Add an eSettlements Supplier User

Overview
This step-by-step procedure describes how the eSettlements Supplier Administrator adds a new SUPPLIER USER role. For login instruction, refer to the Logging into the MSupplier Portal job aid.

Important Information
If you are assigned more than one role in eSettlements, sign in using the user ID and password associated with your SUPPLIER ADMINISTRATOR role in order. This allows you to add or update SUPPLIER USER role profiles.

Supplier Dashboard Page
1. Click the Maintain Supplier Information link.

Note: For login instructions, refer to the MSupplier Portal Login job aid. For more information on the MSupplier dashboard options, refer to the Navigate the MSupplier Portal job aid.

Maintain Supplier Information Page
2. Click the User Profiles link.

User Security Page
3. Click the Add a New Value tab.

Note: The User ID field defaults to the next available Supplier User ID.
4. Click Add.

Note: You can only have a maximum of nine User ID’s)
Setup User Page

5. Enter a value in the **Description** field. Example: The person’s name, or the position within your company.

6. Click the **Account Locked Out?** check box to disable access to the system for this User ID (optional).

7. Enter a password in the **Operator Password** field. Re-enter the password in the **Confirm Password** field.  
   **Note:** The password must be at least 7 characters and include one special character and one number.

8. Enter the complete **Email Address** for this user.

9. Click **Add a User Role**.

Select Roles Page

10. Select the checkbox next to **PR EM SUPPLIER USER**.

11. Click **OK**.

Setup User

12. Click **Add a Supplier**.

Select a Supplier

13. Select the check box next to the supplier’s name.

14. Click **OK**.
15. Click **Save**.

Note: Repeat steps 5 through 19 to add another Supplier User. Or do one of the following:

- Select another **menu** option.
- Click the **Home** tab in the banner to return to the Supplier Dashboard.
- Click **Sign Out** in the upper right-hand corner of the **banner** of any eSettlements page to exit. The system returns you to the MSupplier Portal.
- For instructions on how to update a supplier’s user profile, refer to the **Update an eSettlements Supplier User** job aid.

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