Invite Users to eMMA, Add Contacts, and Add Roles
Vendor Quick Reference Guide

Overview

This Quick Reference Guide (QRG) is designed to help you add additional contacts to your vendor profile and assign vendor contacts as users in your vendor profile in the eMaryland Marketplace Advantage (eMMA).

NOTE: For best results, use the Google Chrome browser to access eMMA.

NOTE: If you need help at any point, please email the eMMA helpdesk at emma.helpdesk@maryland.gov.

Step-by-Step Instructions

Invite Users to eMMA

This section shows you how to invite an added user to login to eMMA. It also teaches you how to send an invitation to an added contact so they can create a user ID and password to access eMMA.

NOTE: This process notifies your contact via email message. If your contact does not see the message in their Inbox, please have them check their Spam and Junk folders.

1. Access eMMA at https://emma.maryland.gov and log in with your credentials.
   2. Click the **Contacts** tab in the left-hand side-pane to display the **Internal Contacts** section.

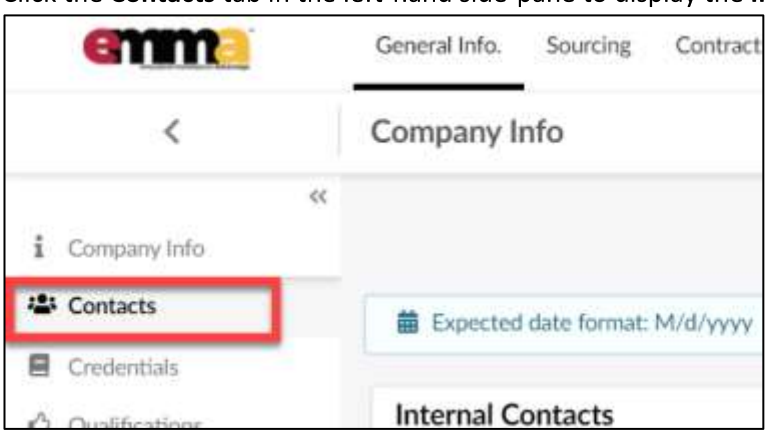

Figure 1:Contacts tab located on the left-hand side navigation pane

3. Click the **Request** (envelope) icon to the right of the contact to open the **Invite a vendor contact to login** window**.**

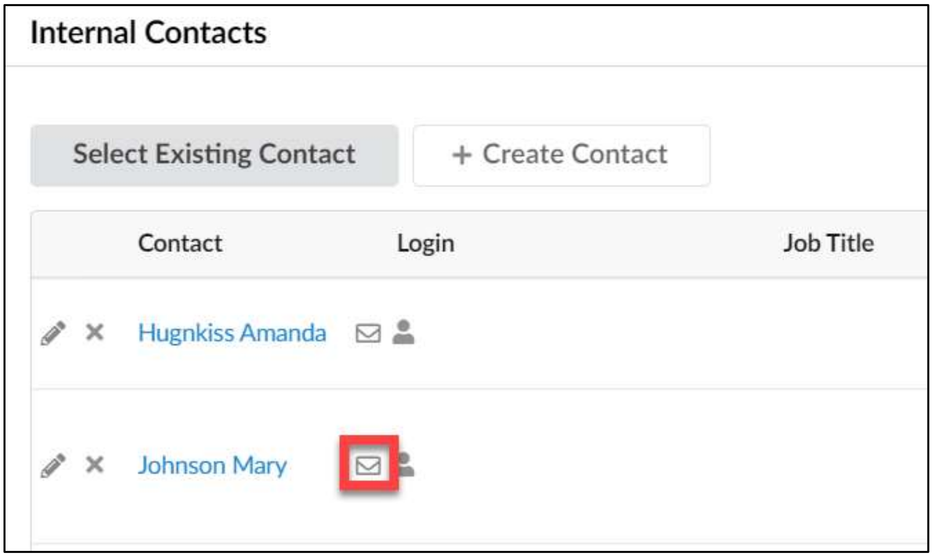

Figure 2: The Request (envelope) icon to invite a contact to log in to eMMA.

