Task: Add another User to a Registered Company's Bidder Profile

- Adding a User to Registered Company (company with same TIN)

Navigation: From the AC Transit Website, under About Us, select Doing Business > Vendor Registration > Vendor Registration

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<tr>
<th>Step</th>
<th>Instructions</th>
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</table>
| 1    | - Click the Sign In Tile  
- Takes you to the Sign In page  
- Enter your Email ID and Password  
- Click the Sign In Button |

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<tr>
<th>Manage Profile</th>
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<td>Update your Registration and Profile</td>
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| 2    | Takes you to the Supplier Secure Home Page  
- Click the Manage Profile Tile |

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Last Updated: 15 September 2020
### Adding a User to Bidder Profile

#### Supplier Portal Training Quick Reference Guide

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| 3    | Takes you to the Manage Profile Page  
• Click and Go to the Bidder Profile Page |

#### Manage Profile

**General Profile Information**
- Ridgefield

**Password**
- Change password
- Change or set up forgotten password help

**Email**
- Primary Email Account: Business
- Email Address: abc@actransit.org

#### Manage Profile

- Takes you to the Bidder Profile Page  
• Click the Contacts Tab
Adding a User to Bidder Profile

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### Step 5

- From the Contacts Page, click **Add Contact**

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<tr>
<td>5</td>
<td><img src="image1.png" alt="Image" /> From the Contacts Page, click <strong>Add Contact</strong>&lt;br&gt;<strong>A new row for Contact is added</strong>&lt;br&gt;<strong>Enter the required fields as indicated with an asterisk (*)</strong>&lt;br&gt;  - Enter First Name&lt;br&gt;  - Enter Last Name&lt;br&gt;  - Enter Title (Optional)&lt;br&gt;  - Enter Email ID&lt;br&gt;  - Enter Telephone&lt;br&gt;  - Enter Fax (Optional)&lt;br&gt;  - Address – use the look-up icon to select an address&lt;br&gt;  - User ID (Read-Only) – auto populates from the Email ID&lt;br&gt;  - If email id already exists, system will give a duplicate error message; you must enter another email id&lt;br&gt;  - Click <strong>Save</strong> and system will save the added user to the Bidder Profile</td>
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<td>Step</td>
<td>Instructions</td>
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| **7** | The new user receives an email notification userid (email id) and password confirming that he/she has been added as a contact to the organization  
  - The new user should sign-on to the system with the email id and temporary password to the system using the embedded URL from the email  
    - System will prompt the new user to change the password to be able to continue |

**URL**

| Login to Strategic Sourcing application. |

**End of Procedure.**