

SUPPLIER PORTAL – MANAGING USERS

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Introduction

Once you have an OH|ID account to log on to the [Supplier Portal](#), you can associate your business(es) with your account. The '[Supplier Portal Navigational Guide](#)' explains how to register a new business or request access to an existing business. This guide explains several scenarios for accessing and using administrator features in Supplier Portal.

Managing users as an administrator in Supplier Portal

Users with administrator access can manage users for their business(es) directly within the Supplier Portal. Manage user capabilities include:

- Adding and deleting other users' access to the business (note this does not delete the users' OH|ID accounts, only their access to the business in Supplier Portal).
Giving or removing administrator/associate user rights for another user in their business

Administrator rights for a business are granted to a user if:

- The user account had administrator rights in eSupplier – all users that previously logged into eSupplier as an administrator will also be given administrator rights in Supplier Portal (please note that users with eSupplier accounts that did not have administrator rights will also not have administrator rights in Supplier Portal).
- The user is granted administrator rights by another administrator for that business.
- A valid 'Supplier Portal Administrator' form is submitted requesting that the user account be given administrator rights.

Accessing administrator tools

Users with administrator rights can manage users from a single page that gives them control over all users that have access to their business. Follow these instructions to access the administrator tools page.



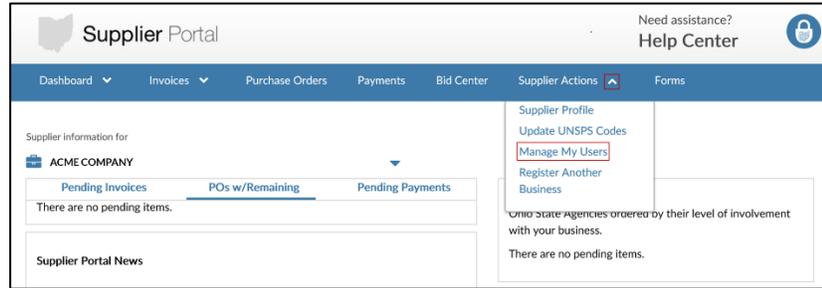
How to access administrator tools in Supplier Portal

1. Log in to the [Supplier Portal](#) using your OH|ID and current password.

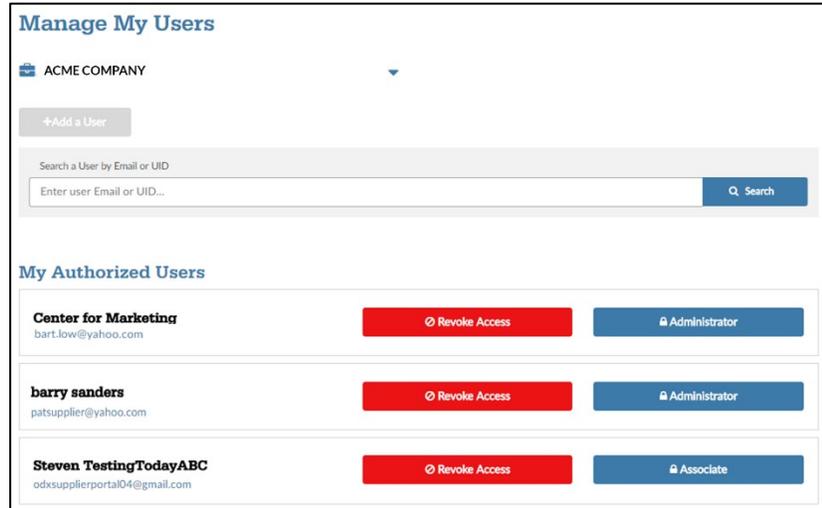
The screenshot shows the Ohio Supplier Portal login interface. At the top, it says 'Supplier Portal Ohio.gov' and 'An Official website of Ohio.gov'. There is a 'Need assistance? Help Center' link. The main content area features the 'OH|ID BUSINESS' logo and a description: 'OH|ID provides users with a more secure and private experience during online interactions with State of Ohio programs.' Below this is a login form with 'Username:' and 'Password:' fields, a 'Log In' button, and links for 'Forgot username/password?' and 'Don't have an account yet? Sign Up'. A callout box with a red border and arrow points to the login form, containing the text 'Enter your OH|ID and password here to log in'. The background of the login area shows an illustration of a person's hands typing on a laptop keyboard.

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2. Click on the arrow next to 'Supplier Actions' and then select 'Manage My Users.'



3. The 'Manage My Users' page will display all users that have access to your business in Supplier Portal. From this page, you can quickly add or delete a user, or add or remove administrator rights to a user.



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Using the 'Manage My Users' page

The 'Manage My Users' page allows you to quickly and easily add users who can access your business, remove existing users' access to your business, and add or remove administrator rights from users that have access to your business, as shown here.

Manage My Users

ACME COMPANY

+Add a User

Type in a user's email or 8-digit ID here to grant them access

Search a User by Email or UID

Enter user Email or UID... Search

My Authorized Users

Center for Marketing bart.low@yahoo.com	Revoke Access	Administrator
barry sanders patsupplier@yahoo.com	Revoke Access	Administrator
Steven TestingTodayABC odxsupplierportal04@gmail.com	Revoke Access	Associate

Clicking here will remove this user's access to your business

Clicking here will remove this user's administrator rights

Clicking here will give this user administrator rights

Helpful Hints

- The blue boxes next to a user will show they are either an 'Associate' (a user with access to view this business in Supplier Portal) or an 'Administrator' (a user with access to view and manage other users' access to this business in Supplier Portal)
- If an administrator is associated with more than one business, they need to select the appropriate business for the new user from the business name dropdown. If the new user is to have access to multiple businesses, the administrator will have to grant access for each business separately.
- When a new user requests access to an existing business, the administrator(s) for the business is (are) sent an email notification of the request. You can use the information in that email to select and add a user.
- For all changes to existing users (revoking access and adding or removing administrator rights), when you click the button to make the change, a pop-up will display to confirm your selection.
- Revoking a user's access to your business will not delete their OH|ID account – but when the user logs in to Supplier Portal, they will no longer have access to your business through the Supplier Portal.
- Removing a user's administrator rights will demote them to an 'Associate.' This change solely removes their access to this 'Manage My Users' page for your business and does not change any other permissions they have to access Supplier Portal for your business.