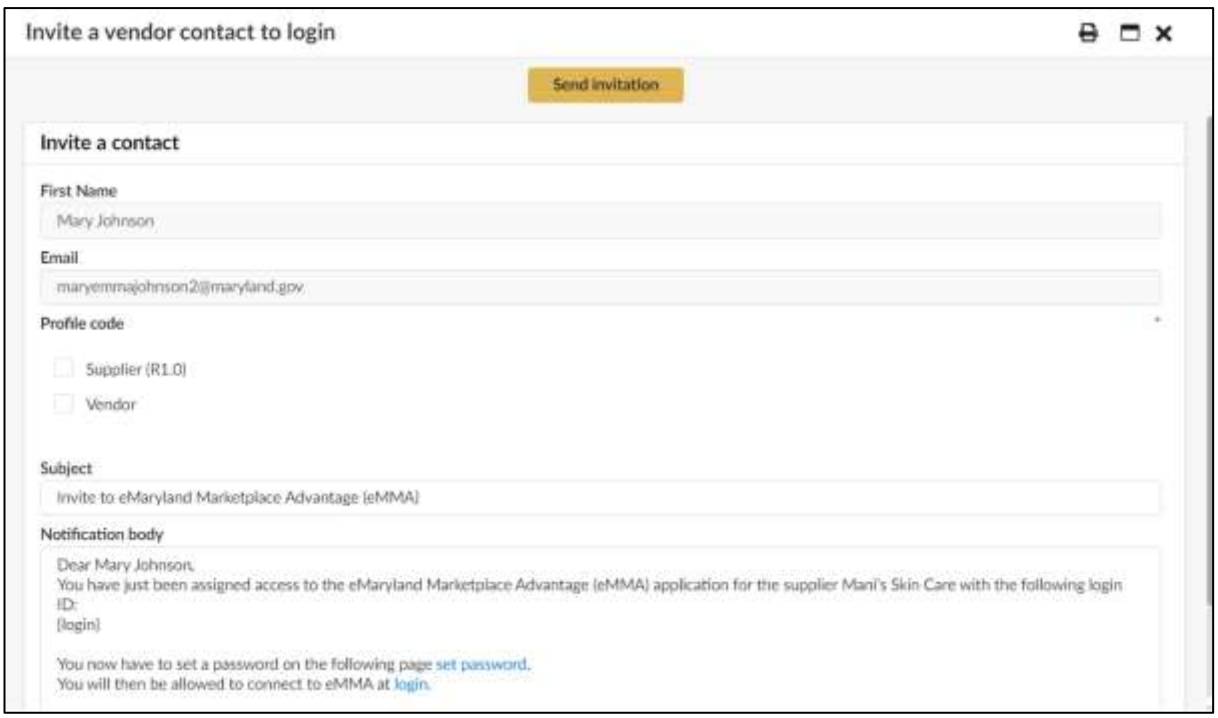

Figure 3: The Invite a vendor contact to login window.

4. (Optional) Edit the body of the email that is being sent to the invitee in the **Notification body** section.
5. Verify that the **Vendor** checkbox is checked under **Profile Code** (this happens automatically).

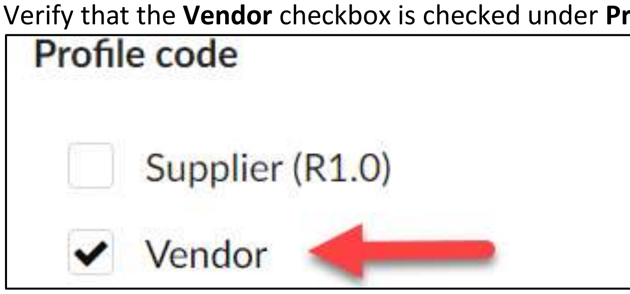

Figure 4: The Vendor checkbox for a Vendor profile code.

6. Click the **Send Invitation** button at the top of the window to invite the vendor contact to create a login user ID and password for eMMA.

Figure 5: The Send invitation button.

NOTE: A notification displays at the top of the screen indicating that your invitation to register has been sent to the contact.

