

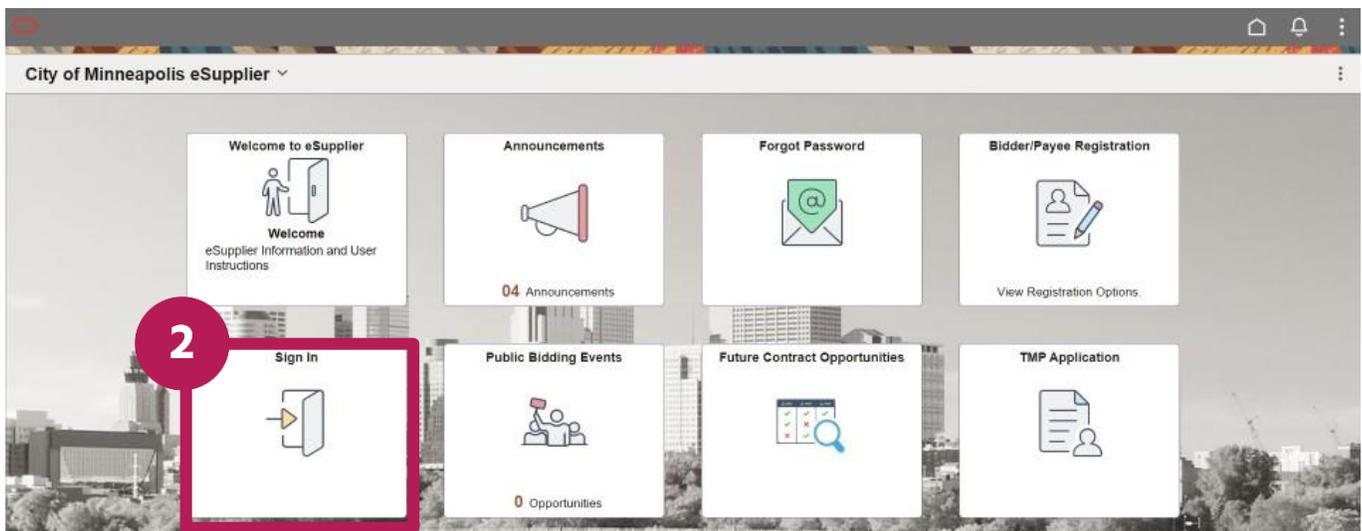
Learn how to sign in to and navigate eSupplier as a bidder or supplier.

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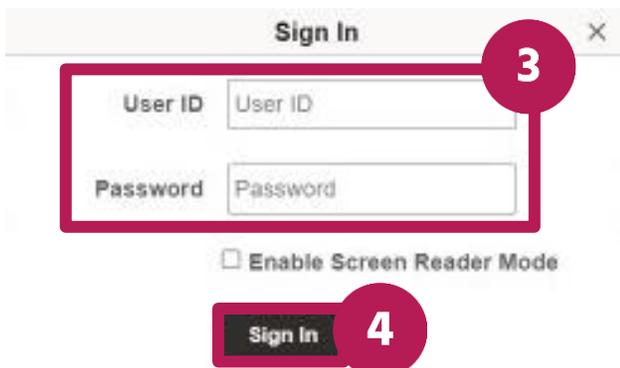
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Sign in to eSupplier

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



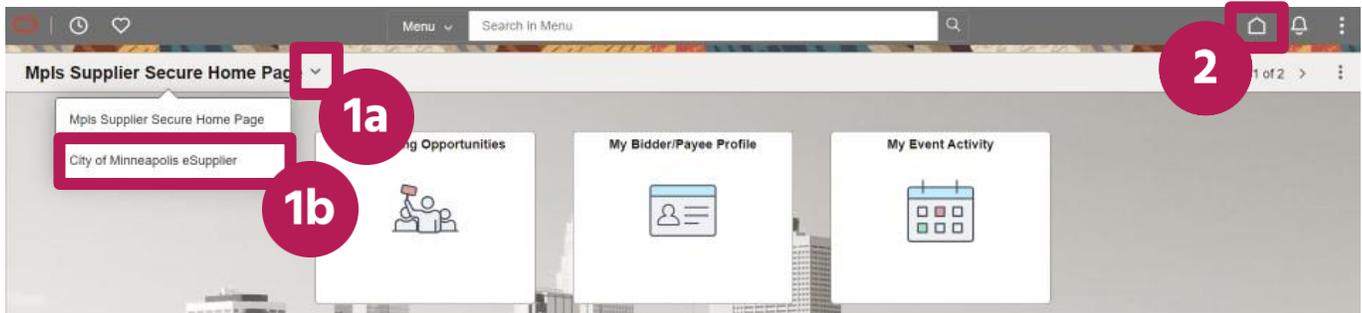
3. Enter your User ID and password.
4. Select the **Sign In** button.



