



Quick Reference Guide

Adding Credentials

This Quick Reference Guide (QRG) is designed to help you add credentials to 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** in the **Login** field.



LOGIN

Login*

Password*

[State SSO Login\(SecureAuth\)](#) [MDOT SSO Login\(MSAzure\)](#)

[Lost your password?](#)

Figure 1: Login space for Vendors on eMMA.

Adding Credentials in eMMA

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

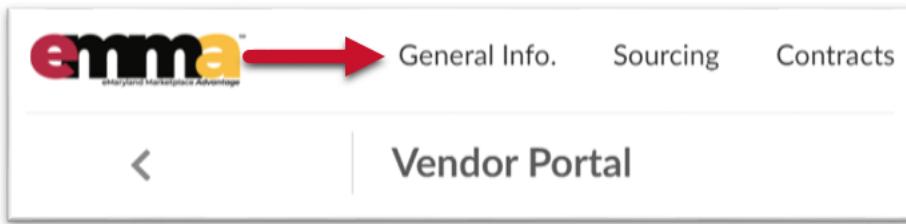


Figure 2: General Info tab at the top left of the eMMA homepage.

4. Click **Credentials** tab.

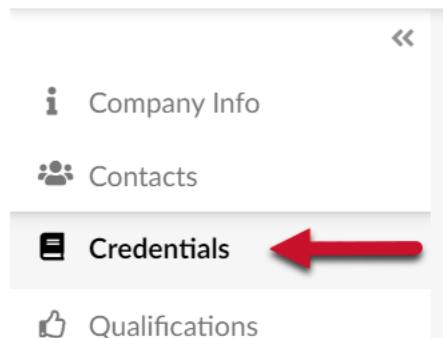


Figure 3: Credentials tab located on the left navigation panel.

A screen like one below will be displayed.

A screenshot of the 'Credentials' page. At the top right are 'Save' and 'Answer Questionnaire' buttons. The page is divided into three main sections: 'Legal Documents', 'Certifications', and 'Other Documents'.

- Legal Documents:** Contains a 'Add legal documents' button and a table with one result. The table columns are: Att. (document icon), Certification Type (SBR Application), Approval Status (Approved), Owner (Jessica Lind), Effective Date (7/6/2020), Expiration Date (7/6/2021), and Date Status (green dot).

Att.	Certification Type	Approval Status	Owner	Effective Date	Expiration Date	Date Status
	SBR Application	Approved	Jessica Lind	7/6/2020	7/6/2021	
- Certifications:** Contains a 'Add certifications' button and a table with one result. The table columns are: Att. (document icon), Certification Type (SBR Application), Approval Status (Approved), Owner (Jessica Lind), Effective Date (7/6/2020), Expiration Date (7/6/2021), and Date Status (green dot).

Att.	Certification Type	Approval Status	Owner	Effective Date	Expiration Date	Date Status
	SBR Application	Approved	Jessica Lind	7/6/2020	7/6/2021	
- Other Documents:** Contains a 'Add other documents' button and a table with one result. The table columns are: Att. (document icon), Certification Type (SBR Application), Approval Status (Approved), Owner (Jessica Lind), Effective Date (7/6/2020), Expiration Date (7/6/2021), and Date Status (green dot).

Att.	Certification Type	Approval Status	Owner	Effective Date	Expiration Date	Date Status
	SBR Application	Approved	Jessica Lind	7/6/2020	7/6/2021	

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.

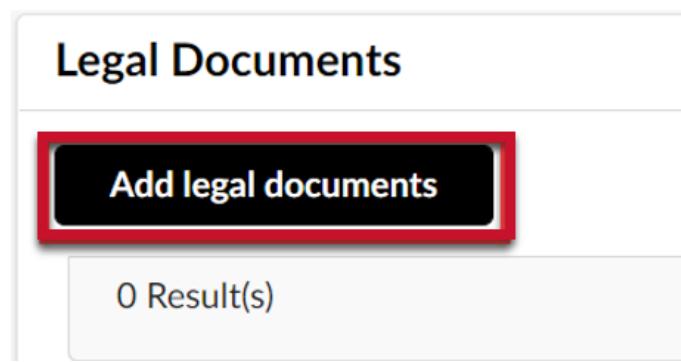


Figure 5: Add legal documents button.

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

The screenshot shows a form titled 'Credentials / Documents'. At the top right are two buttons: 'Save' and 'Save & Close'. The form contains the following fields:

- Type*** (dropdown menu, highlighted with a yellow box and labeled 'a')
- Name** (text input) and **Attach Document*** (input field with a '300,000 kb limit.' note, highlighted with a yellow box and labeled 'b')
- Effective Date*** (date picker showing '10/28/2020', highlighted with a yellow box and labeled 'c')
- Expiration Date** (date picker showing '10/28/2020', highlighted with a yellow box and labeled 'd')
- Status** (dropdown menu showing 'Draft', highlighted with a yellow box and labeled 'e')

Below the form, it says 'Document's owner' and 'LIND Jessica'.

Figure 6: Required fields for *Credentials / Documents* section.

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

7. Click **Save & Close**

The screenshot shows the same 'Credentials / Documents' form as Figure 6, but with the 'Save & Close' button at the top left highlighted with a red box and a large red arrow pointing to it.

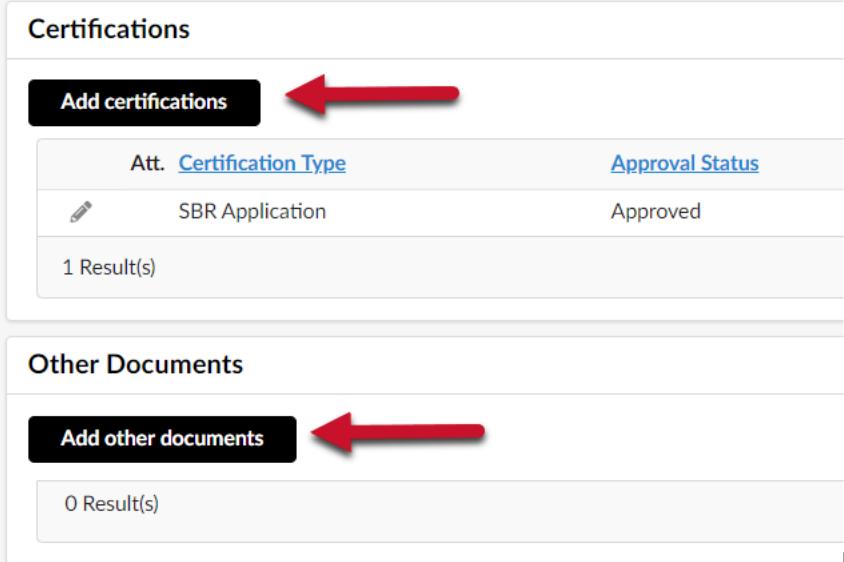
The form fields are the same as in Figure 6, with the addition of a file attachment:

- Type**: Non-Disclosure Agreement
- Attach Document***: Legal Documents Test.docx
- Effective Date***: 10/21/2020
- Expiration Date**: 10/21/2020
- Status**: Draft

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 an SBR certification current.



The screenshot shows a software interface with two main sections: 'Certifications' and 'Other Documents'. The 'Certifications' section has a table with one row. The 'Other Documents' section shows a message '0 Result(s)'. Both sections have a 'Add' button at the top left. Red arrows point to these 'Add' buttons.

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.