Figure 6: Confirmation that in eMMA that your invitation has been sent.

Your vendor contact can now log in to eMMA. Please make sure your contact checks Spam and Junk email folders if they don't see the email in their Inbox.

Add Contacts

This section shows you how to add your vendor contacts to eMMA.

NOTE: This QRG uses diagrams with specific callouts to show required and optional fields in forms. A yellow callout with a red border 

indicates a required field, while yellow callouts with a black border 

indicate optional fields. Letters within the callouts respond to the explanations below the diagram. A red asterisk * indicates a required field.

1. Access eMMA at https://emma.maryland.gov and log in with your credentials.

2. Click the **Contacts** tab in the left-hand side-panel to display the **Internal Contacts** section.

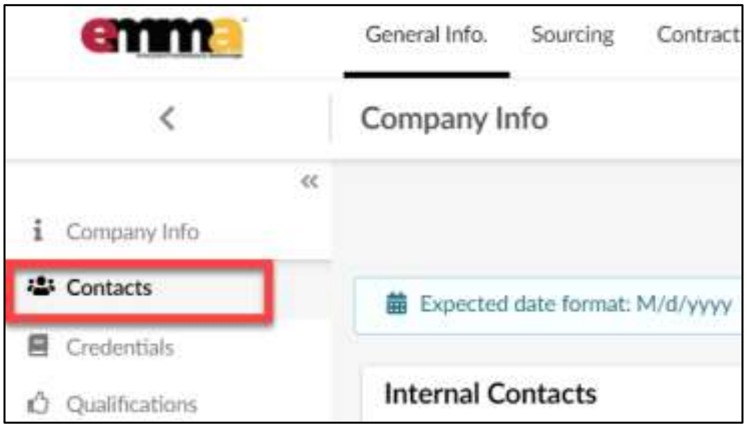

Figure 7: The Contacts tab in eMMA.

3. Click the **+ Create Contact** button to add contacts from your company.

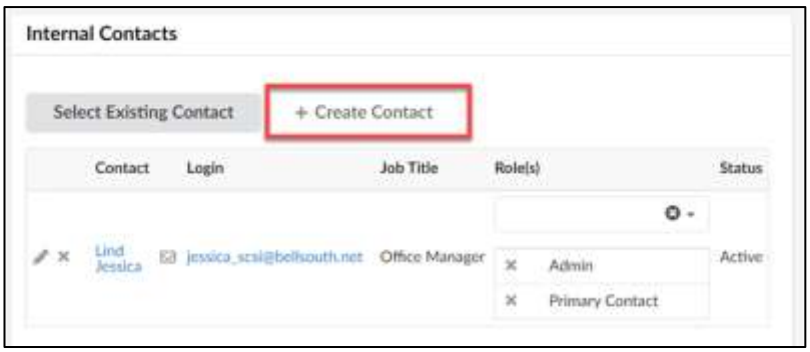

Figure 8: The + Create Contact button.