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

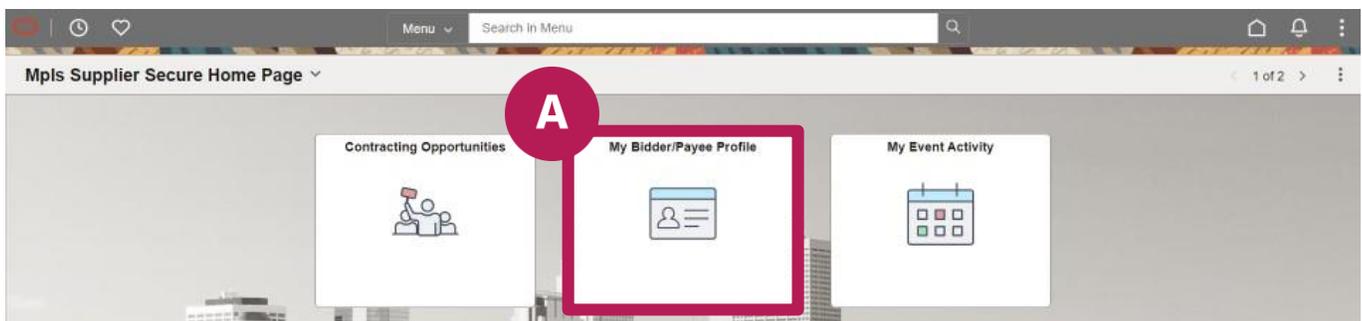
Navigate the homepage

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.

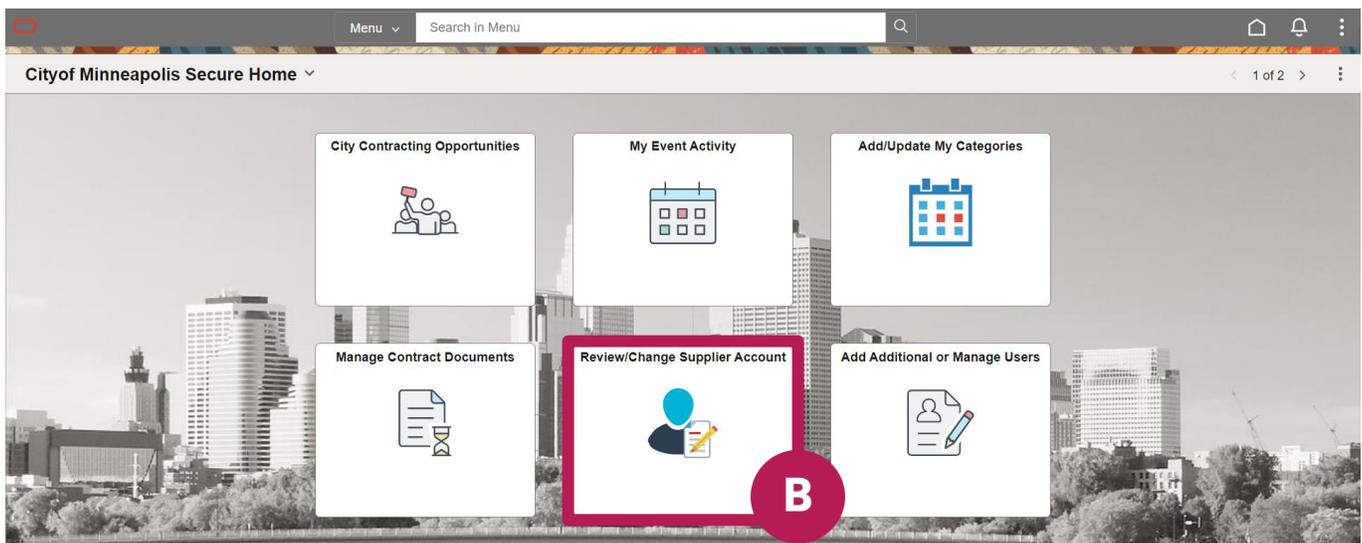


Review and manage your business' information

- 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.

