

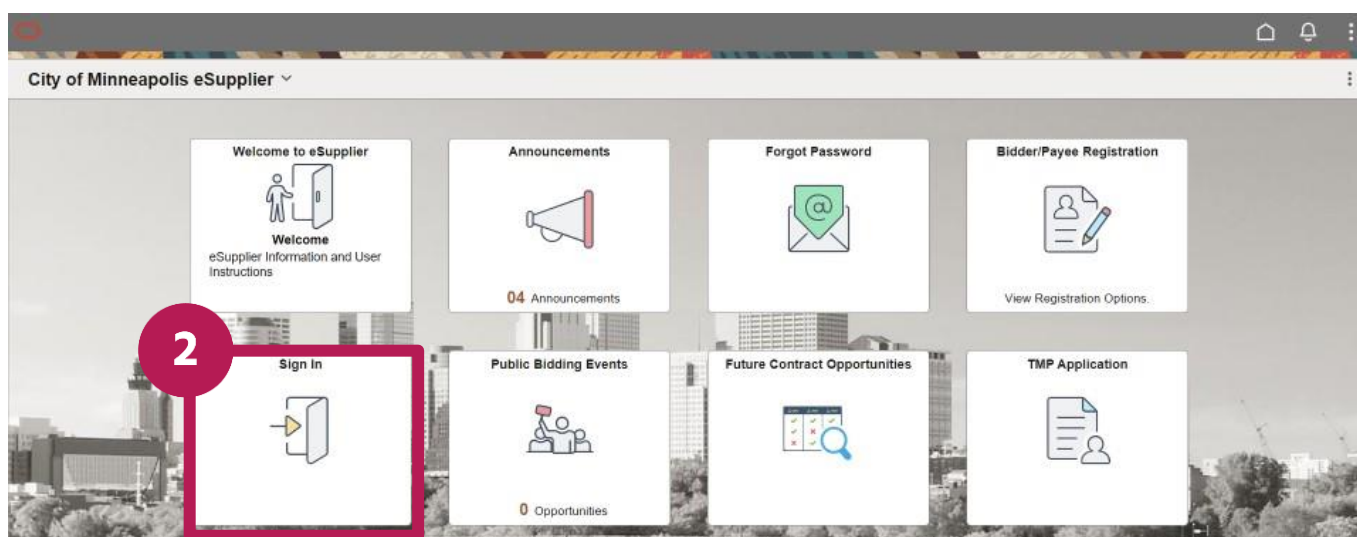
Learn how to sign in to and navigate eSupplier as a bidder or supplier.

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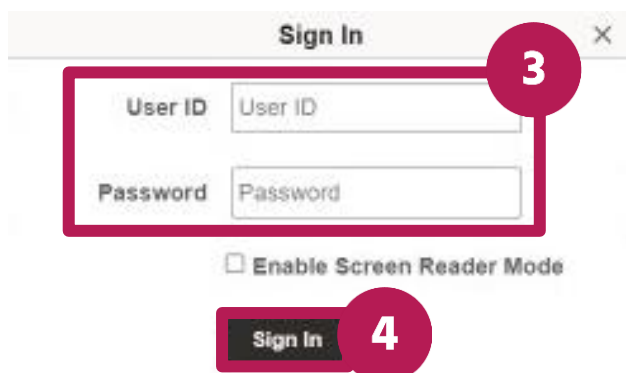
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Sign in to eSupplier

