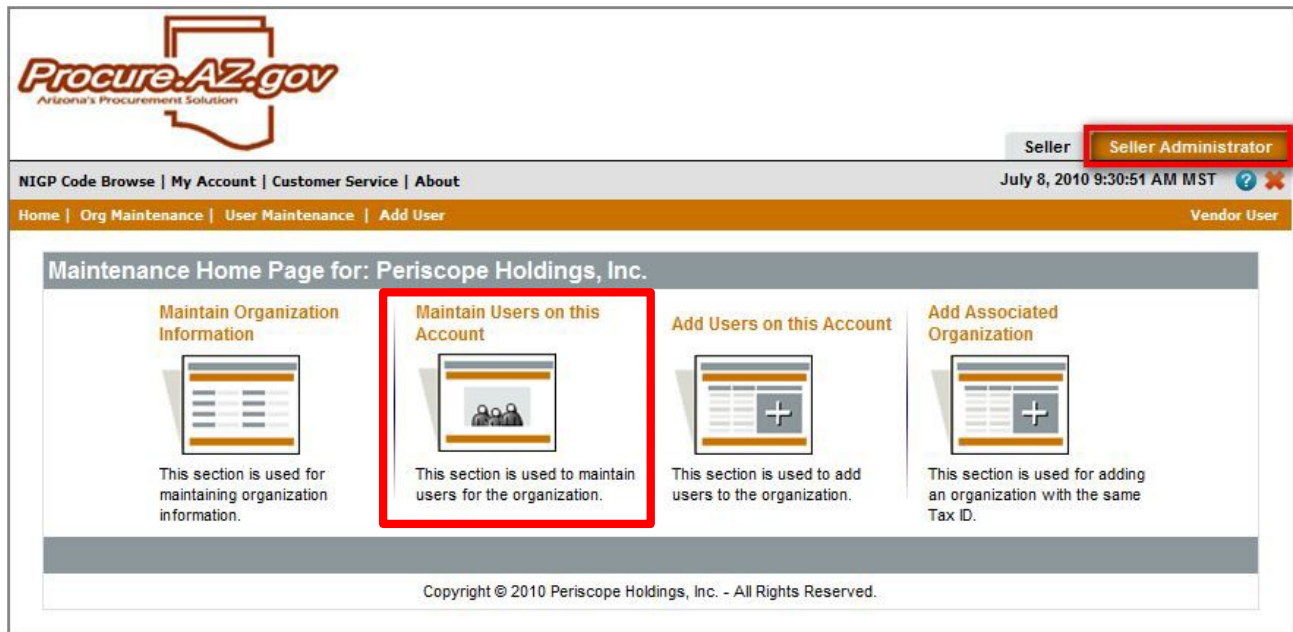# Adding a User

To ensure receipt of notifications about Bid opportunities or to be issued Purchase Orders (POs) through ProcureAZ, you must make sure that who you designate to receive this information is current within the system. You can do this by accessing the ProcureAZ login screen and logging in with your unique Login ID and Password.

Updating Vendor Data

Upon logging into ProcureAZ with your unique Login ID and Password, you may update your company's vendor data if you have the role of **Seller Administrator**. To update your company's data, click on the **Seller Administrator** tab if it displays. NOTE: Users without the role of Seller Administrator can only update their personal information by clicking on **My Account**.

Seller Administrators are presented with three initial options on their **Homepage**:

By clicking on the **Maintain Users on this Account**, Seller Administrators can determine whether the user is already set up in the system or whether adding the user is required. The following steps guide you through adding a new user:

Adding a User

ProcureAZ will maintain the user name, job title, department, phone number, email, login id, password, security question and answer, and user role. To begin adding a new user, select the **Add User** button.

Adding a User

Enter New User Information

Complete the New Vendor User information, including all required fields (fields with an '*').

Select Role for New User

In the **Roles** section, select **Seller** this will allow other employees of the company to view and respond to bids and proposals.

Click the **Save & Exit** button upon completion.