4. Complete the form fields in the **Vendor Contact Management** section. A red asterisk (*) indicates a required field.

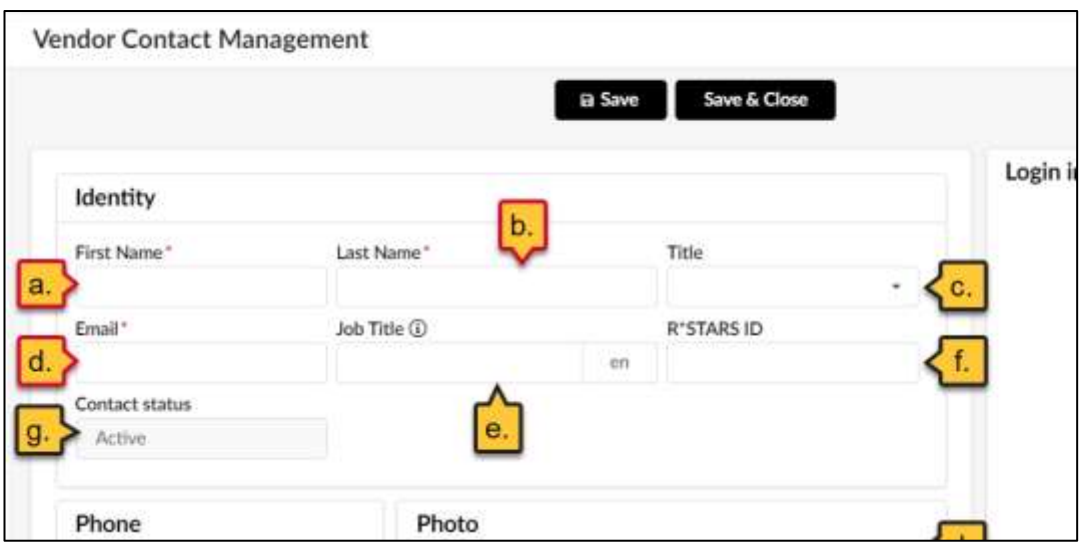

Figure 9: A diagram of the fields in the Vendor Contact Management section.

   a. **First Name** *: Enter the contact's first name.

b. **Last Name** *: Enter the contact's last name.
c. **Title**: Enter the contact's title.
d. **Email** *: Enter the contact's email address to be associated with this user profile.
e. **Job Title:** Enter the contact's job title.
f. **R*Stars ID**: Enter the contact's R*Stars ID if they have one.
g. **Contact Status:** The contact's status is automatically set to **Active** upon creation of their user profile. No action is required here.

5. (Optional) Add or update contact information for this contact if necessary.

Figure 10: Phone and Photo sections for a contact.

a. **Phone:** Enter the contact's phone number without using hyphens (e.g. 0000000000).
b. **Cell Phone:** Enter the contact's cell phone without using hyphens (e.g. 0000000000).
c. **Fax:** Enter a fax number for this contact, if they have one without using hyphens (e.g. 0000000000).
d. **Photo:** Upload a photo for the contact by clicking the **Click or Drag to add a picture** button.

NOTE: You can only upload photos in jpg., jpeg., bmp., and gif formats, no larger than 300,000 KB.

Figure 11: The Click or Drag to add a picture button.

NOTE: Click the **X** icon to the left of the uploaded image to delete it.

Figure 12: The X icon to the left of an uploaded image.

6. (Optional) Complete or update the form fields in the **General Business Address** section, if necessary. These fields populate address information from the main Vendor profile.
7. Click the **Save & Close** button at the top of the window once all required fields for the new contact are completed.

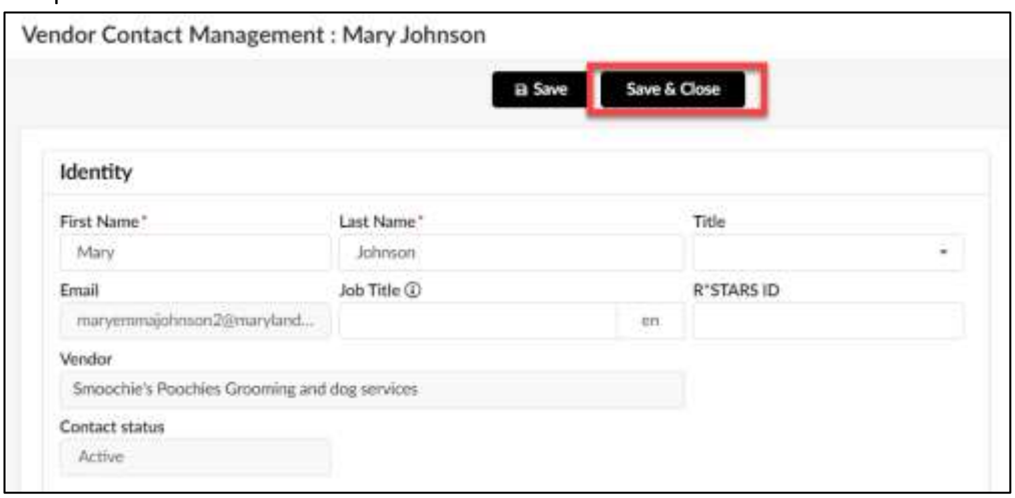

Figure 13: The Save & Close button for a Vendor contact.

