### **All Users:**

The system requires a **"Role"**. This Role (see below) will be determined by Project Administrators, or Procurement, Sourcing and Contract Managers. The default role for Montana State University users is buyers. If you require other access, please notify <u>purchase@montana.edu</u>.

Examples of "roles":

- Shopper- fills a cart with items, send to Buyer
- Buyer has credit card authorization for ordering
- Contract Manger
- Sourcing Specialist compiles bids in the system
- Stakeholder can only view event details
- Accounts Payable make payments against contracts
- TSM can only view vendor registration info

# To Register for eMacs (1<sup>st</sup> time user)

<u>https://app.mt.gov/epass/Authn/selectIDP.html</u> (Production site)

1. Click on the Login with ePass Montana (left side of the screen). You will be directed to the following screen



# 2. Click on the Create Account button under the New User section.



**3.** Enter your Personal Information, username, password and security info and click **Save Changes** button.

ePass Montana provides access to		
		Instructions How Do I Fr
Important - About your username and passes	evel. Username must be at least 6 characters long, password must be at least 6 ch	aracters long, passacred must use
both letters and	numbers, password must be different than your username, bacsword is sale sone	tive.
	and a second	
	Cancel Save Changes	
Personal Information	ePass Montana ID Details	
Personal Information	ePass Montana 10 Details <sup>©</sup>	
Personal Information ®	ePass Montana 10 Details *	
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Personal Information •	effats Montava 30 Details <sup>0</sup> "Usersame: "#Jaceword:	
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Personal Information  Personal Information Prast Name: Daydree Phone;	ePass Montana 3D Details <sup>9</sup> "Usersane: " "assessord: " "Verify Fassword:	
Personal Information ®: "Plast Hame: "Tast Hame: Dayline Phane: "Science Final:	ePters Montaina 10 Dentals	

**4.** This should return you to the **ePass Dashboard** Welcome page.



# From the Dashboard page, scroll down to the Add a Service? Section



#### 6. Click on eMACS



# **7.** You will receive an error – this is what triggers the eMACs support team to authorize your account



**8.** Your registration has been sent to the eMacs group. You will receive an email from Sciquest.com as soon as they complete your registration.

#### All Users:

-The first screen you will see in eMACS is your User Profile:

Make sure your name, phone number, and Business Unit are correct. If they are not, please contact Procurement Services at



-Then, on the left side of the screen, click **Default User** Settings

© Addit Lit @ 2013-2019/2019/detwork. MONTANA.GOV OFFICIAL STATE WEBSITE Uy hole: ) Morthane, Rouse Numeric Institut ∞		Que i Li iji + Iap+ Setey + toos + 0 Cleri Toeriskoette ▼ ★ P <sup>30</sup> A <sup>10</sup> *0.00 USD Setuk (Al+2) = 0		
User Name (204)6	Eint Name Last Name	Cheil Toeniskoetter		
User Profile and Preferences	v V	1  440  9943222 *1 (400) 994-9222 Country Code Area, Plana Bankar, Estamian		
Language, Time Zone and Display Settings Acts Activation Codes	E-mail Address	Cherisboeniskoetter@imontana.edu Montana State University (MSU]		
Default Dier Settings Custom Held and Accounting Code Defau				
Delault Accresses	User Name	c20436		
Cart Accignees	Authentication Method	SAML		
Payment Options				
User Rolec and Access	>	Saw		
Ordering and Approval Settings	>			
Permission Settings	5 C			
Matifestics Buference	No.			

-Click **Default Addresses** and enter default Shipping addresses in the "Ship To" tab, and the Billing address in the "Bill To" tab, please make sure the **Default** button is clicked

To enter Addresses:

## **Click Select Addresses for Profile**



In the address search box that appears, type in the name of your building in the Nickname/Address Test box to search and Click Search



## Address choices should pop up:

MSU-19 Montana Hall	A MARINE CARACTER	
MSU-Culbertson Hall	Text Results Per Page 10	ilbertson X
	Addresses Found: 2 Name	Page 1 of 1 R
	O MSU-235 Culbertson	ATTN: Cheri Toeniskoetter ORGANIZATION: ROOM/FLOOR/SUITE: Montana State University 235 Culbertson Bozeman, MT 59717 United States
	O MSU-Culbertson Hall	ATTN: Cheri Toeniskoetter ORGANIZATION: ROOM/FLOOR/SUITE: Montana State University Culbertson Hall Bozeman, MT 59717 United States

Select one without a room number by clicking in the circle

A window will pop open that will allow you to edit and add your room number.



Before saving your address add your Room number to the Address's nickname.

Default Addresses



-Then, click **Payment Options from the list at the left** and enter in the Credit Card information, if applicable. Again,

please make sure the "Apply the Default Card" button is clicked:

Apply the default card. Add a New Card	Pay	nent Opt	tions	
Add a New Card			ult and	
	Add	a New Card	aut card.	

-After you have completed this required set up, you can make a purchase. To do this, click the **House icon** in the upper-left-hand corner. Then click on the vendor you would like to use, and **click the "Punch Out" link if necessary.** 

-Submit your order, you'll be directed back to eMACS

All Users required to make payments will see this error in the final Shopping Cart Screen

-Always choose your Department's appropriate payment in the Payment Type field – click Select from all values....

	Almost ready to go! The list below needs to I <ul> <li>Required field: Payment Type</li> </ul>			
Add Non-Catalog Item				
Cart Name	2016-06-23 cma157 01			
Description				
Business Unit Payment Advice	Department of Administration (DOA)			
Payment Type	no value Select from all values Clear selected value Required field			

Voucher/Warrant Number

-Review your **Requisition** screen to make sure the correct addresses and credit card/invoice information are present, if so push **Place Order**.

-You should receive a confirmation message that your **Requisition was Successful** 

If you have any questions or concerns, please email: purchase@montana.edu