

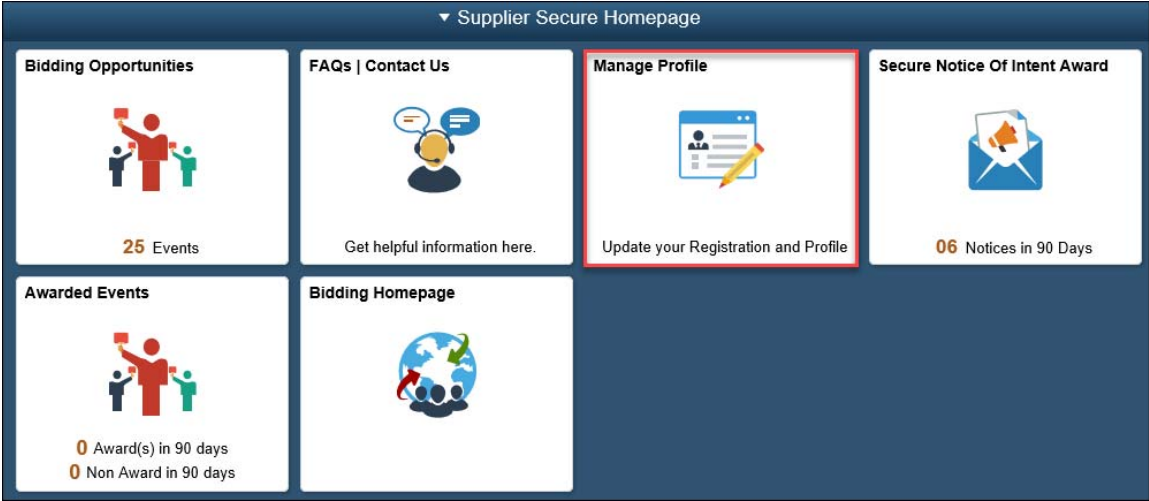
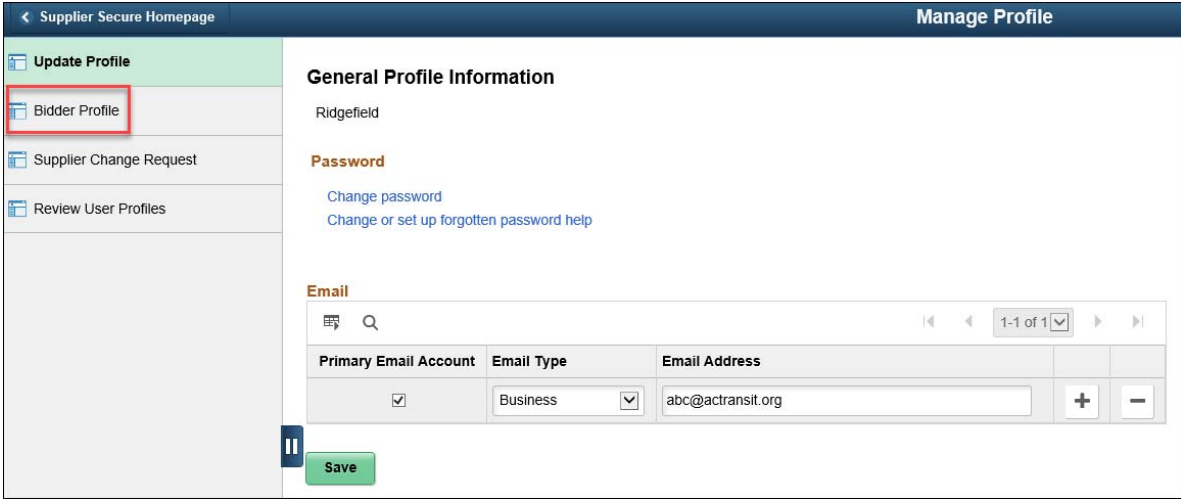
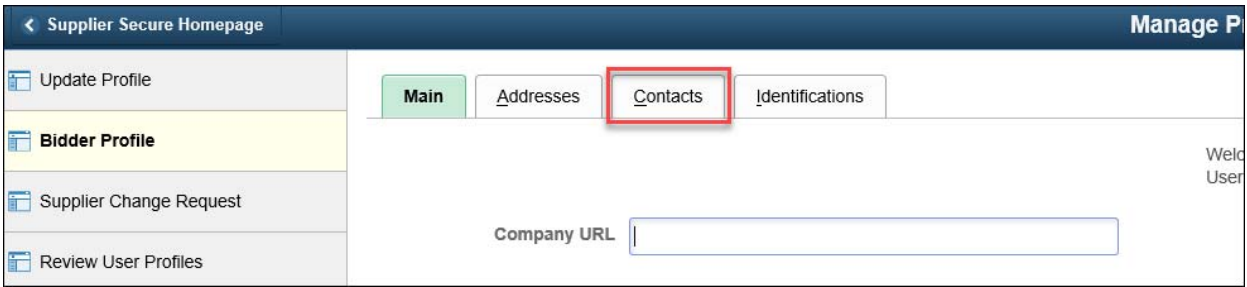
Task: **Add another User to a Registered Company's Bidder Profile**

