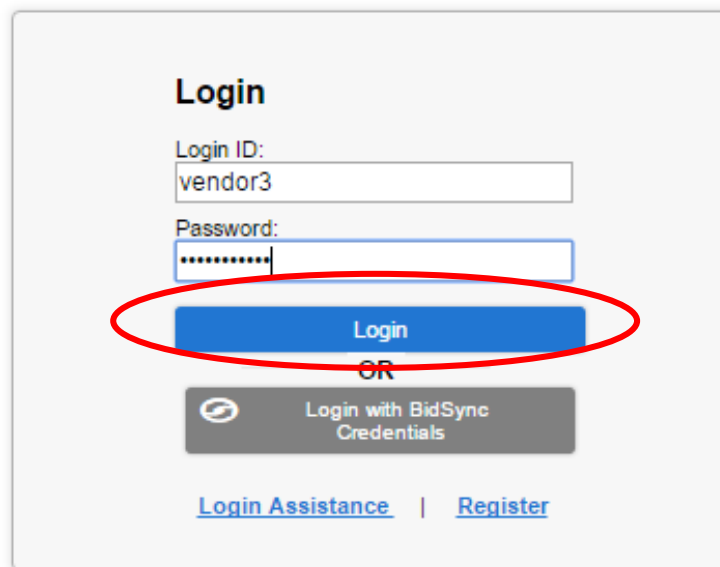


Seller Administrators are responsible for adding new Seller and Seller Administrators for their organization. This guide presents the steps to add a new system user.

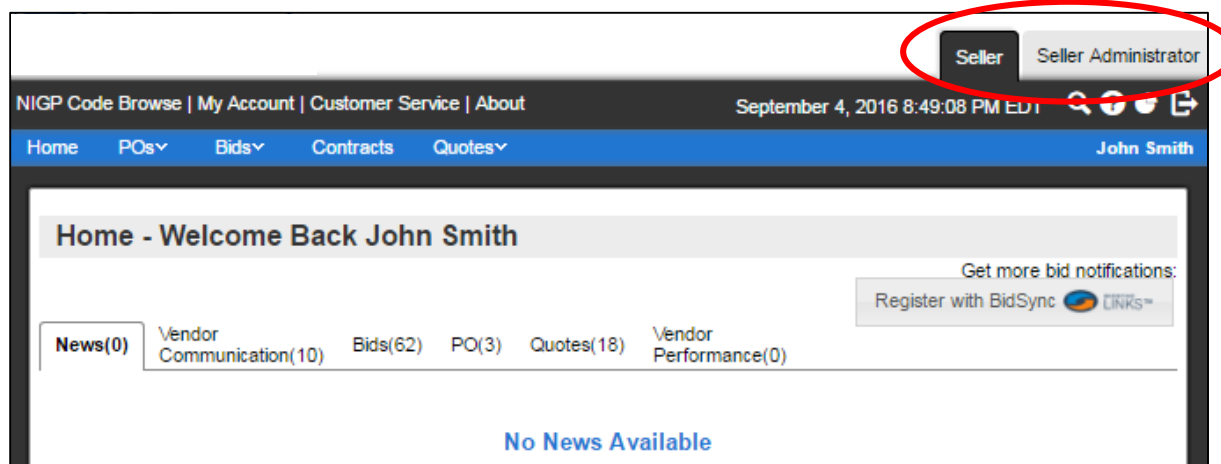
Log in to PHLContracts

Log into the PHLContracts system using your login ID and password. An example using ABC Print Supply is shown.



The screenshot shows a login form titled "Login". It contains two input fields: "Login ID:" with the value "vendor3" and "Password:" with masked characters. Below these fields is a blue "Login" button, which is circled in red. Underneath the button is the text "OR" and a grey button labeled "Login with BidSync Credentials". At the bottom of the form are two links: "Login Assistance" and "Register".

