Managing Supplier Portal Users
Quick Reference Guide

> **Purpose:** This guide provides instructions for Supplier Portal Administrators to create and edit additional Supplier Portal users for their company.
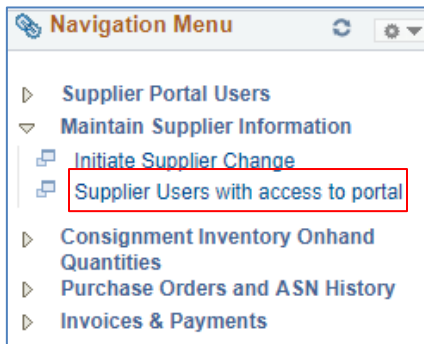> **Audience:** Ascension Supplier Portal users with Administrator access

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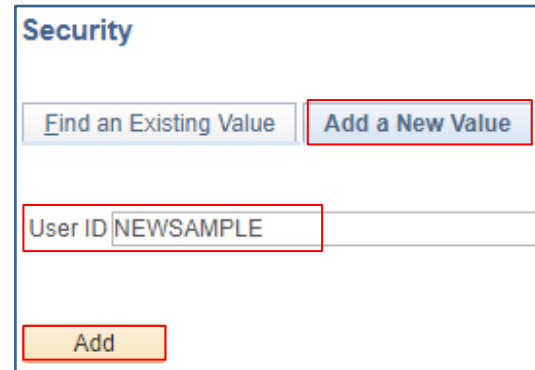
Creating Additional Supplier Portal Users

Supplier Portal Administrators may create additional Supplier Portal users associated to their specific supplier company.

Once created, these new Supplier Portal users will be able to log in to the Ascension Supplier Portal and view purchase orders, invoices, and payments.

1. Log in to the Ascension Supplier Portal at https://supplierportal.ascension.org.

2. Click the **Supplier Fluid Home** tile.

3. On the left-hand Navigation Menu, click the arrow next to **Maintain Supplier Information** to expand the menu. Click **Supplier Users with access to portal.**

4. Ensure the **Add a New Value** tab is selected.

5. Enter the User ID you would like to use for the new user in the **Userid** field.

6. Click the **Add** button

7. Enter the new user's name in the **Description** field.

8. Enter the password for the new user in the **Operator Password** and **Confirm Password** fields.

9. Enter the user's email address in the **E-Mail Address** field.

10. Select *English* from the **Language** dropdown.

11. Enter *USD* in the **Currency Code** field.

12. Select *Current Rate* from the **Rate Type** dropdown.

13. Click the **Add a User Role** button.

14. Click the checkboxes for the following roles:

   a. AH_EST_SUP_INVOICE_ENTRY – specific to users that will be entering eSettlements Self-Service invoices

   b. AH_FS_SUPP_MNG_ORDERS – for viewing purchase order information

   c. EOPP_GUEST – mandatory for all supplier users

   d. PAPP_USER – mandatory for all supplier users

15. Click the **OK** button.

16. Click the **Add a Supplier** button.

17. Click the checkbox for the desired supplier.

18. Click the **OK** button.

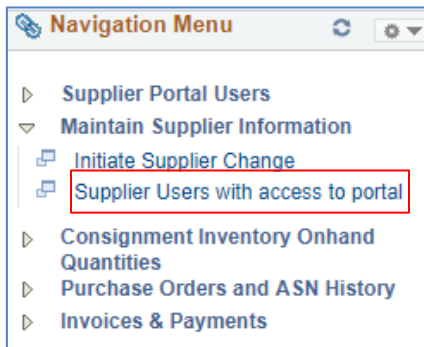19. Click the **Save** button at the bottom left of the page.

20. Provide the user ID and password that you created to the new user. The user will be able to change their password after log in.
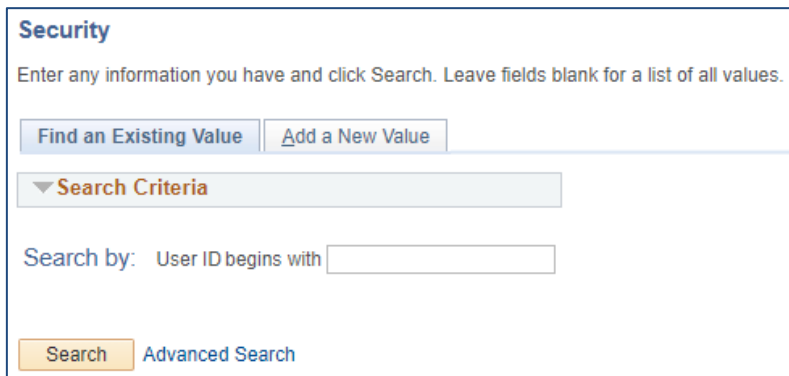
Editing Supplier Portal Users

Supplier Portal Administrators have the ability to edit the Supplier Portal users for their organization. These changes can include:

- Updating names/email addresses
- Changing passwords
- Changing/reassigning roles
- Locking the user out from accessing the Ascension Supplier Portal

1. To edit a Supplier Portal user for your organization, click **Supplier Users with access to portal** under the **Maintain Supplier Information** section on the left hand Navigation menu.
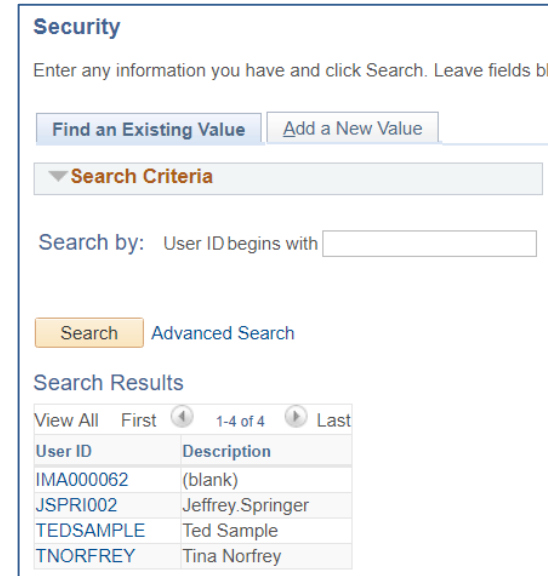
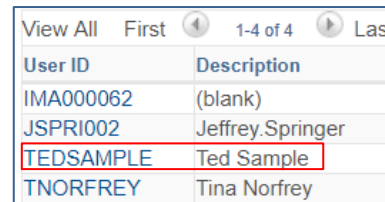2. Click the **Find an Existing Value** tab.

3. Click the **Search** button.

4. Existing users associated with your supplier will be displayed within the **Search Results** at the bottom of the page.

Note: Certain Ascension internal profiles, such as JSPRI002 and TNORFREY, will always be included within the list of users associated to your supplier. These users should never be edited or changed in any way.

5. Click the User ID link for the user you wish to edit.

6. The **Setup User** page for the selected user will open. From this page you can edit the user's information.

   a. To change the user's name within the system update the **Description** field.

b. To disable access to the Supplier Portal, click the **Account Locked Out?** Checkbox.

c. To change the user's password, update the **Operator Password (Encrypted)** and **Confirm Password** fields.

d. To change the user's email address, update the **E-mail Address** field.

7. Click the **Save** button at the bottom left of the page to confirm your changes.