- Adding a User to Register Adding a User to a Registered Bidder Company (company with same TIN)

Navigation : **From the AC Transit Website, under About Us, select Doing Business > Vendor Registration > Vendor Registration**



Step	Instructions
1	<ul style="list-style-type: none"> • Click the Sign In Tile ■ Takes you to the Sign In page • Enter your Email ID and Password • Click the Sign In Button <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center; color: #4F81BD; font-weight: bold;">Sign In ×</p> <p>Email ID <input style="width: 100%;" type="text"/></p> <p>Password <input style="width: 100%;" type="password"/></p> <p><input type="checkbox"/> Enable Screen Reader Mode</p> <p style="text-align: center; color: green; font-weight: bold; border: 1px solid green; padding: 2px 10px;">Sign In</p> </div>
2	<ul style="list-style-type: none"> ■ Takes you to the Supplier Secure Home Page • Click the Manage Profile Tile <div style="border: 1px solid black; padding: 10px; margin: 10px 0; background-color: #ffffcc;"> <p style="font-weight: bold; margin: 0;">Manage Profile</p> <div style="text-align: center;"> </div> <p style="font-size: small; margin: 5px 0;">Update your Registration and Profile</p> </div>

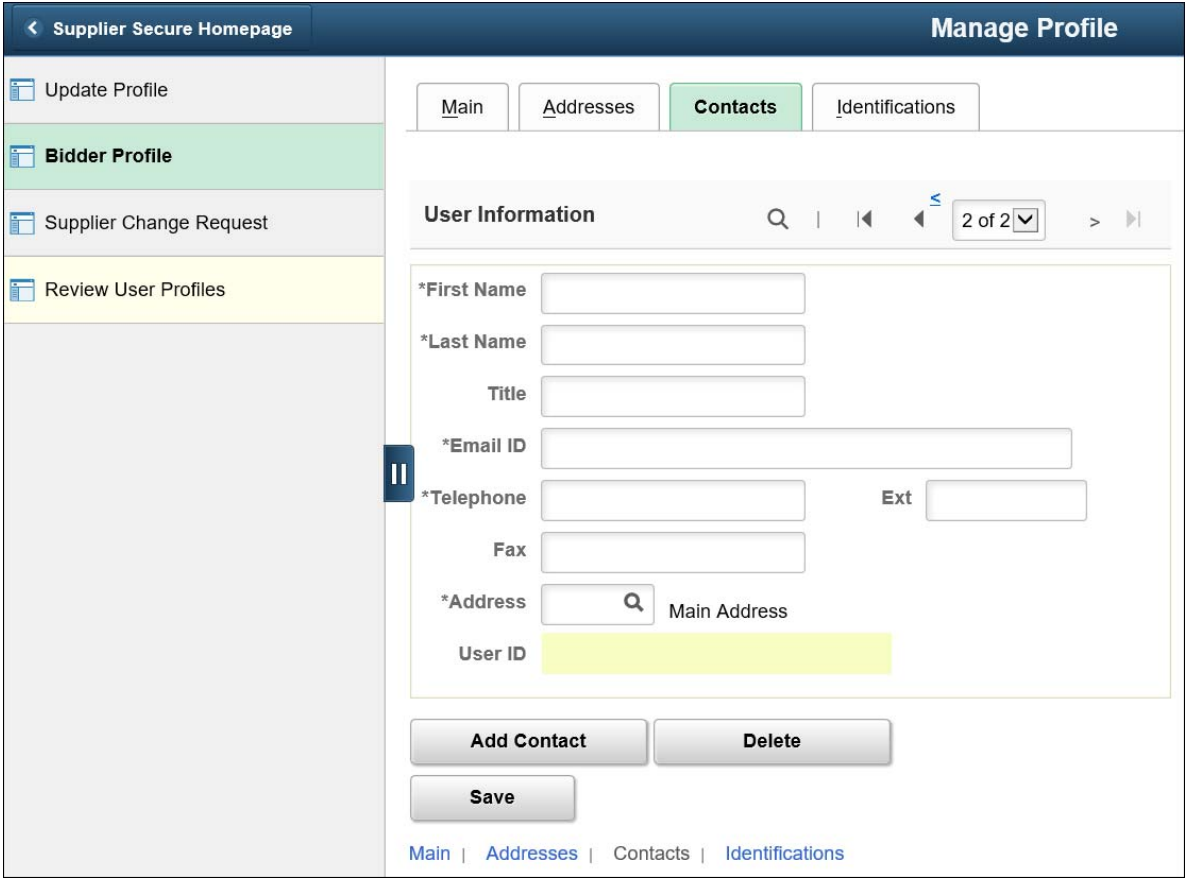

Step	Instructions						
	 <p>Supplier Secure Homepage</p> <ul style="list-style-type: none"> Bidding Opportunities: 25 Events FAQs Contact Us: Get helpful information here. Manage Profile: Update your Registration and Profile Secure Notice Of Intent Award: 06 Notices in 90 Days Awarded Events: 0 Award(s) in 90 days, 0 Non Award in 90 days Bidding Homepage 						
<p>3</p>	<ul style="list-style-type: none"> Takes you to the Manage Profile Page Click and Go to the Bidder Profile Page  <p>Supplier Secure Homepage Manage Profile</p> <p>Update Profile</p> <p>Bidder Profile</p> <p>Supplier Change Request</p> <p>Review User Profiles</p> <p>General Profile Information</p> <p>Ridgefield</p> <p>Password</p> <p>Change password</p> <p>Change or set up forgotten password help</p> <p>Email</p> <p>1-1 of 1</p> <table border="1"> <thead> <tr> <th>Primary Email Account</th> <th>Email Type</th> <th>Email Address</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Business</td> <td>abc@actransit.org</td> </tr> </tbody> </table> <p>Save</p>	Primary Email Account	Email Type	Email Address	<input checked="" type="checkbox"/>	Business	abc@actransit.org
Primary Email Account	Email Type	Email Address					
<input checked="" type="checkbox"/>	Business	abc@actransit.org					
