Logging into the eSettlements Supplier Portal

Overview
This job aid describes how to log into the eSettlements Supplier Portal located on the U-M Procurement Services website.

Supplier Portal Page

1. Expand the section - Login for Authorized Supplier. Click the Login to the Supplier Portal link.

eSupplier Sign-in Screen

2. In the User ID and Password boxes, type your Supplier user ID and password.

3. Click Sign In.

Duo Two-Factor Authentication

4. You must complete your Duo Two-Factor Authentication before being directed to the Supplier Portal. (Please refer to the document Setting up Duo for the Supplier Portal if this is your first time logging into the portal.)
Supplier Secure Home Page

- The Supplier Secure Home Page will display various options, based on your assigned role(s).

5. Click the Actions List icon to see the Sign Out option when you are ready to exit the Supplier Portal.

First Time User?

6. New users should always go to Manage Profile first.

7. Confirm your email address. Update your password and set up forgotten password help.
   - Password must be a minimum of seven (7) characters
   - Password must contain one (1) special character
   - Password must contain one (1) number
   - Password must not match the User ID
   - Password cannot be the same password as one of the three previously used passwords
8. You should select a question and enter a response. Your response may contain upper case letters, numbers and special characters. Any lower case letters will be converted to upper case.