My Bidder Profile

Main | Addresses | Contacts | Identifications

Welcome, [Redacted]
User: [Redacted]

Company URL [Text Field]

Bidder Status
 Active
 Inactive

Bidder Type
 Business or Non-Profit Org.
 Individual

Additional Information
HUBZone Program [Dropdown]
Sm Disadvantaged Business Prog [Dropdown]
Size of Small Business [Dropdown]
Veteran-Owned Small Business [Dropdown]
 Veteran
 Disabled
 Emerging Small Business
 Women-Owned Business

Comments [Text Area]

254 [Redacted] Training

Save

Main | Addresses | Contacts | Identifications

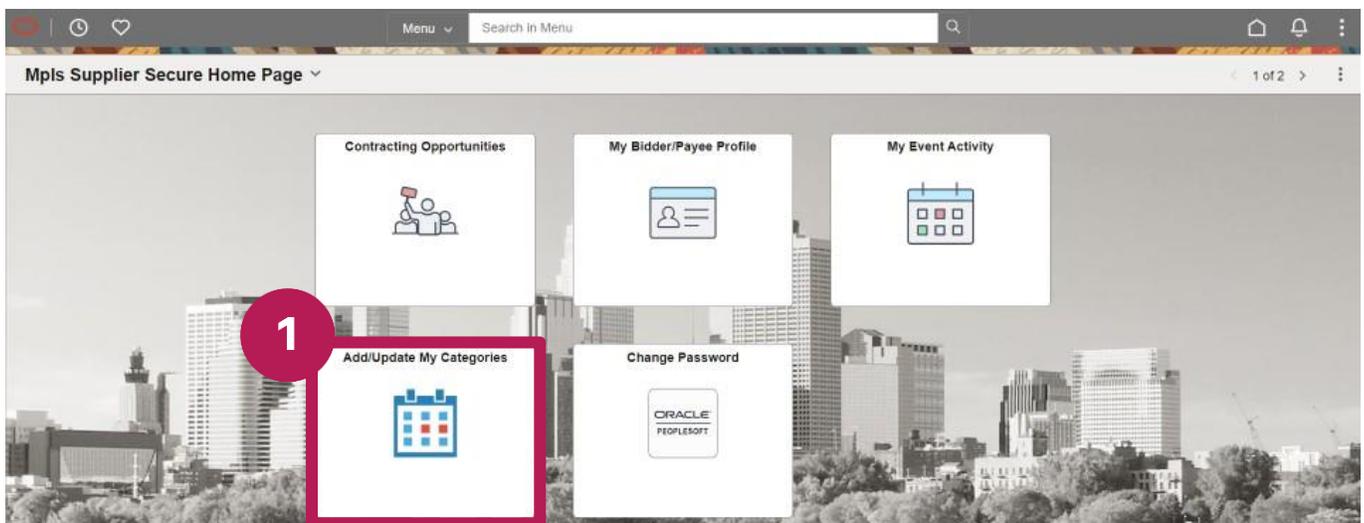
Add or update categories

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

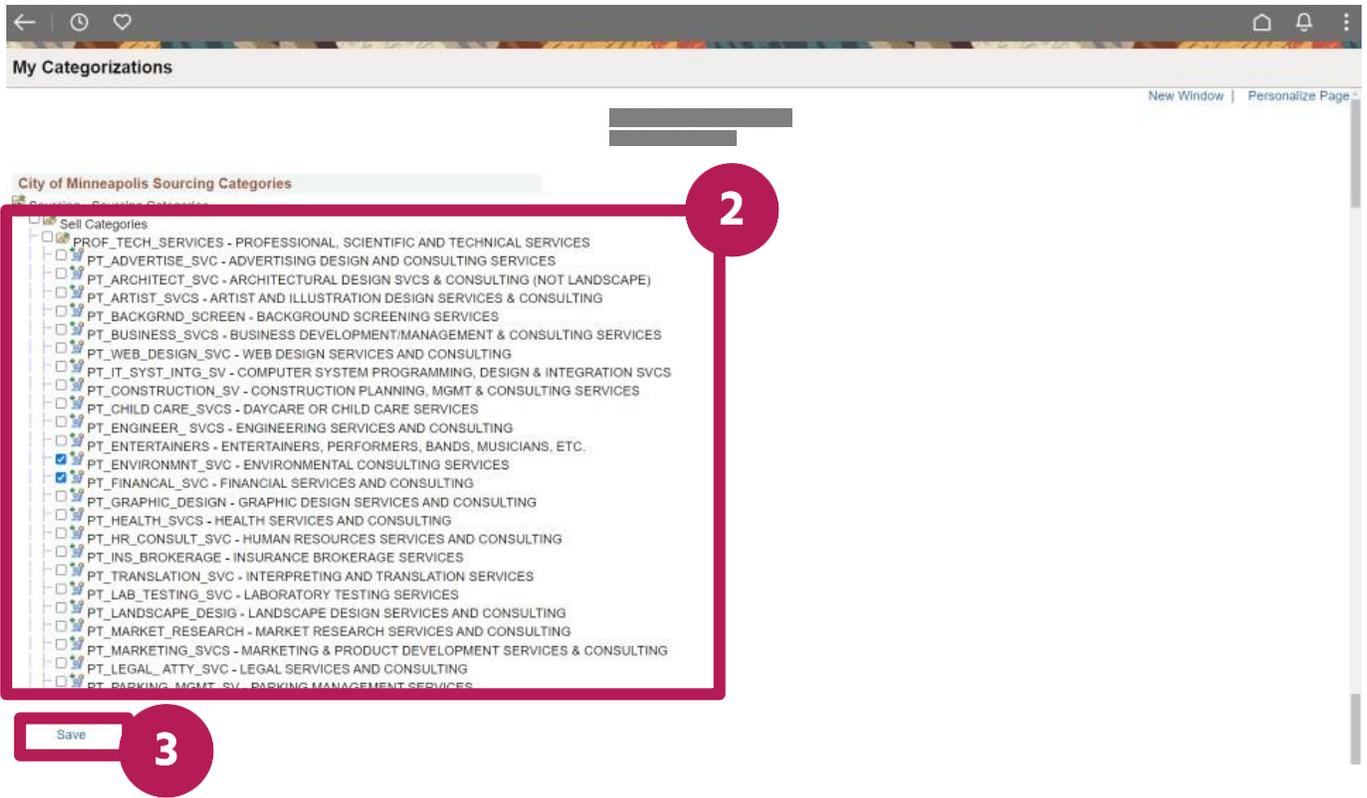
The City has structured the categories of services and goods into these areas:

