Update an eSettlements Supplier User

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Overview
This step-by-step procedure describes how the eSettlements Supplier Administrator updates the SUPPLIER USER role. For login instruction, refer to the MSupplier Portal Login 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 Logging into the MSupplier Portal 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. In the Search By: User ID search box, type the supplier’s user ID.
4. Click Search.

Note: The Security screen defaults to displaying the Find an Existing Value tab.

Setup User Page
5. Click the user ID link from the Search Results table.
Select or type the following information from the following drop-down lists and text boxes.

6. **In the Description box**, type the user ID role.

7. **For the Account Locked Out?** check box, select if you want to disable the user’s system access and deselect to allow access.

8. **In the Operator Password (Encrypted) and Confirm Password** boxes, type a new valid password and confirm the password.
   
   **Important**: The password format must be a minimum of 7 characters and include one numeric and one special character.

9. **In the E-mail Address box**, type a valid email address.

10. **Click Delete**. This removes the User Role from this User ID.

11. **Click Save** once you complete the change(s) to the user profile.

**Note**: If you have additional supplier users to update, repeat steps 6 through 11. If you are finished, return to Main Menu or click the Sign out link to exit the MSupplier Portal.