NOTE: The new contact is added to your contacts list with an **Active** status. This means the user can access

the system **once they create their login information** (see the process above Invite Users to eMMA). You can change the status of a user to inactive if necessary.

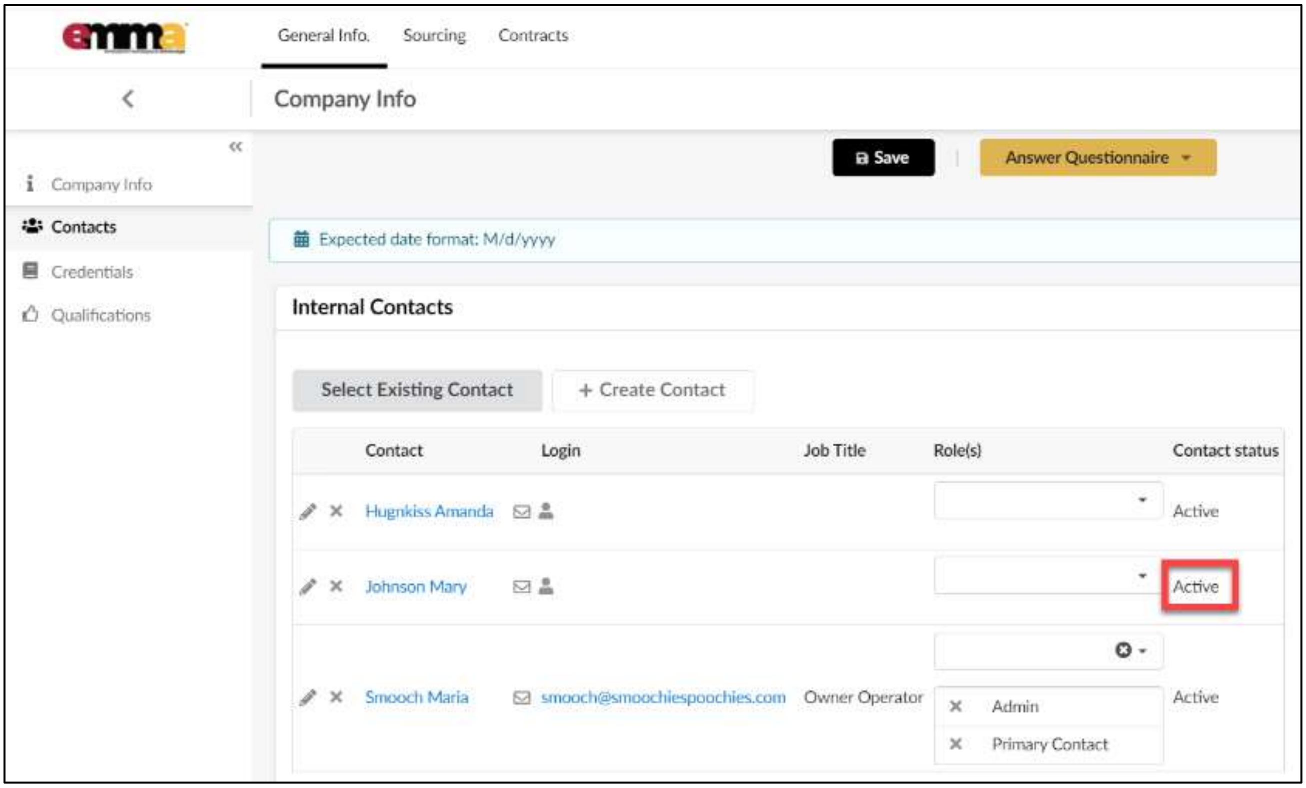

Figure 14: An Active Vendor contact.

