e Maryland
M@rketplace

Vendor Quick Reference Guide

User Maintenance
# Adding, Updating, and Deleting User Information

This quick reference guide will walk you through the process of adding new users, deleting existing users, and updating user information.

Contents

Adding New Users

To add users to an eMaryland Marketplace vendor account, the company's eMaryland Marketplace Administrator must login to their user profile and select the Seller Administrator tab at the top right of the eMaryland Marketplace screen. The Administrator is the person who set up the account or a user who has been given administrator rights.
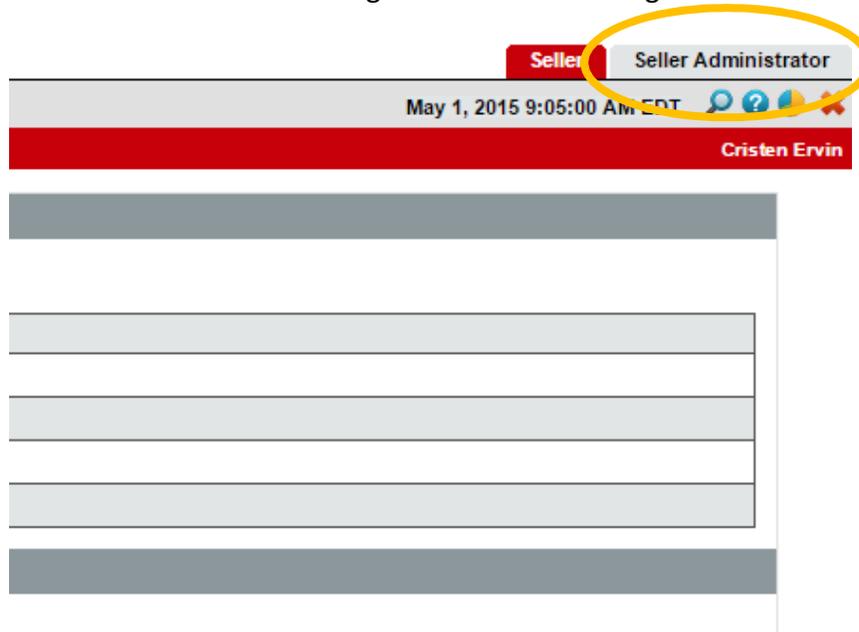
If you do not know who the eMaryland Marketplace Administrator is for your organization, you may contact the eMaryland Marketplace Help Desk at dgs.emaryland@maryland.gov or 410-767-1492 to request this information.

When the Seller Administrator tab is selected, the Maintenance Home Page will open. Select the option for Add Users on this Account.
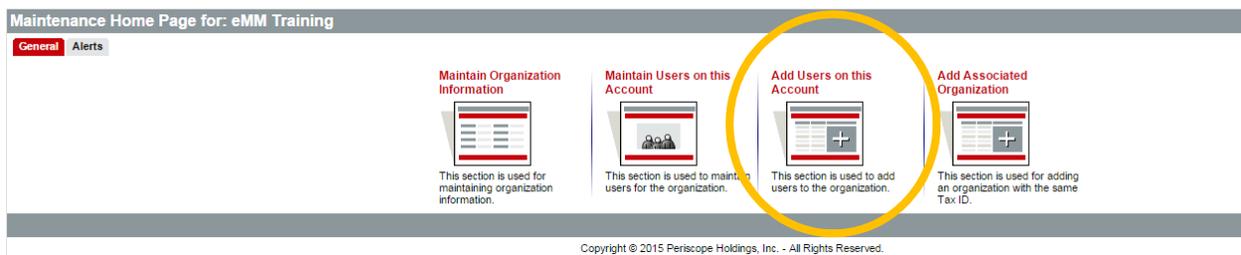
The screen will open allowing you to enter information for a new user. Enter the new user information. You will need to select a Login ID, Password, Login Question, and Login Answer at this time. Once the profile is created, the user should login to their profile and change this information. Note: Required fields are market with an *.