1. Go to the public eSupplier homepage.
2. Select the **Sign In** tile.



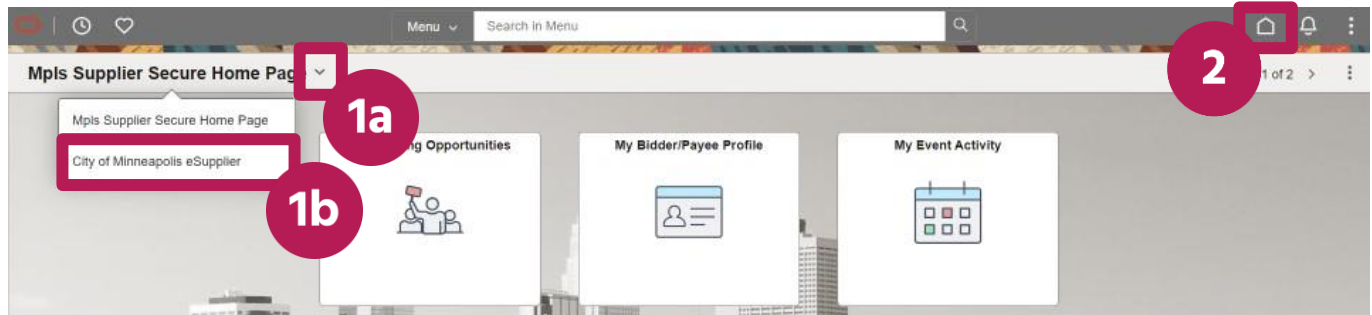
3. Enter your User ID and password.
4. Select the **Sign In** button.



5. You'll now be signed in to eSupplier and the Supplier Secure Homepage specific to your business will appear.

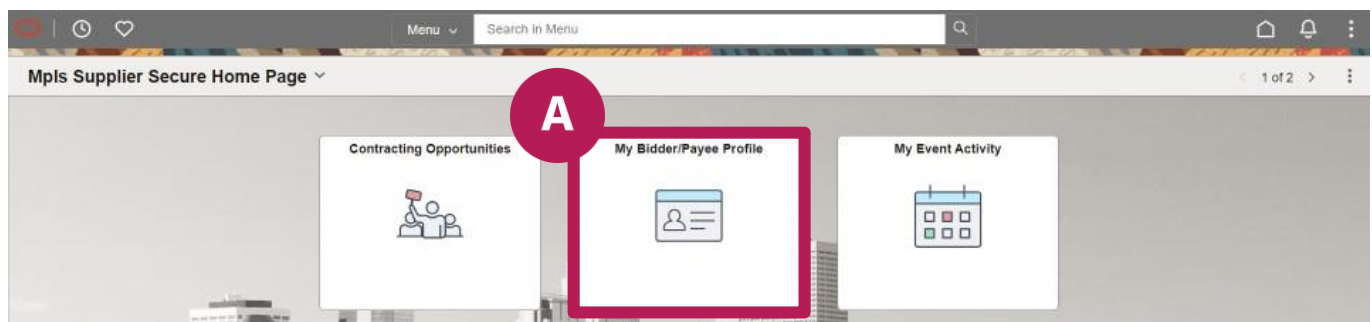
Navigate the homepage

1. To go back to the public eSupplier homepage:
 - a. Select the dropdown arrow in the top header.
 - b. Select the City of Minneapolis eSupplier option.
2. The Home icon in the top right corner will bring you back to the Supplier Secure Homepage.