8. Click the **Save** button at the top of the page once finished.

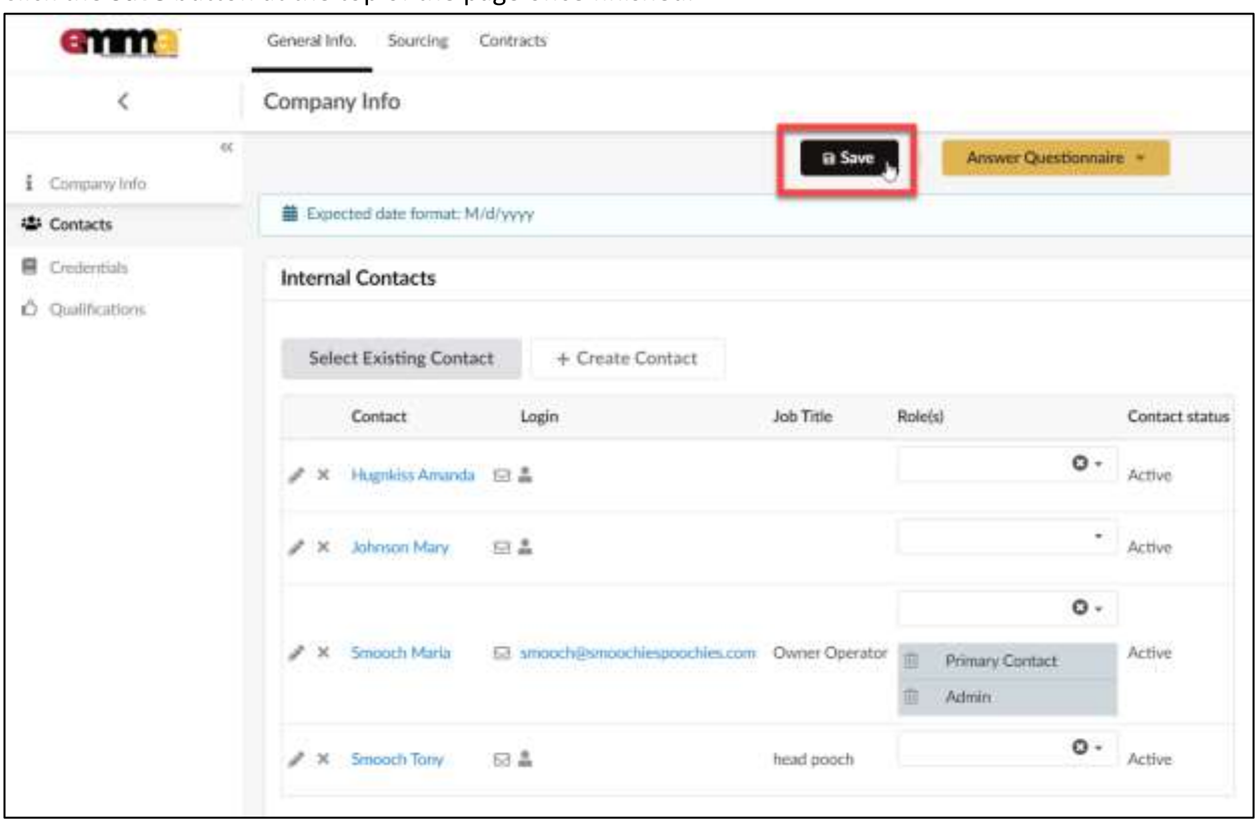

Figure 15: The Save button.

Your contact is now added to your vendor profile.

NOTE: Your contact cannot access eMMA until they are assigned a role and invited to create their eMMA user ID. See the process below, Assign Roles.

Assign Roles

This section shows you how to assign roles to your vendor contacts in eMMA.

1. (Optional) Edit a contact's role by clicking the field under the **Roles** column and selecting the appropriate role for that contact. The new role appears to the right of the contact's **Job Title**.

