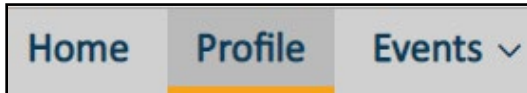


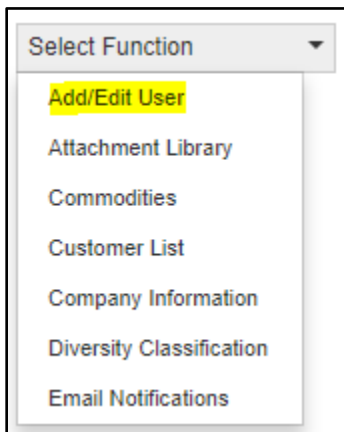
ESM Supplier Profile: Add Users to Your Company Profile

You may add multiple users (names and contact information) to your company profile in ESM.

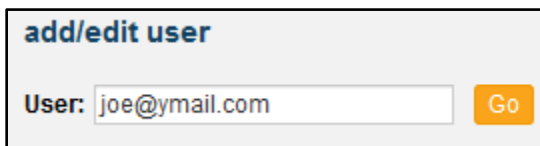
- Go to <https://eprocurement.esmsolutions.com/>.
- Log in using your email address and ESM password.
- Click on the “Profile” button in the upper left corner of the screen.



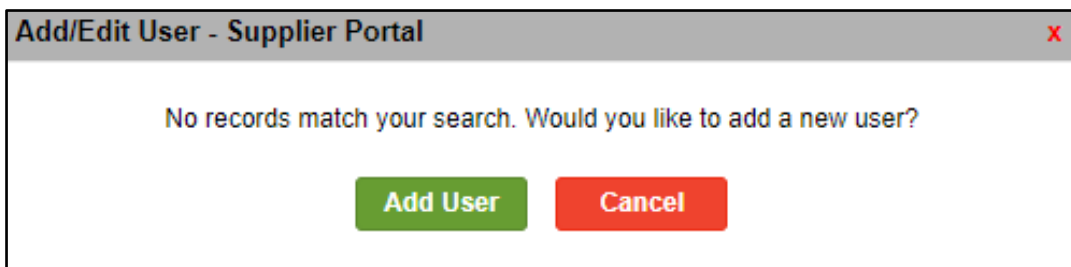
- Select “Add/Edit User” from the “Select Function” drop down menu.



- Check to see if the user is already in the system.
 - Type the person’s email address in the “User” search box.
 - Click “Go.”

A form titled "add/edit user" in blue text. Below the title is a text input field labeled "User:" containing the email address "joe@ymail.com". To the right of the input field is an orange button labeled "Go".

- If the user is not in the system, you will see this box.



- Click “Add User.”

- Complete all of the fields marked with a red asterisk.
 - If the individual is the primary contact for your company, check “Primary Contact.”
 - If you would like this individual to receive emails alerting them of potential bidding opportunities, check the “Email Alerts” box. *The user will have the opportunity to edit the email alert settings later.*
 - Select the time zone.

***Email ID:**

***First Name:**

***Last Name:**

***Phone:**

***Address:**

Reset Password:

Primary Contact:

Update Catalog Contact: Yes No

Email Alerts:

Time Zone: ▼

Deactivate User:

- Select the “Privileges” and “Profile Privileges” you would like to assign to this individual. You can change this later if needed.

Privileges: Home
 Profile
 Events

Profile Privileges: Add/Edit User
 Attachment Library
 Commodities
 Customer List
 Company Information
 Diversity Classifications
 Event Notifications

- Click “Add” when you are finished or “Clear” if you do not want to save the user.