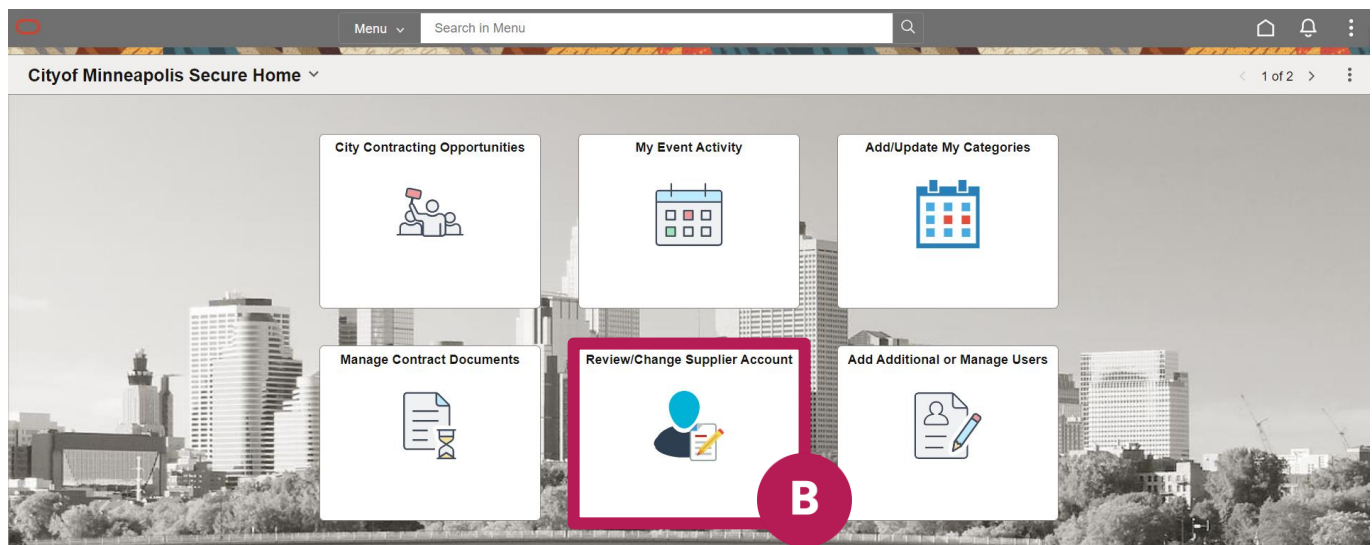


Review and manage your business' information

- A. If you're a bidder, select the **My Bidder/Payee Profile** tile.



- B. If you're a supplier, select the **Review/Change Supplier Account** tile.



- C. To navigate to the different parts of your business' profile, select the titles in the top navigation menu.

D. After making changes, remember to select either the **Save** or **Submit** button.

The screenshot shows the 'My Bidder Profile' page. A red box labeled 'C' highlights the navigation tabs: 'Main', 'Addresses', 'Contacts', and 'Identifications'. The 'Main' tab is selected. Below the tabs, there is a 'Company URL' field, a 'Bidder Status' section with 'Active' and 'Inactive' radio buttons, and a 'Bidder Type' section with 'Business or Non-Profit Org.' and 'Individual' radio buttons. Under 'Additional Information', there are dropdown menus for 'HUBZone Program', 'Sm Disadvantaged Business Prog', 'Size of Small Business', and 'Veteran-Owned Small Business'. There are also checkboxes for 'Veteran', 'Disabled', 'Emerging Small Business', and 'Women-Owned Business'. A 'Comments' text area is at the bottom. A red box labeled 'D' highlights the 'Save' button.

