Add an eSettlements Supplier User

Navigation
http://procurement.umich.edu/supplier-resources/supplier-portal/electronic-settlements > Supplier Portal
Login

Overview
This step-by-step procedure describes how the eSettlements Supplier Administrator may add a new SUPPLIER USER. For login instructions, refer to the job aid - Logging into the eSettlements Supplier Portal.

Important Information
Your user id must have the PR EM SUPPLIER ADMINISTRATOR role in order to add or update SUPPLIER USER profiles.

Supplier Portal

1. Click on the Set Up Security tile.
   **Note:** For more information on the Supplier Portal options, refer to the Navigate the Supplier Portal job aid.

2. Click the Add a new value tab, and enter the desired User ID. You may use upper case letters, numbers and special chars. Please note that any lower case letters will be converted to upper case by the system when you click Add.
User Security Page

3. Click the Add button.

Setup User Page

4. Enter a value in the Description field.
   Example: The person’s name, or the position within your company.

5. Click the Account Locked Out? check box to disable access to the system for this User ID (optional).

6. Enter a password in the Operator Password field. Re-enter the password in the Confirm Password field.

   **Note:** The password must be at least 7 characters, and must include one special character and one number. Please be advised that the password is case sensitive. Upper case and Lower case alpha characters may be used.

7. Enter the complete Email Address for the user.

8. Click Add a User Role.
Select Roles Page

9. Select the checkbox next to the appropriate roles.

10. Click **OK**.

Setup User

11. Click **Add a Supplier**.

Select a Supplier

12. Select the check box next to the supplier’s name.

13. Click **OK**
14. Click Save.

15. To return to the Home Page, click **Supplier Secure Home Page**.

16. To return to the Search List, click **Return to Search List**.

17. Share the new **user ID** and **password** with the user. New users should be informed to set up their forgotten password help information, and to change their password via the Manage Profile tile.