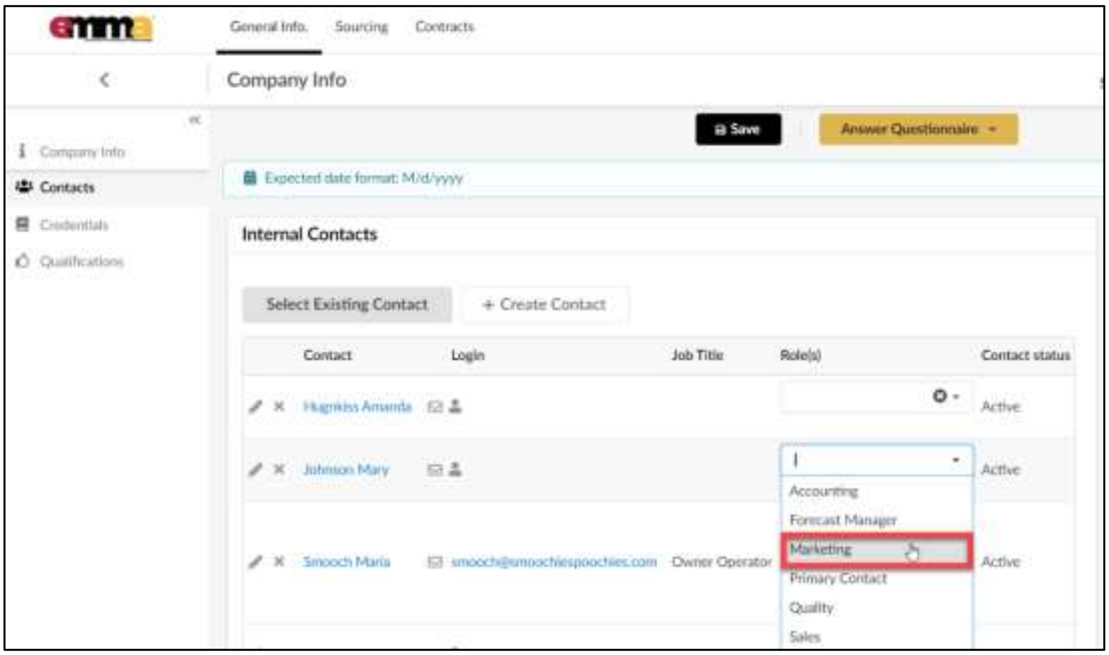

Figure 16: Selecting contact role from Roles column drop-down

a. (Optional) Click the **X** icon above the contact's role to delete **all associated roles** for this contact.

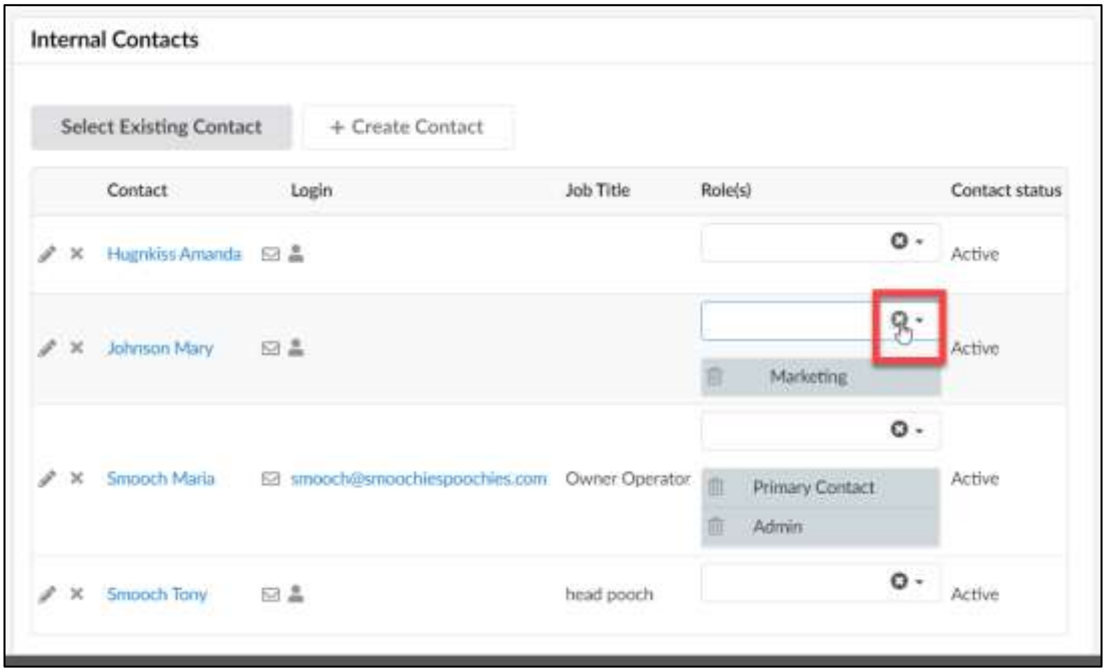

Figure 17: The X icon above the contact's role.

b. (Optional) Click the Delete (trashcan) icon to the left of the role to delete an individual role for a user.