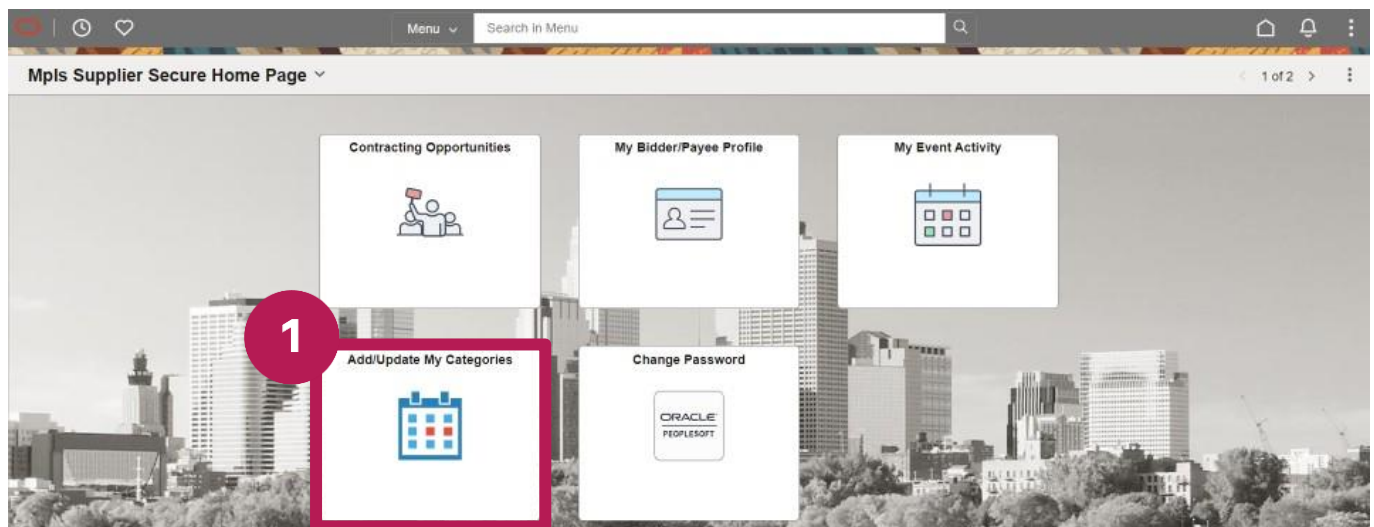
Add or update categories

Selecting categories relevant to your business ensures you're notified about applicable contracting opportunities.

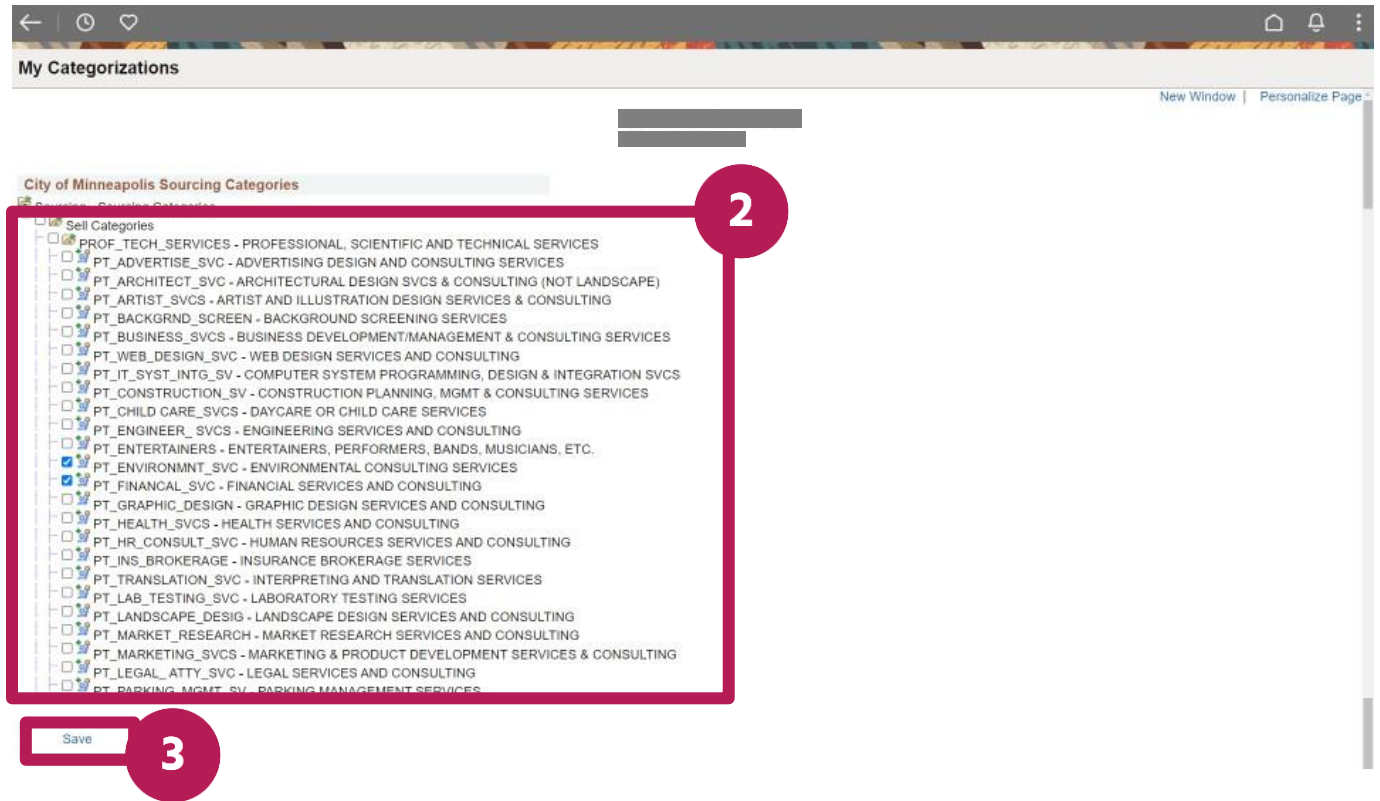
The City has structured the categories of services and goods into these areas:

