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.
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.

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.