

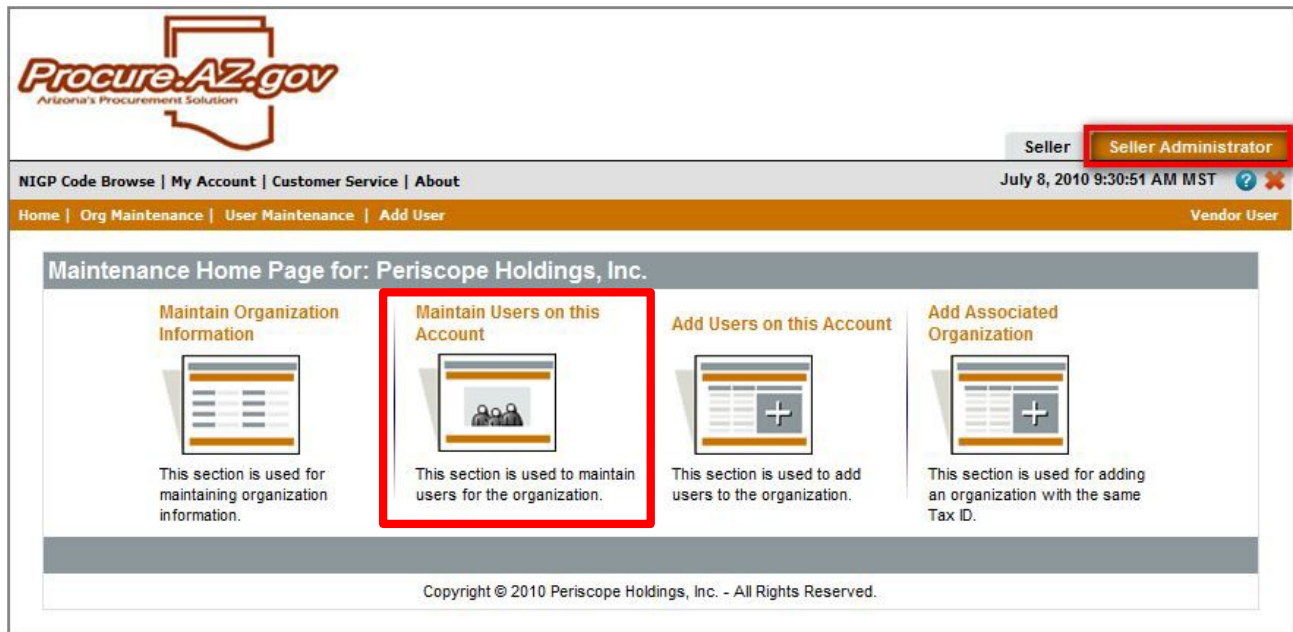
## Adding a User

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**:



The screenshot shows the ProcureAZ Seller Administrator homepage for Periscope Holdings, Inc. The page features a navigation bar with tabs for 'Seller' and 'Seller Administrator' (highlighted in red). Below the navigation bar, there are four main sections: 'Maintain Organization Information', 'Maintain Users on this Account' (highlighted with a red box), 'Add Users on this Account', and 'Add Associated Organization'. Each section includes a brief description and a small icon representing the function.

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.



The screenshot shows the 'User Maintenance for: Tires R Us' page. It features a table with columns for 'Login ID', 'First Name', 'Last Name', and 'Status'. The table contains one entry for 'JOHN.ADRETTI@TRUTRU.COM'. Below the table, there are two buttons: 'Add User' (highlighted with a red box and a red arrow) and 'Exit'.

Login ID	First Name	Last Name	Status
<a href="mailto:JOHN.ADRETTI@TRUTRU.COM">JOHN.ADRETTI@TRUTRU.COM</a>	John	Andretti	Active

## Adding a User

### Enter New User Information

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

**New Vendor User for Tires R Us**

Salutation	<input type="text"/>	Last Name*	<input type="text"/>
First Name*	<input type="text"/>	Department	<input type="text"/>
Job Title*	<input type="text"/>	Email*	<input type="text"/>
Phone*	<input type="text"/> - <input type="text"/>	Status*	<input type="text"/>
Login ID*	<input type="text"/>	Confirm Password*	<input type="text"/>
New Password*	<input type="text"/>	Login Answer	<input type="text"/>
Login Question	<input type="text"/>		

**Roles**

Seller  
 Seller Administrator

Save & Exit    Reset    Cancel & Exit

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### 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.

**New Vendor User for Tires R Us**

Salutation	<input type="text"/>	Last Name*	<input type="text" value="Gordon"/>
First Name*	<input type="text" value="Jeff"/>	Department	<input type="text"/>
Job Title*	<input type="text" value="CTO"/>	Email*	<input type="text" value="jeff.gordon@trutru.com"/>
Phone*	<input type="text" value="555"/> - <input type="text" value="5555"/>	Status*	<input type="text" value="Active"/>
Login ID*	<input type="text" value="jeff.gordon@trutru.com"/>	Confirm Password*	<input type="text" value="*****"/>
New Password*	<input type="text" value="*****"/>	Login Answer	<input type="text" value="67 Camaro SS"/>
Login Question	<input type="text" value="What was you first car?"/>		

**Roles**

Seller  
 Seller Administrator

Save & Exit    Reset    Cancel & Exit

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