<p>4</p>	<ul style="list-style-type: none"> Takes you to the Bidder Profile Page Click the Contacts Tab  <p>Supplier Secure Homepage Manage Profile</p> <p>Update Profile</p> <p>Bidder Profile</p> <p>Supplier Change Request</p> <p>Review User Profiles</p> <p>Main Addresses Contacts Identifications</p> <p>Company URL <input type="text"/></p>						

Step	Instructions
5	<ul style="list-style-type: none"> From the Contacts Page, click Add Contact <div style="border: 1px solid gray; padding: 10px; margin-top: 10px;"> <p>The screenshot shows the 'Supplier Secure Homepage' with a left-hand navigation menu containing 'Update Profile', 'Bidder Profile', 'Supplier Change Request', and 'Review User Profiles'. The 'Bidder Profile' section is active. On the right, there are tabs for 'Main', 'Addresses', 'Contacts', and 'Identifications'. The 'Contacts' tab is selected, displaying a 'User Information' form with fields for First Name (A), Last Name (Perez), Title, Email ID (perez_antonette@yahoo.com), Telephone (510/891-5444), Fax, and Address (Main Address). Below the form, there are buttons for 'Add Contact' (highlighted with a red box), 'Delete', and 'Save'. A pagination control shows '1 of 1'.</p> </div>
6	<ul style="list-style-type: none"> A new row for Contact is added Enter the required fields as indicated with an asterisk (*) <ul style="list-style-type: none"> Enter First Name Enter Last Name Enter Title (Optional) Enter Email ID Enter Telephone Enter Fax (Optional) Address – use the look-up icon to select an address User ID (Read-Only) – auto populates from the Email ID Click Save <p style="color: blue; font-style: italic;">If email id already exists, system will give a duplicate error message; you must enter another email id</p> <ul style="list-style-type: none"> Click Save and system will save the added user to the Bidder Profile



Adding a User to Bidder Profile

Supplier Portal Training Quick Reference Guide

Step	Instructions
	
7	<p> The new user receives an email notification userid (email id) and password confirming that he/she has been added as a contact to the organization</p> <ul style="list-style-type: none">▪ The new user should sign-on to the system with the email id and temporary password to the system using the embedded URL from the email<ul style="list-style-type: none">○ System will prompt the new user to change the password to be able to continue <p>URL</p> <p>Login to Strategic Sourcing application.</p>
	<p>End of Procedure.</p>