

# Create Additional Users

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 “Create Additional Users” under “Detailed Navigation” on the left and the following screen will appear.

Welcome Ms. Bonnie Kemp LaGov ERP - Data Warehouse STATE OF LOUISIANA Help Personalize Log off

Supplier Admin  
Supplier Admin

Detailed Navigation

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

Create User

**Create User**

Save

Information provided through the LaGov Supplier Portal will be used in the purchasing and accounting activities of the State of Louisiana and will not be limited in its use to one State agency. Information will be retained and made available in accordance with existing Louisiana policy and laws, including the Public Records Chapter, R.S 44:1 et seq.

**NOTE: If your email address is not correct, you will not receive notifications. It is your responsibility to keep all information current.**

Attention: R.S. 39:1594(c)(4) requires evidence of authority to sign and submit bids to the state of Louisiana. You must indicate which of the following apply to the signer of bids.

**You will be required to circle one of the following on any bids submitted:**

1. The signer of the bid is either a corporate officer who is listed on the most current annual report on file with the Secretary of State or a member of a partnership or partnership in commendam as reflected in the most current partnership records on file with the Secretary of State. A copy of the annual report or partnership record must be submitted to this office before contract award.
2. The signer of the bid is a representative of the bidder authorized to submit this bid as evidenced by documents such as, corporate resolution, certification as to corporate principal, etc. If this applies a copy of the resolution, certification, or other supportive documents must be attached hereto.
3. The bidder has filed with the Secretary of State an affidavit or resolution or other acknowledged/authentic document indicating that the signer is authorized to submit bids for public contracts. A copy of the applicable document must be submitted to this office before contract award.
4. The signer of the bid has been designated by the bidder as authorized to submit bids on the bidder's vendor registration on file with this office.

Vendor agrees that it is responsible for maintaining its vendor record and keeping it current. Any change in persons having signature authority must be promptly reflected in the vendor's file.

Yes, I have read the above Notice and accept the terms.

3. Read the above and click the “yes” box. DO NOT click “save” at this time. Once the entire page is completed, then you will be directed to scroll back up and click the “save” button at that time.

See next page.

## Create Additional Users

4. Complete the general user information, contact information and settings. All fields with an asterisk (**highlighted**) are required.

The screenshot shows a web application interface for creating additional users. The main content area is titled 'Create Additional Users' and is divided into three sections: 'General User Information', 'Contact Information', and 'Settings'. The 'General User Information' section contains several required fields (indicated by an asterisk) and a dropdown menu. The 'Contact Information' section contains four text input fields. The 'Settings' section contains three dropdown menus and a checkbox.

General User Information	
*User Name	V31004025204
*Password	
*Confirm Password	
*Title	Select
*First Name	
*Last Name	
*E-Mail Address	
*Country	USA
Language	English
*Company	Name of Supplier 0310040252

Contact Information	
Telephone	
Fax	
Position	
Department	

Settings	
Date Format	MM/DD/YYYY
Decimal Format	12,345,687.90
Time Zone	Central Time (Dallas)
Signature Authority	<input type="checkbox"/> ( Please check, if appropriate )

- **User Name:** This field will not allow you to make any changes. You will notice that the user name defaults to your user name (ID) with a different suffix, which in this case is “02”.
- **Password:** Create a unique password for the additional user and make a note of it.
- **Confirm Password:** Re-enter the password for confirmation. Password requirements:
  - Must be at least 8 characters long
  - Must have at least 1 numeric character (0-9)
  - Must have at least 1 alpha character, upper or lower case (A-Z or a-z)
- **Title:** Select from the drop down box.
- **First Name:** First name of the additional user.
- **Last Name:** Last name of the additional user.
- **E-mail Address:** Email address of the additional user.
- **Country:** Select from the drop down box.
- **Language:** Language of the additional user.
- **Company:** This field will not allow you to make any changes.
- **Telephone:** Telephone number of the additional user.
- **Fax:** Fax number of the additional user.
- **Position:** Additional User’s position with the company.
- **Department:** Additional User’s department with the company.
- **Date Format:** Use the drop down box to select the preferred date format for the additional user.
- **Decimal Format:** Keep as a default setting.

## Create Additional Users

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- Time Zone: Use the drop down box to select the appropriate time zone for the additional user.
- Signature Authority: Check the box if the additional user has signature authority.

Scroll to the top and click “save”. (Not shown in the above screen but will be available for you.)

5. Review the added user. If you wish to edit, click “change” at the top of the screen, make the modification and then click “save”. To delete an additional user, go to the “Manage User Data” on the left navigation area. See help script on “Manage User Data”

NOTE: It is your responsibility to notify the additional user of their user name (11 digit vendor ID that begins with a “V”) and the temporary password that you created for them. You and your additional user(s) will receive an email notification of solicitations that are posted to LaPAC in your chosen product categories.