2. Click the **Save** button at the top of the page once finished.

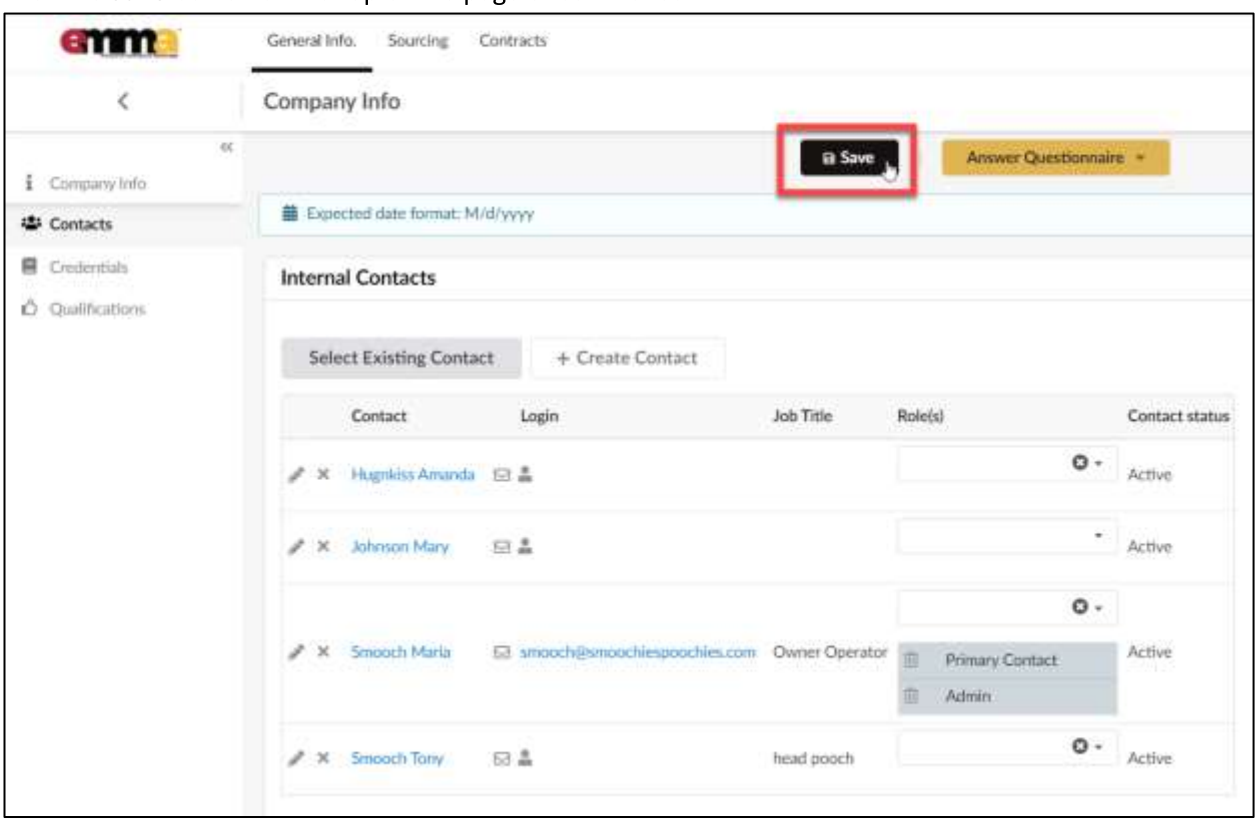

Figure 18: The Save button.

You have assigned roles to your vendor contacts in eMMA.