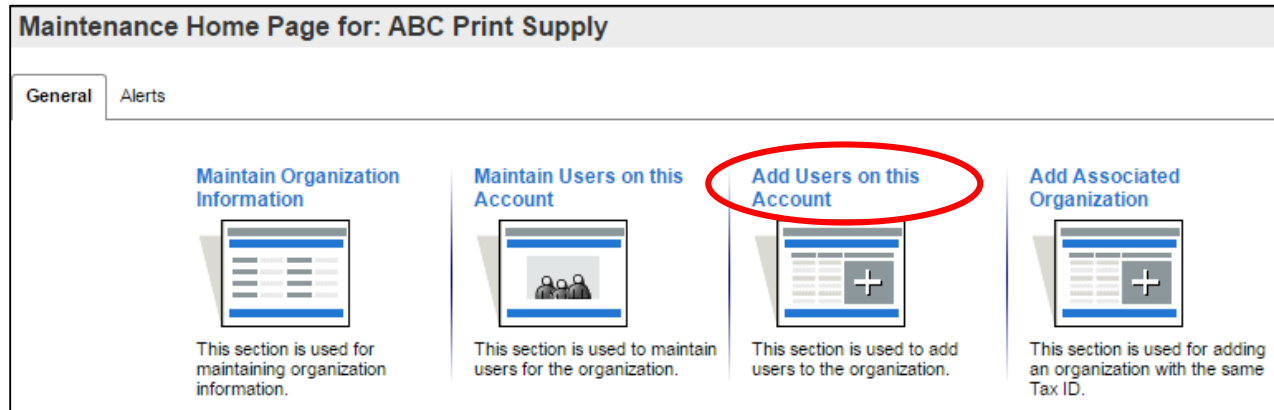
When you initially log in, you may see the Seller role home page. To add users or reset user passwords, you must select the Seller Administrator role tab in the upper right-hand corner of the page.



The screenshot shows the Seller home page. In the top right corner, there are two tabs: "Seller" and "Seller Administrator", with the "Seller Administrator" tab circled in red. The page header includes links for "NIGP Code Browse", "My Account", "Customer Service", and "About", along with the date and time "September 4, 2016 8:49:08 PM EDT". Below the header is a navigation bar with "Home", "POs", "Bids", "Contracts", and "Quotes". The main content area is titled "Home - Welcome Back John Smith" and displays a summary of activity: "News(0)", "Vendor Communication(10)", "Bids(62)", "PO(3)", "Quotes(18)", and "Vendor Performance(0)". A "No News Available" message is shown at the bottom. A "Get more bid notifications: Register with BidSync" button is also present.

Select Add Users on This Account

From this menu, select the **Maintain Users on this Account** menu option.



Enter and Save User Information

A page containing general information fields for a new user is displayed. The required fields are:

- First Name*
- Last Name*
- Job Title*
- Phone Number*
- Email Address*
- Login ID*
- Password * / Confirm Password* (this is the temporary password)
- Login Question* (select from dropdown list)
- Login Answer*
- Role(s)* (in this example the new users is being assigned the Seller role)

Note: Fields highlighted with an asterisk are required

Login IDs must be from 6 to 100 characters long and are not case sensitive

New Vendor User for ABC Print Supply

Salutation				
First Name*:	Jane		Last Name*:	Johnson
Job Title*:	Principal Buyer		Department	Government
Phone*:	215	555	1212	test1@abcprintsupplyxxx.com
Login ID*:	JANE.JOHNSON		Status*:	Active
New Password*:	*****		Confirm Password*:	*****
Login Question*:	What is your favorite food?			Login Answer*:
				Pizza

Roles

☒ Seller	☐ Can Create Blanket Change Orders
☐ Seller Administrator	☐ Can Upload Contract

Save & Exit Reset Cancel & Exit

The temporary password buy5p55d! should be entered in both the Password and Confirm Password fields.

Once you have entered and reviewed the user information, click **Save & Exit** to complete the transaction.

Advise User of Their Login Information

The user should be notified and given the temporary password to use to log in. The user will be prompted to select a new password upon log in.

Passwords must conform to the following format and are case sensitive:

- Must be between 6 and 15 characters
- Must include both alpha and numeric characters
- Must include at least one special character (e.g., #, @, %, \$, !)

Additional requirements for passwords:

- Passwords must be changed every 180 days
- A password cannot be reused until 5 other passwords have been used
- After 4 unsuccessful attempts to login, the account will be locked