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

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

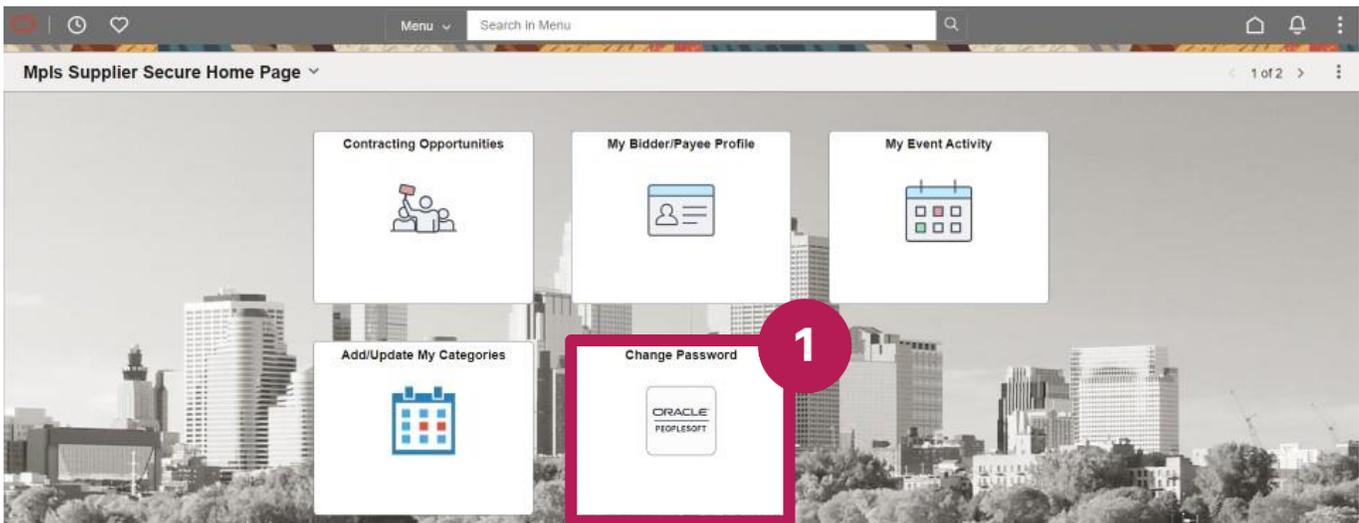


2. Check or uncheck the boxes next to the appropriate categories.
3. Select the **Save** button.



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.

