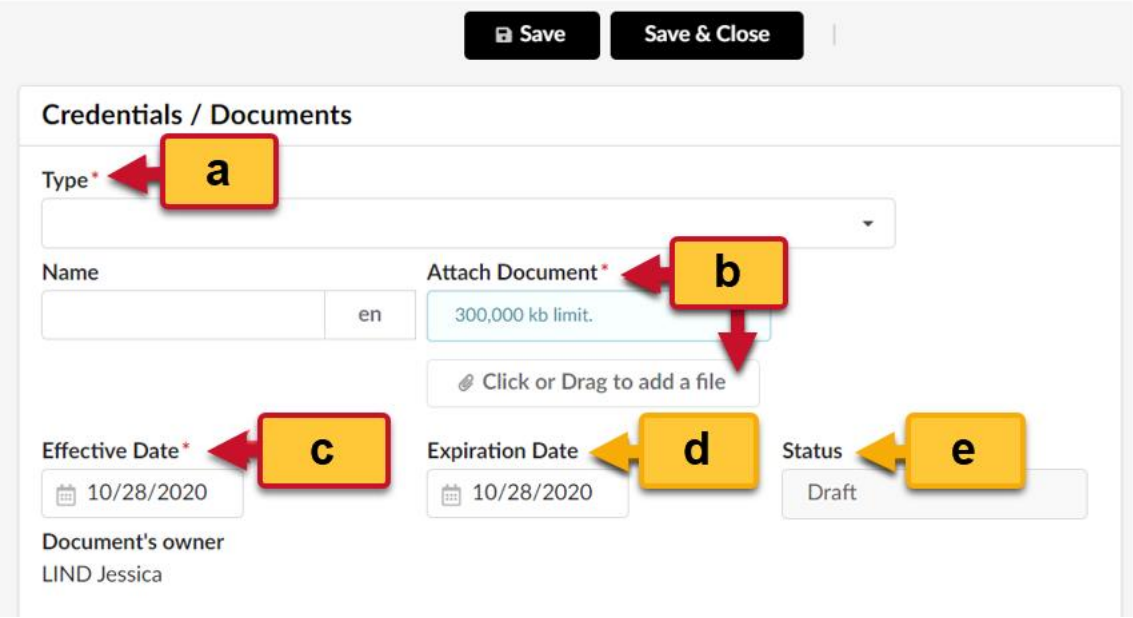

Figure 6: Required fields for Credentials / Documents section.

a. **File Type drown-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**

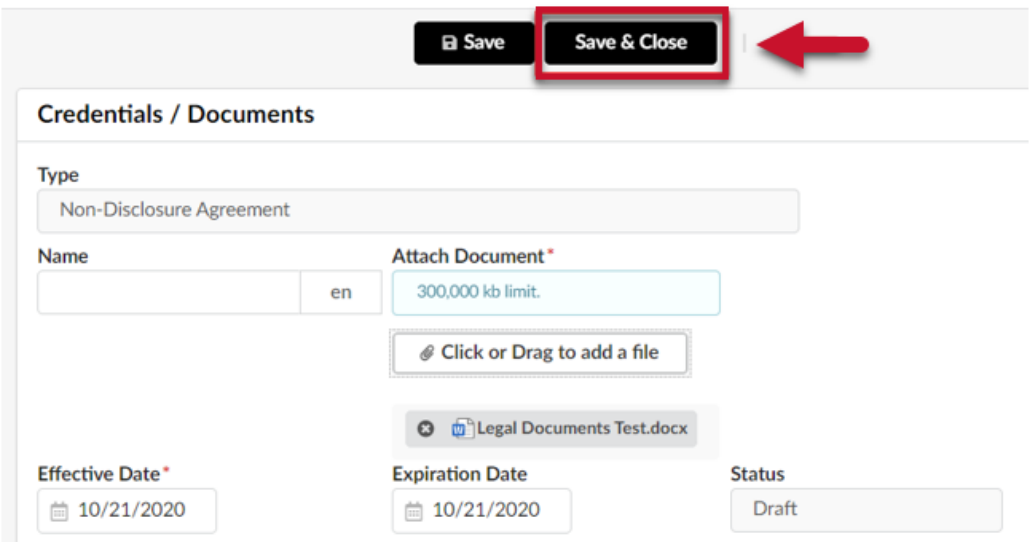

Figure 7: Save & Close button located at the top left.

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.

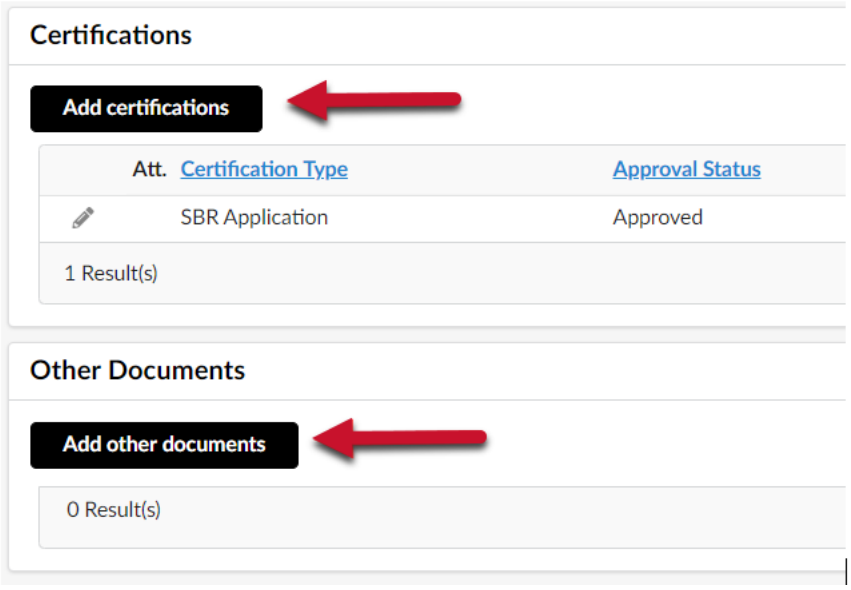

Figure 8: Buttons to Add certifications and Add other documents.