




# Add, Change, Inactivate User Requests

## 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.

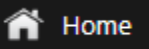
If you have questions or for more information, contact the eMACS Support Unit, [emacs@mt.gov](mailto:emacs@mt.gov).

## ADD A USER REQUEST

1. Log in to your account at the eMACS Vendor Portal, [www.vendorportal.mt.gov](http://www.vendorportal.mt.gov).
2. On the left-hand side of the page, click on  **Administer > Manage Users > Add New User**.
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 JAGGAER Supplier Network.

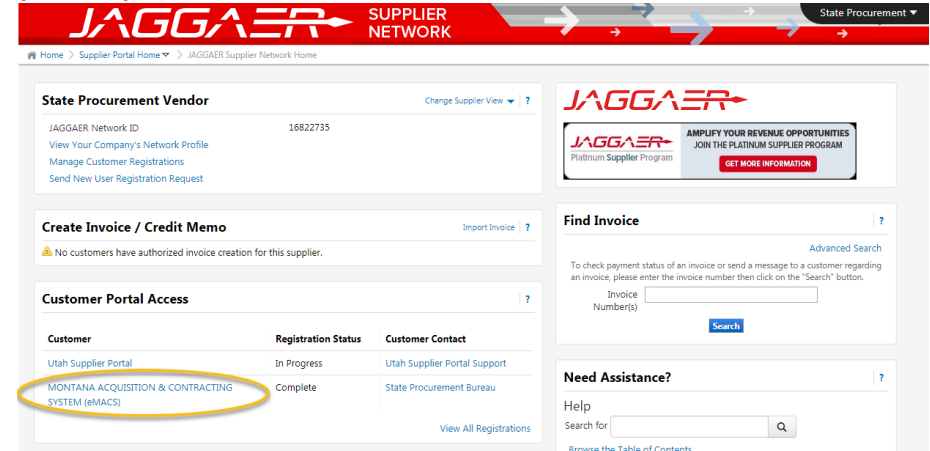
## NEW USER:

1. Upon receipt of the New User Registration email, click on the **Register Now** link. The link will take the new user to the JAGGAER Supplier Network **New User Registration** page.
2. Complete all required fields, then click on **Register**.
3. To return to the State of Montana vendor portal: on the left-hand

side, click on **Home**  under **Customer Portal Access**,


Revised: 07/2017

click on **MONTANA ACQUISITION & CONTRACTING SYSTEM (eMACS)**.



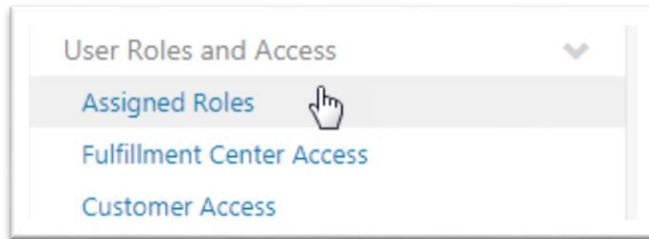
4. Click **OK** to the **Customer Portal Access** message. The new user will be returned to the State of Montana Vendor Portal.
5. New user can view vendor information by clicking on the **Manage Registration Profile** link located at the top of the webpage under **Quick Links to Common Tasks**.

## CHANGING A USER'S ROLE

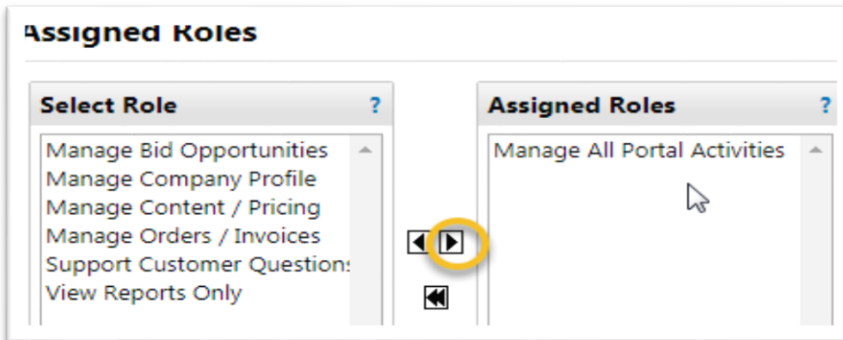
1. Log in to your account at the eMACS Vendor Portal, [www.vendorportal.mt.gov](http://www.vendorportal.mt.gov).
2. In the upper right side of the screen click the dropdown arrow next to your name. Select **Return to JAGGAER Supplier Network**.
3. On the left-hand side of the page, click on  **Administer > Manage Users > Search for Users**.
4. Enter the user's last name in the **Last Name** field and select **Search**.
5. Click on the last name of the user.
6. On the left side of the screen click on **User Roles and Access**.



# Add, Change, Inactivate User Requests



7. Select **Assigned Roles**.
8. Select the required Role from the **Select Role** field, and move it over to the **Assigned Roles** field by clicking the button pointing right, located in between the two fields.



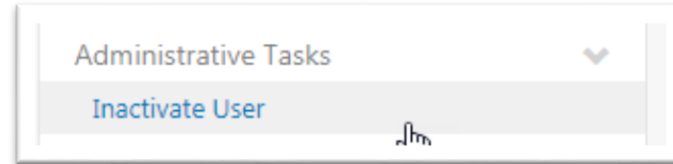
9. Select **Save**.

## INACTIVATING A USER

1. Log in to your account at the eMACS Vendor Portal, [www.vendorportal.mt.gov](http://www.vendorportal.mt.gov).
2. In the upper right side of the screen click the dropdown arrow next to your name. Select **Return to JAGGAER Supplier Network**.
3. On the left-hand side of the page, click on **Administer > Manage Users > Search for Users**.
4. Enter the last name in the **Last Name** field and select **Search**.
5. Click on the name of the user.

Revised: 07/2017

6. On the left side of the screen, under the tab **Administrative Tasks** select **Inactivate User**.



7. Select **Save**.
8. To return to the State of Montana vendor portal: on the left-hand side, click on **Home** **Home** under **Customer Portal Access**, click on **MONTANA ACQUISITION & CONTRACTING SYSTEM (eMACS)**.

