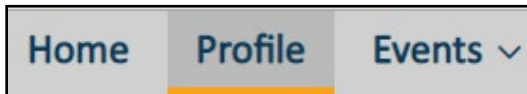


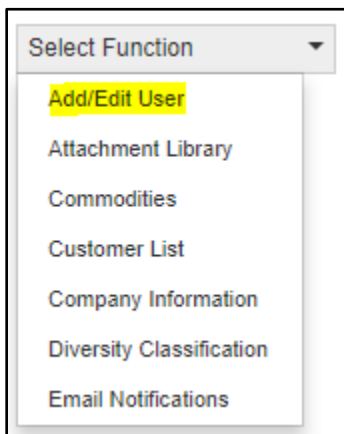
## ESM Supplier Profile: Edit or Deactivate Users from Your Company Profile

*Note: Users can log into ESM and update their own settings for the fields for which have you granted them privileges. If you need to edit a user's privileges, follow these instructions.*

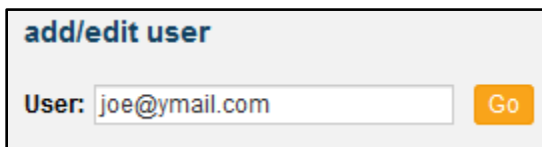
- Go to <https://eprocurement.esmsolutions.com/>.
- Log in using your email address and ESM password.
- Click on the "Profile" button in the upper left corner of the screen.



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



- Enter the user's email address in the "User" search box.

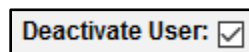
A screenshot of a form titled 'add/edit user'. It features a text input field labeled 'User:' containing the email address 'joe@ymail.com' and an orange 'Go' button to its right.

- Click "Go."
- Make the desired changes.
- Click "Update."

### Deactivate Users

*You cannot remove users from your company profile, but you can deactivate them.*

- Follow the instructions above to access the user's profile.
- Check the "Deactivate User" box located at the bottom of the left hand column.

A screenshot of a checkbox labeled 'Deactivate User:'. The checkbox is checked, indicated by a small checkmark inside the box.

- Click "Update."