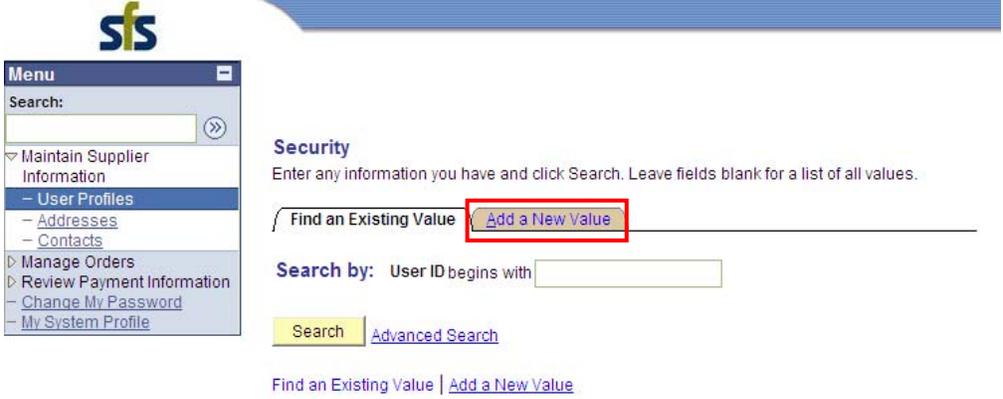
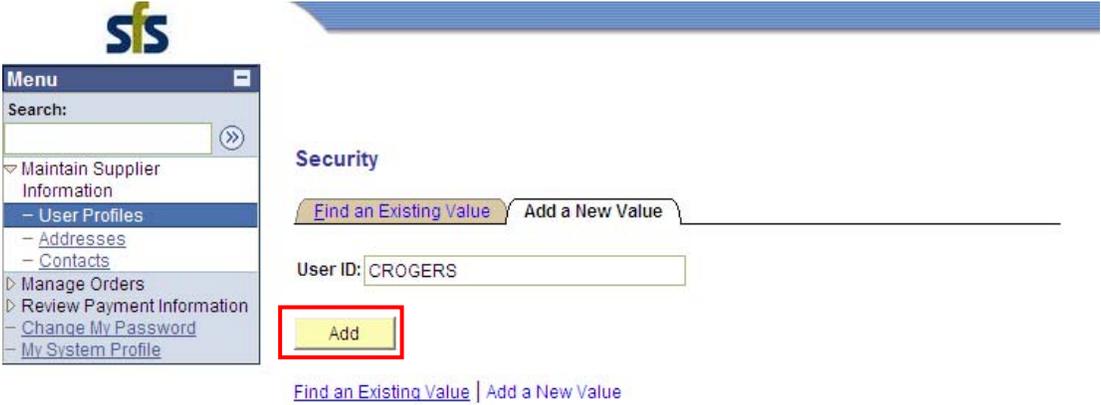
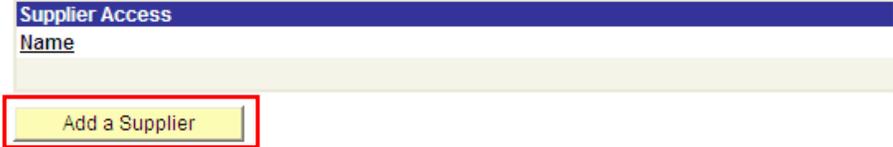


How Do I Delegate Additional Guest User Roles to Access My Vendor Information?

Step	Action
1.	<p>Click the Maintain Supplier Information link on the left-side menu.</p> 
2.	<p>Click the User Profiles link to add an additional user to access the New York State Vendor Self-Service application.</p> 
3.	<p>Click the Add a New Value tab to create a new User ID and profile.</p> 

Step	Action
4.	<p>Create a new User ID and enter the ID into the User ID field.</p> <p>The vendor will need to create a new User ID and profile for each person they would like to have access to their information using the Online Vendor Self Service system.</p> <p>Note: The system will not allow two of the same User ID's in the Online Vendor Self Service system. When creating a User ID, if the User ID already exists, create a different User ID.</p>  <p>The screenshot shows the SFS (Self Service) interface. On the left is a 'Menu' sidebar with options like 'Maintain Supplier Information', 'User Profiles', 'Addresses', 'Contacts', 'Manage Orders', 'Review Payment Information', 'Change My Password', and 'My System Profile'. The 'User Profiles' option is selected. The main content area is titled 'Security' and contains two tabs: 'Find an Existing Value' and 'Add a New Value'. Below the tabs is a text input field for 'User ID' containing the text 'CROGERS'. A yellow 'Add' button is located below the input field. At the bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'.</p>
5.	<p>Click the Add button to create the new user profile.</p>  <p>This screenshot is identical to the one above, but the yellow 'Add' button is highlighted with a red rectangular box to indicate it should be clicked.</p>