Select the user roles. Click the box next to the Role. A check mark will appear once the item is selected.

Seller – Has the ability to submit bids on behalf of the company.

Seller Administrator – Has access to make changes to the company's eMaryland Marketplace company profile.

Select Save & Exit.

The User Maintenance screen will open listing all users, including the newly added user.

Deleting Users

After logging into eMaryland Marketplace, select the Seller Administrator tab.

Select Maintain Users on this Account.
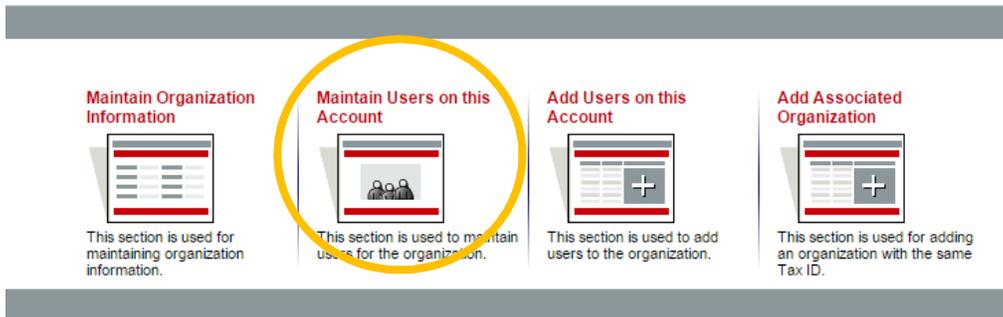
A list of all users will display at the bottom of the screen. Click on the Login ID for the user you would like to delete.

From the Status drop-down menu, select Deleted. Click Save & Exit.

Your changes have been saved. You will see the status of the user is now "Deleted".

Login ID	First Name	Last Name	Status	Role(s)
CERVIN	Cristen	Ervin	Active	Seller Seller Administrator
TRAIN	Training	User 2	Deleted	Seller

The user is no longer able to access eMaryland Marketplace using their logon credentials.

Note: You are able to reactivate a deleted users by changing the Status back to "Active".

User Maintenance

A user has the ability to update any information on their user profile: however, a Seller Administrator also has the ability to update information on a user's profile.
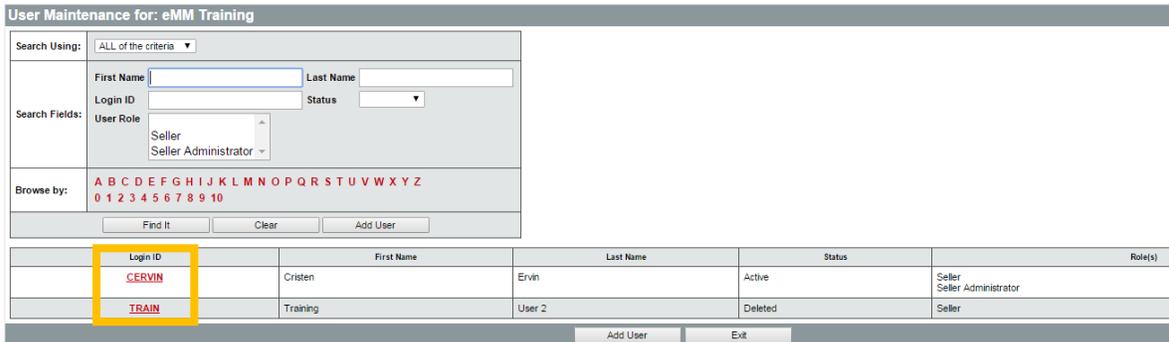
Log into eMaryland Marketplace and select the Seller Administrator tab.

Select Maintain Users on this Account

A list of users will display on the bottom of the screen. Click the Login ID of the user you would like to update.

You may update all information on the screen. When you have completed updating information, click Save & Exit.