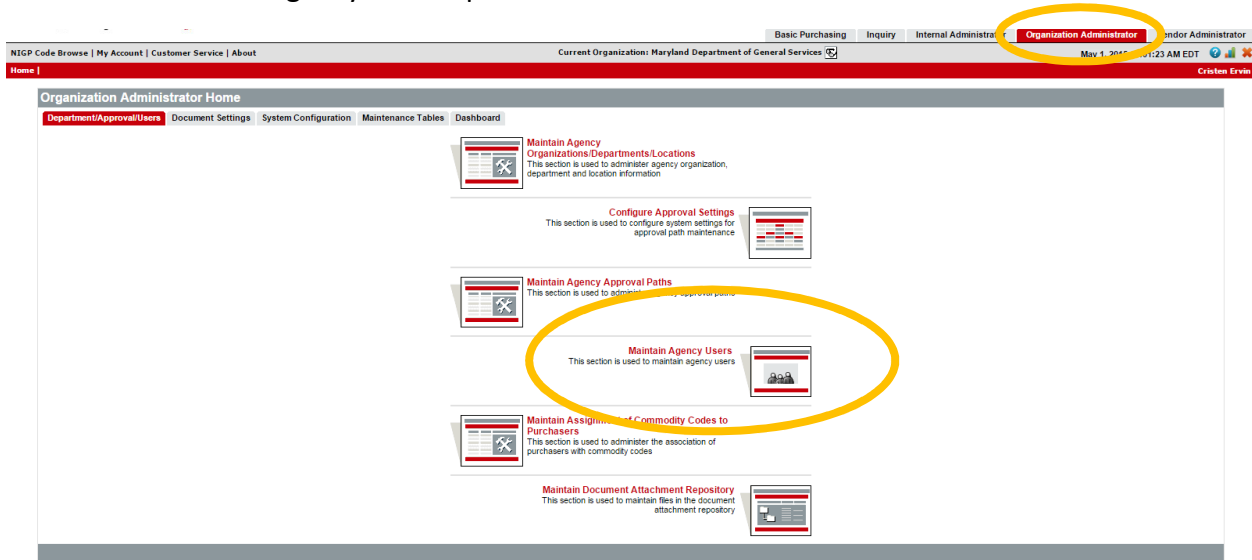


## Adding Users - Government Accounts

To add users to an eMaryland Marketplace vendor account, the organization’s eMaryland Marketplace Administrator must login to their user profile and select the Organization 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.

Select the Maintain Agency Users option.



The User Maintenance screen will open. From the bottom of the search box, select Add User.

**User Maintenance for: Maryland Department of General Services**

Search Using: ALL of the criteria ▼

Search Fields:	First Name <input style="width: 90%;" type="text"/>	Last Name <input style="width: 90%;" type="text"/>		
	Login ID <input style="width: 90%;" type="text"/>	Status <span>▼</span>		
	Department <span>▼</span>			
	Location <span>▼</span>			
	User Role	<div style="border: 1px solid gray; padding: 2px; min-height: 100px;"> <ul style="list-style-type: none"> <li>Vendor Administrator</li> <li>Basic Purchasing</li> <li>Internal Administrator</li> <li>Agency Administrator</li> <li>Program Administrator</li> <li>Organization Administrator</li> <li>Department Access</li> <li>Inquiry</li> <li>Accounts Payable</li> <li>Inventory Administrator</li> <li>Inventory User</li> </ul> </div>		
Browse by:	<p style="margin: 0;">A B C D E F G H I J K L M N O P Q R S T U V W X Y Z</p> <p style="margin: 0;">0 1 2 3 4 5 6 7 8 9 10</p>			
Find It		Clear		
<div style="border: 1px solid gray; padding: 2px; display: inline-block;">Add User</div>				

The Add New User Screen Will open.

Complete the User Information, User Defaults, and select Roles.

### User Information

Name, phone, email, job title. You will also have to create a Login ID and Password. See the Login Assistance Quick Reference Guide for information on password requirements.

### User Defaults

Select the Department, Location, and default shipping and billing Addresses for the user.

### Roles

Select the user Roles to assign to the user. For a complete listing of User Roles, refer to the eMaryland Marketplace Definitions Quick Reference Guide.

**Add New User for: Maryland Department of General Services**

**User Information (fields marked with \* are required)**

Salutation: [dropdown] Alternate ID: [text]  
First Name\*: [text] Last Name\*: [text]  
Phone\*: [text] - [text]  
Mobile Phone: [text]  
Email\*: [text]  
Job Title\*: [text]  
Login ID\*: [text] Status\*: [Active] [dropdown]  
Password\*: [text] Verify Password\*: [text]

**User Defaults**

Organization: **Maryland Department of General Services**

Department: [dropdown] Location: [dropdown]  
Default Ship-to Address: [text] Default Bill-to Address: [text]  
Default Account Code: [dropdown] Default Purchaser: [dropdown]

**Purchasing Rules**

Open Market Req Limit: [0.00] Direct Release/RPA Limit: [0.00] Direct Open Market Limit: [0.00]

**Roles\***

**Basic Purchasing**  
 Can Open Formal Bids  Can Create Demand Requisition  Allow Requisition Item Import  Allow Contract Import  Disallow Ad-Hoc Reporting

**Program Administrator**  
 Program Coordinator  Program Auditor  Program Approver

**Organization Administrator**

**Department Access**  
Department Access Role Privilege Type: [dropdown]  
(A department/location superuser must be a requisitioner)  
If Department Access user, set up this user as [dropdown]  
 User is an Approver  Disallow Ad-Hoc Reporting  
 Allow PO Receipts for Department Access Role  
 Enable Change Order Creation  
 Department Buyer Enabled  
 Allow Requisition Item Import

**Inquiry**

**Accounts Payable**  
Accounts Payable Role Privilege Type: [dropdown]  Disallow Ad-Hoc Reporting

**Inventory Administrator**  
 All Sites Add Site Department: [dropdown] Location: [dropdown]

**Inventory User**

**Save & Add New User** | **Save & Exit** | **Cancel & Exit**

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The User Maintenance main screen will open. The new user has been added. To verify that the user has been added, scroll through the list of users at the bottom of the screen or perform a search using the search box.