Test

Change Password

User ID

Description

*Current Password

*New Password

*Confirm Password

The City's password requirements are:
 o Must be at least 15-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

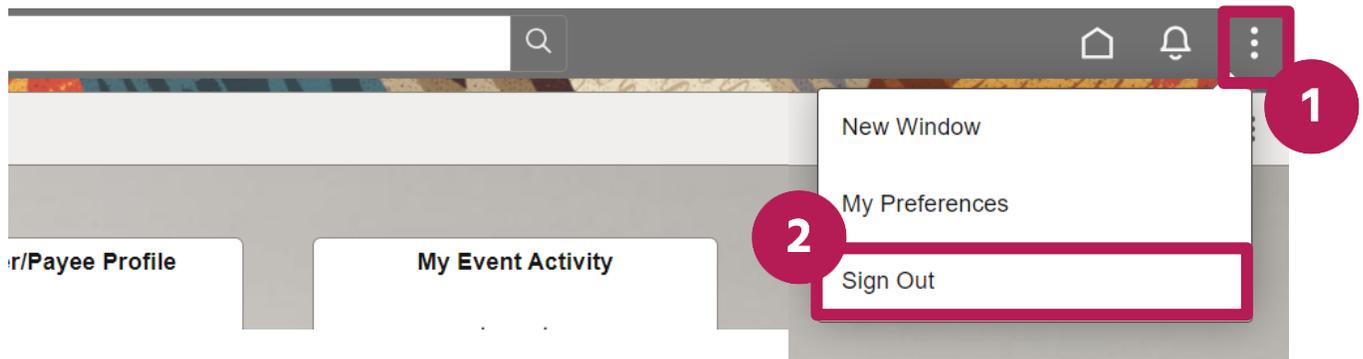
5. Select the **Yes** button.

Your password has successfully been changed, Continue to Homepage?

Yes No

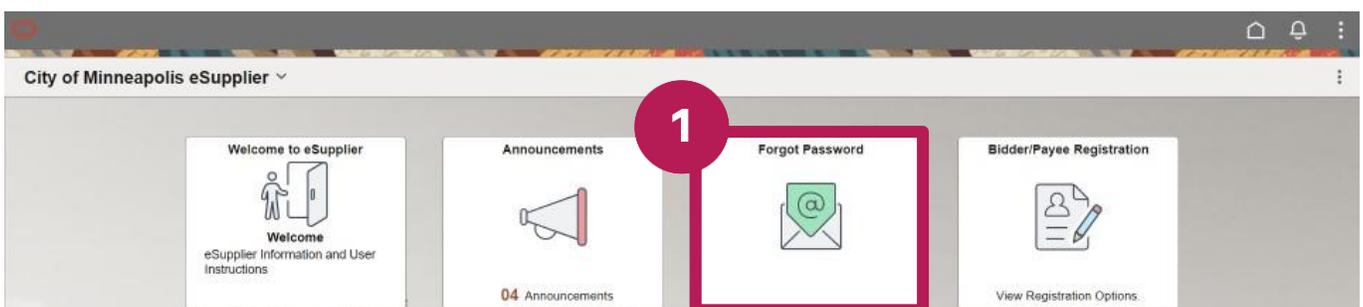
Sign out of eSupplier

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

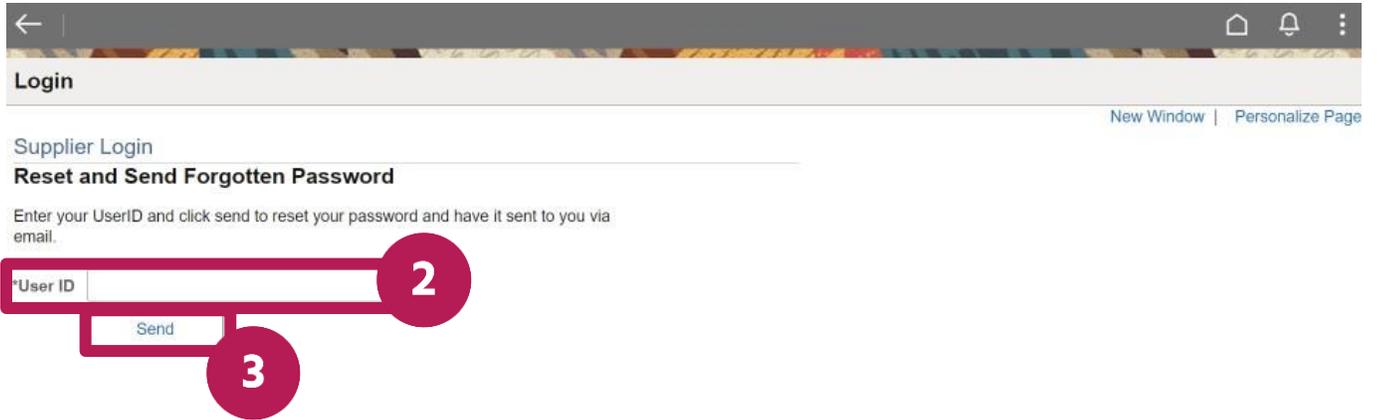


Forgot your password?

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.



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