




Creating a User Request

OVERVIEW

Upon completion of the vendor registration, eMACS creates a single user who has access to the vendor profile information. This user is typically the person who created the vendor profile. eMACS assigns the single user the **Manage All Portal Activities** role which allows that user to manage all aspects of the vendor profile. Once the profile is created, the single user can invite additional users to register and share the vendor profile created by the single user. Additional users will be directed to create their own log in information.

If you have questions or for more information, contact the eMACS Support Unit, emacs@mt.gov.

CREATING A USER REQUEST

1. Log in to your account at the eMACS Vendor Portal, www.vendorportal.mt.gov.
2. On the left-hand side of the page, click on  **Administer > Manage Users > Send New User Request**.
3. Complete required information noted in **BOLD**.
4. In the last field, **Role**, click the drop down arrow and select the role you want to assign the new user.
5. Click on **Send User Request**.
6. eMACS will send the new user an email with a link that when clicked will go to the SciQuest Supplier Network.

NEW USER:

7. Upon receipt of the New User Registration email, click on the **Register Now** link. The link will take the new user to the SciQuest Supplier Network **New User Registration** page.
8. Complete all required fields, then click on Register.

9. Next, on the left-hand side, click on Home.
10. Under **Customer Portal Access**, click on **MONTANA ACQUISITION & CONTRACTING SYSTEM (eMACS)**.
11. Click **OK** to the **Customer Portal Access** message. The new user will be returned to the State of Montana Vendor Portal.
12. New user can view vendor information by clicking on the **Manage Registration Profile** link located at the top of the webpage under **Quick Links to Common Tasks**.