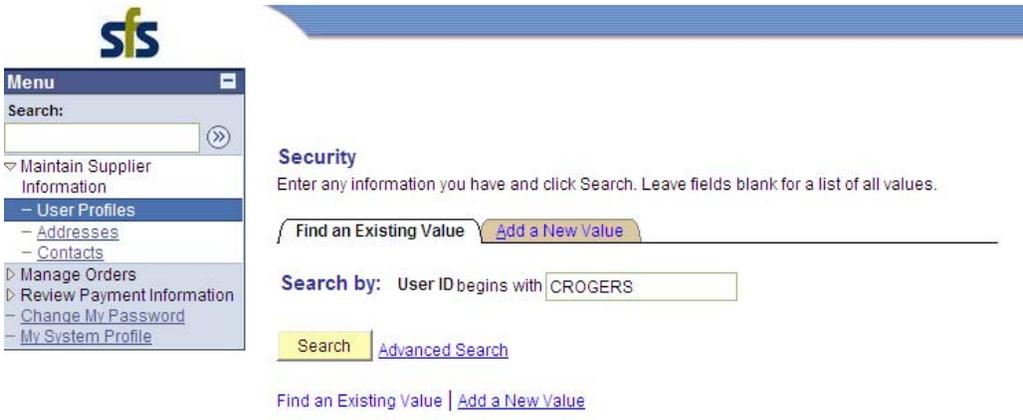
Step	Action																
6.	<p>The system navigates the user to the Setup User page.</p> <p>Begin filling in the desired information into the fields on the new user.</p> <table border="1" data-bbox="342 457 1490 1171"> <tr> <td data-bbox="342 457 699 495">Description</td> <td data-bbox="699 457 1490 495">User's title (optional field)</td> </tr> <tr> <td data-bbox="342 495 699 716">Account Locked Out?</td> <td data-bbox="699 495 1490 716"> <p>Selected only when the Primary Contact wants to disable the access to the system for the user.</p> <p>This is a control associated with the user profile being created. The Primary Contact can use this feature to disable user access to the system.</p> </td> </tr> <tr> <td data-bbox="342 716 699 905">Operator Password</td> <td data-bbox="699 716 1490 905"> <p>Enter a unique Password the user will use to login for the first time.</p> <ul style="list-style-type: none"> This password must be eight characters in length. Include one special character and one digit. </td> </tr> <tr> <td data-bbox="342 905 699 942">Confirm Password</td> <td data-bbox="699 905 1490 942">Confirm the Password</td> </tr> <tr> <td data-bbox="342 942 699 980">E-mail Address</td> <td data-bbox="699 942 1490 980">Email address of the new user</td> </tr> <tr> <td data-bbox="342 980 699 1018">Language Code</td> <td data-bbox="699 980 1490 1018">English is the default.</td> </tr> <tr> <td data-bbox="342 1018 699 1131">Currency Code</td> <td data-bbox="699 1018 1490 1131"> <p>Enter United States Currency 'USD.'</p> <ul style="list-style-type: none"> Although there are currency options to select from, New York State only makes payments in USD. </td> </tr> <tr> <td data-bbox="342 1131 699 1171">Rate Type</td> <td data-bbox="699 1131 1490 1171">Current Rate is the only acceptable value.</td> </tr> </table>	Description	User's title (optional field)	Account Locked Out?	<p>Selected only when the Primary Contact wants to disable the access to the system for the user.</p> <p>This is a control associated with the user profile being created. The Primary Contact can use this feature to disable user access to the system.</p>	Operator Password	<p>Enter a unique Password the user will use to login for the first time.</p> <ul style="list-style-type: none"> This password must be eight characters in length. Include one special character and one digit. 	Confirm Password	Confirm the Password	E-mail Address	Email address of the new user	Language Code	English is the default.	Currency Code	<p>Enter United States Currency 'USD.'</p> <ul style="list-style-type: none"> Although there are currency options to select from, New York State only makes payments in USD. 	Rate Type	Current Rate is the only acceptable value.
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Step	Action
7.	<p>Click the Add a New User Role button under the User Roles section.</p> 
8.	<p>Use the Select Roles page to select the roles to assign to the new user.</p> <p>Select BOTH the SFS Vendor ‘Guest Login’ role and the SFS Vendor ‘Regular User’ role.</p> <p>It is important both these options are selected:</p> <p>The Guest Login’ role allows the new user to access the vendor’s Information.</p> <p>The SFS Vendor ‘Regular User’ role allows the new user to login to the New York Self Service.</p> 
9.	<p>Click the OK button to return to the Setup User page.</p>
10.	<p>Click the Add a Supplier button under the Supplier Access section.</p> 

Step	Action
11.	<p>Use the Select a Supplier page to select which vendors the new user will be associated with.</p> <p>If the primary contact oversees multiple vendors, select which vendor(s) to associate with the new user.</p> 
12.	Click the OK button to return to the Setup User page.

