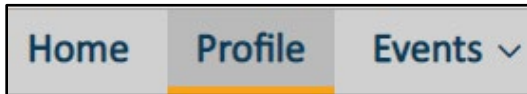


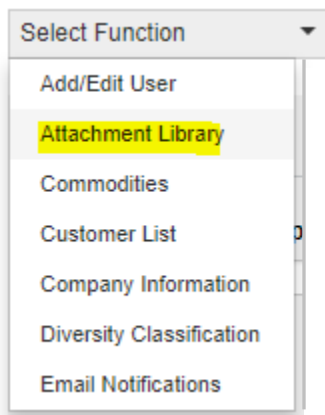
ESM Supplier Profile: Upload an Attachment to Your Company Profile

ESM allows you to upload frequently used attachments, such as licenses and capability statements, to your supplier profile.

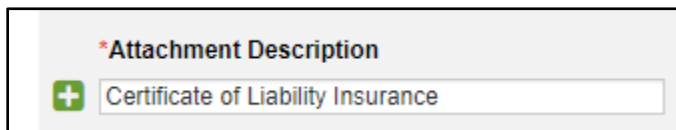
- Go to <https://eprocurement.esmsolutions.com/>.
- Log in using your email address and ESM password.
- Click on the “Profile” button in the upper left corner of the screen.



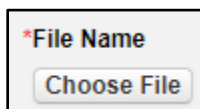
- Select “Attachment Library” from the “Select Function” drop down menu.



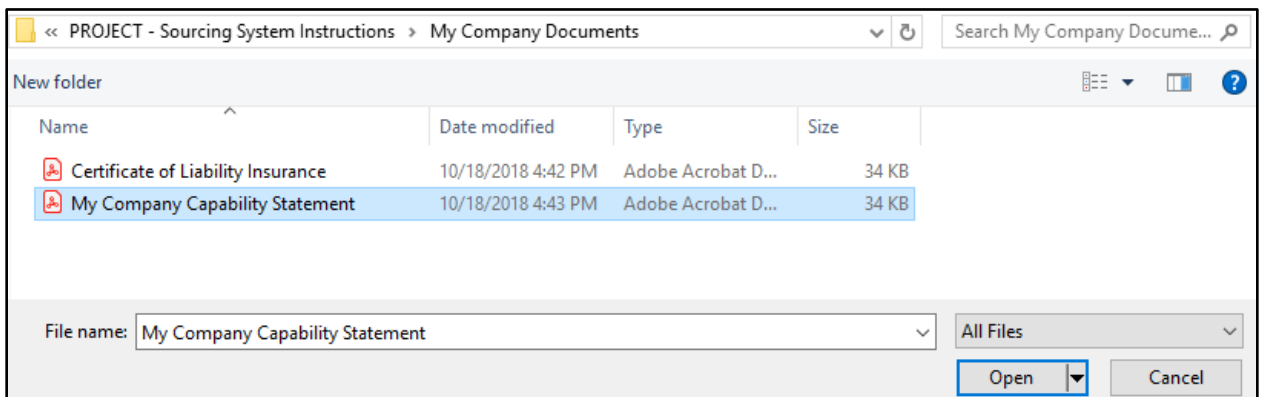
- Type a description for your document in the “Attachment Description” box.



- Click the “Choose File” button.

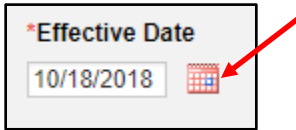



- Navigate to your file and select it.
- Click “Open.”



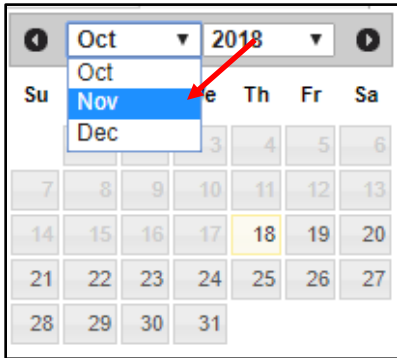
The “**effective date**” field will auto populate with the current date. You may change the date to a future date if needed.

- Click the date icon.

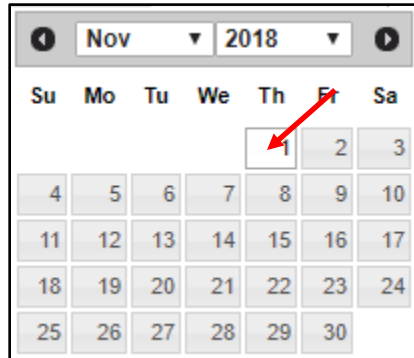


*Effective Date
10/18/2018 

- To change the date, select the month and the day.



Oct 2018
Su Mo Tu We Th Fr Sa
3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31



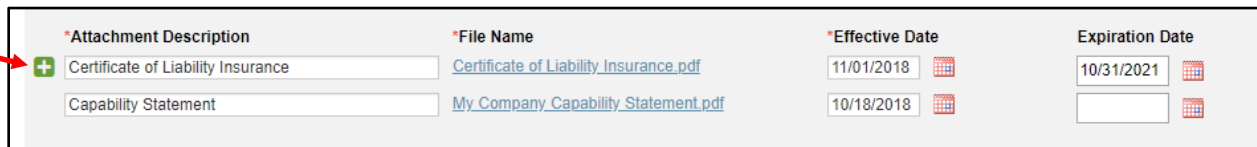
Nov 2018
Su Mo Tu We Th Fr Sa
1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30





The **expiration date** is optional, but it can serve as a helpful reminder of when it is time to upload new documents. You may enter an expiration date the same way as entering an effective date.

- When you are finished, click “Update.”



To add additional attachments, click the plus sign and repeat the steps above.



*Attachment Description	*File Name	*Effective Date	Expiration Date
 Certificate of Liability Insurance	Certificate of Liability Insurance.pdf	11/01/2018 	10/31/2021 
Capability Statement	My Company Capability Statement.pdf	10/18/2018 	<input type="text"/> 