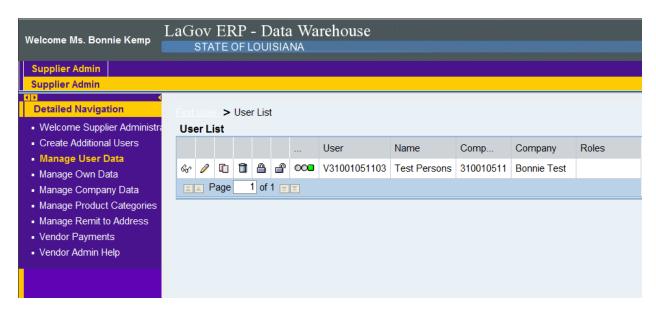1. Log in at https://lagoverpvendor.doa.louisiana.gov/irj/portal with your ID (11 digit vendor number that begins with a "V") and your personal password.

2. Click on "Manage User Data" under "Detailed Navigation" on the left.

3. Find the user that you wish to change by searching the multiple criteria and clicking "find". If you would like to search more than one user at a time, simply click "find". Do not complete any of the corresponding fields and all the users of the company will appear.

4. The following screen will appear.

See next page.

Select (click) the icons in the table to perform various functions regarding the users.

Display Icon: displays information for user

Process Icon: allows information for user to be changed/modified
Note: Administrative users are able to change profile information for ALL users within their company, including their roles and passwords.

Copy Icon: allows information for user to be copied so re-entry is not required
Note: This icon is helpful when adding Additional Users with the same role/contact information. It can also be beneficial if the Administrator User wants to simply change the role of a user.
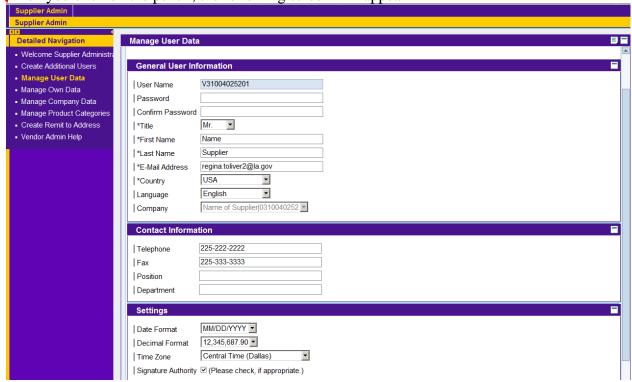
Remove Icon: allows the user to be removed from the company profile information

Lock Icon: allows the user account to be locked to prevent log-in

Unlock Icon: allows the user account to be unlocked to enable log-in

When you click on the pencil, the following screen will appear

Supplier Admin
Supplier Admin

Detailed Navigation
- Welcome Supplier Administra
- Create Additional Users
- **Manage User Data**
- Manage Own Data
- Manage Company Data
- Manage Product Categories
- Create Remit to Address
- Vendor Admin Help

Manage User Data

General User Information

User Name	V31004025201
Password	
Confirm Password	
*Title	Mr.
*First Name	Name
*Last Name	Supplier
*E-Mail Address	regina.toliver2@la.gov
*Country	USA
Language	English
Company	Name of Supplier|0310040252

Contact Information

Telephone	225-222-2222
Fax	225-333-3333
Position	
Department	

Settings

Date Format	MM/DD/YYYY
Decimal Format	12,345,687.90
Time Zone	Central Time (Dallas)
Signature Authority	☑ (Please check, if appropriate.)

Make necessary changes. See next page.

Scroll to the top and click save.