Step	Action
13.	<p>Once the information is filled in, click the Save button.</p> <p>Although not redirected to a new page, after clicking the Save button, the page will refresh and save the information entered.</p> <p>The screenshot shows the 'Setup User' interface. On the left is a 'Menu' sidebar with options like 'Maintain Supplier Information', 'User Profiles', 'Addresses', 'Contacts', 'Manage Orders', 'Review Payment Information', 'Change My Password', and 'My System Profile'. The main content area is titled 'Setup User' and contains the following sections:</p> <ul style="list-style-type: none"> Logon Information: Fields for User ID (CROGERS), Description (Sales Manager), Account Locked Out (checkbox), Operator Password (encrypted), Confirm Password, E-mail Address (rogers@gmail.com), Language Code (English), Currency Code (USD), and Rate Type (Current Rate). User Roles: A table with columns 'Role Name' and 'Description'. It lists 'NY_ES_SUPPLIER_GUEST' (SFS Vendor 'Guest Login' role) and 'NY_ES_SUPPLIER_USER' (SFS Vendor 'Regular User'), each with a 'Delete' button. An 'Add a User Role' button is below. Supplier Access: A table with a 'Name' column listing 'HELENE FULD COLLEGE OF NURSING' with a 'Delete' button. An 'Add a Supplier' button is below. A 'Save' button is highlighted with a red box, followed by a 'Return to Search List' link. A note at the bottom states '* Required Field'.
14.	<p>The primary contact is responsible for communicating to the new user their User ID and Password credentials created for the new user profile.</p>

Step	Action													
15.	<p>To view the added user, click the User Profiles link.</p> <p>The screenshot shows the 'Setup User' page in the SFS system. On the left is a navigation menu with 'User Profiles' selected. The main content area contains the following sections:</p> <ul style="list-style-type: none"> Logon Information: <ul style="list-style-type: none"> User ID: CROGERS Description: Sales Manager Account Locked Out? <input type="checkbox"/> (Click here to disable the access to the system for this user) Operator Password (Encrypted): [Masked] Confirm Password: [Masked] E-mail Address: rogers@gmail.com Language Code: English Currency Code: USD Rate Type: Current Rate User Roles: <table border="1"> <thead> <tr> <th>Role Name</th> <th>Description</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>NY_ES_SUPPLIER_GUEST</td> <td>SFS Vendor 'Guest Login' role</td> <td>Delete</td> </tr> <tr> <td>NY_ES_SUPPLIER_USER</td> <td>SFS Vendor 'Regular User'</td> <td>Delete</td> </tr> </tbody> </table> Supplier Access: <table border="1"> <thead> <tr> <th>Name</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>HELENE FULD COLLEGE OF NURSING</td> <td>Delete</td> </tr> </tbody> </table> <p>Buttons at the bottom include 'Save' and 'Return to Search List'. A note at the bottom left states '* Required Field'.</p>	Role Name	Description	Action	NY_ES_SUPPLIER_GUEST	SFS Vendor 'Guest Login' role	Delete	NY_ES_SUPPLIER_USER	SFS Vendor 'Regular User'	Delete	Name	Action	HELENE FULD COLLEGE OF NURSING	Delete
Role Name	Description	Action												
NY_ES_SUPPLIER_GUEST	SFS Vendor 'Guest Login' role	Delete												
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Name	Action													
HELENE FULD COLLEGE OF NURSING	Delete													

Step	Action
16.	<p>Click Search to view a list of all users, or Search by User ID.</p>  <p>The screenshot shows the SFS (Self Service Framework) interface. On the left is a navigation menu with the following items: Search, Maintain Supplier Information, User Profiles (selected), Addresses, Contacts, Manage Orders, Review Payment Information, Change My Password, and My System Profile. The main content area has a blue header bar. Below it, the 'Security' section is active, with the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. A search input field contains the text 'CROGERS'. Below the input field are two buttons: 'Search' and 'Advanced Search'. At the bottom of the search section, there are links for 'Find an Existing Value' and 'Add a New Value'.</p>