



## Quick Reference Guide Business Users

### Changing Your Password

To change your password, login to your eMaryland Marketplace profile. From the homepage, select the link for My Account.

NIGP Code Browse | **My Account** | Customer Service | About

Home | POs | **Bids** | Contracts | Quotes

Home - Welcome Back Cristen Ervin

News(4) | Vendor Communication(0) | Bids(14057) | PO(0) | Quotes(0)

News ID	Effective Date	Category	Title
<a href="#">25</a>	02/28/2015	Procedures	eMaryland Marketplace Instructions (Quick Reference Guides and FAQs)
<a href="#">20</a>	01/07/2013	Forms and Information	ALERT TAB (MISSING INFORMATION)
<a href="#">15</a>	05/07/2012	Procedures	To Acknowledge Bid (ONLY CLICK ONCE)
<a href="#">4</a>	01/03/2012	Procedures	Password Restrictions

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Your My Account Information page will open. Select the Edit button next to My Information.

NIGP Code Browse | My Account | Customer Service | About

Home | POs | Bids | **Contracts** | Quotes

My Account Information

My Information **Edit**

Salutation			
First Name	Cristen	Last Name	Ervin
Job Title	Training Coordinator	Department	OBP
Email	cristen.ervin@maryland.gov		
Company	eMM Training		
Phone	(410)767-4272		

Exit

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Your My Information page will open allowing you to make changes to any of your personal information.

To change your password, type your new password in the box next to Change Password, and again in the box next to Confirm Password. Type your current password in the box next to Current Password\*. Select Save & Exit.

**My Information**

Salutation:

First Name\*:  Last Name\*:

Job Title\*:  Department:

E-mail\*:

Company:

Phone\*:  Ext.

Mobile Phone:  -

Mobile Provider:

**Change Password:**  **Confirm Password:**

Login Question\*:

Login Answer\*:

Default Homepage Tab for Seller:

User Manual Version:

**Current Password\*:**  Please enter current password to confirm user profile changes

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Your changes have been saved. Your My Account Information page will open. To get back to your Home page, select Home.

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**My Account Information**

**My Information**

Salutation			
First Name	Cristen	Last Name	Ervin
Job Title	Training Coordinator	Department	OBP
Email	cristen.ervin@maryland.gov		
Company	eMM Training		
Phone	(410)767-4272		

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