- Professional and Technical Services
- Construction Services
- Other Services
- Goods and Supplies
- Items for rent

1. Select the **Add/Update My Categories** tile.

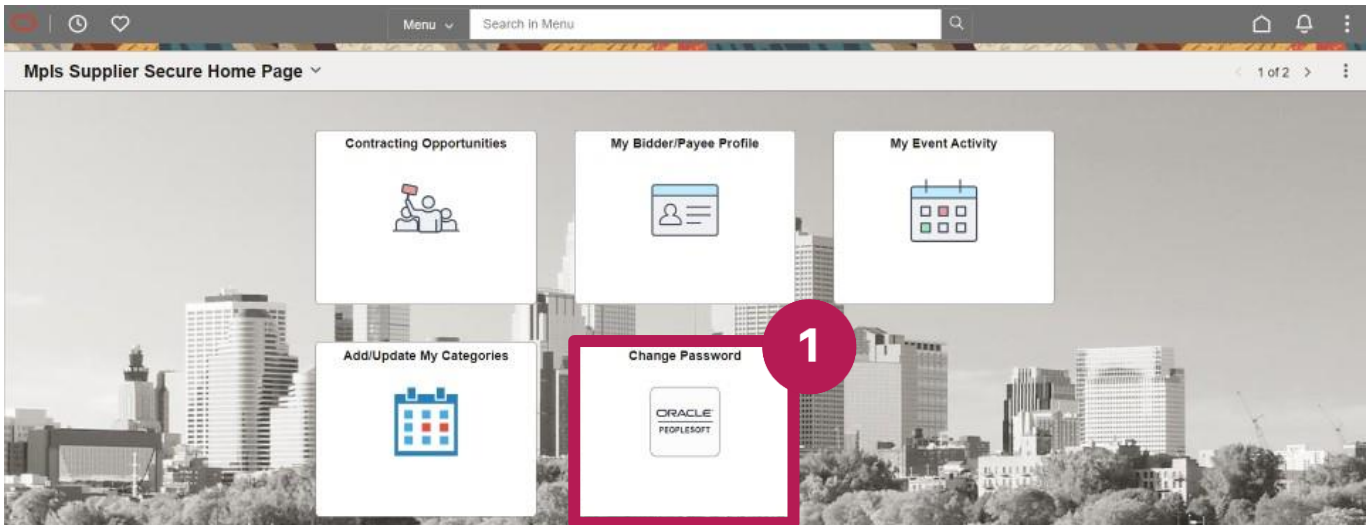


2. Check or uncheck the boxes next to the appropriate categories.
3. Select the **Save** button.



Change your password

1. Select the **Change Password** tile.



2. In the **New Password** field, enter your new password.
3. Enter your new password again.
4. Select the **Change Password** button.

Test1

Change Password

User ID

Description

*Current Password

*New Password

*Confirm Password

The City's password requirements are:
 o Must be at least 16-character length
 o Must contain at least one UPPER CASE letter and at least one lower case letter
 o Must contain at least one number and one special character (e.g. @, #, \$, %, *), spaces not allowed.

Change Password

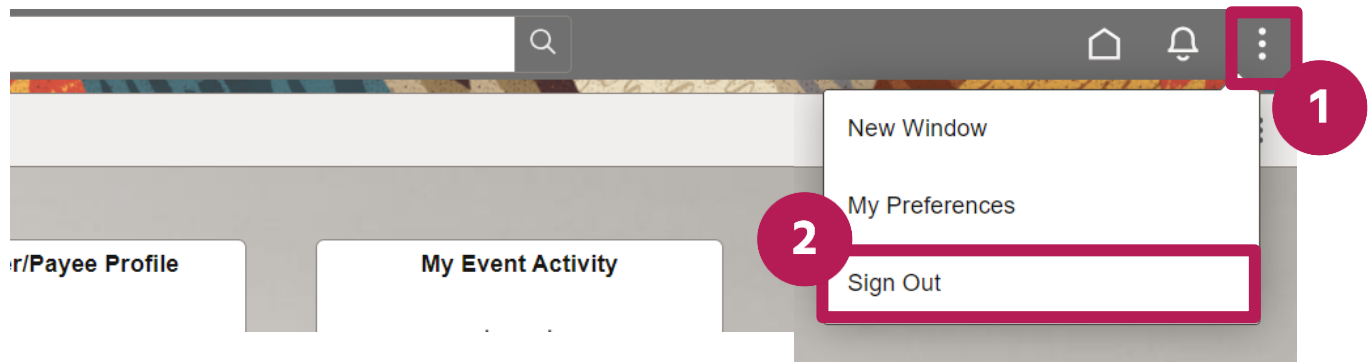
5. Select the **Yes** button.

Your password has successfully been changed, Continue to Homepage?

Yes **No**

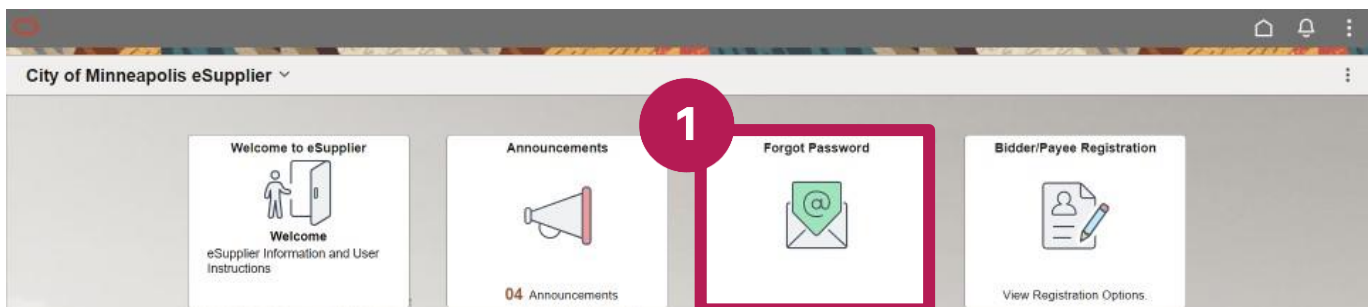
Sign out of eSupplier

1. Select the **vertical ellipsis** icon in the top right corner.
2. Select the **Sign Out** option.



Forgot your password?

1. If you forget your password, from the public eSupplier homepage, select the **Forgot Password** tile.



2. Enter your user ID.
3. Select the **Send** button.

The screenshot shows a web browser window with a navigation bar at the top containing a back arrow, a home icon, a bell icon, and a menu icon. Below the navigation bar is a header section with the word "Login" on the left and links for "New Window" and "Personalize Page" on the right. The main content area is titled "Supplier Login" and features a section titled "Reset and Send Forgotten Password". Below this title is a text prompt: "Enter your UserID and click send to reset your password and have it sent to you via email." There are two input fields: the first is labeled "User ID" and is highlighted with a red box and a red circle containing the number 2; the second is labeled "Send" and is highlighted with a red box and a red circle containing the number 3.

4. An email will be sent to your business' primary business email address with instructions on how to change the password.