Establishing User ID and Password Guide

Existing Suppliers must complete a one page form in order to obtain a User ID and Password. User ID and Password allow Suppliers to login to the eSupplier portal to manage their information. Below are detailed instructions for establishing a User ID and Password.

Click the **User Registration** tile

The **User Registration** page opens

Click the **Register Now**

Continue to next page

The **Register New User Accounts** box opens

Supplier User Registration

Authentication

* Access Code

If you don't have an Access Code, please contact the Supplier Maintenance team through the Contact Us link on the home page.

Enter your **Access Code**

Note: *If you don't have one contact the Vendor Maintenance team at 302-672-5000*

Supplier List

*Supplier ID | *Tax Identification Number

Enter your **Supplier ID**

Enter your **TIN Number**

User Account Information (?)

* Email Address

* Requested User ID

*Password

* Confirm Password

*Forgot Password Question

*Forgot Password Response

If your email address does not match our current records, we will contact you or your organization to ...

Enter your **Email Address**

Requested User ID will default to email address provided above

Create a **Password**

Password Requirements:
- *Miminum 10 characters*
- *At least one upper case*
- *At least one lower case*
- *At least one number*
- *At least one special character*

Confirm your Password

Click the magnifying glass to select your Forgot Password **Question** from the drop down list

Enter your **Response**

Terms and Conditions

Make sure you read terms of agreement fully before submitting your re...

State of Delaware Terms of Use

I understand it is my responsibility, as an authorized supplier, to enter only true and accurate information into the State of Delaware eSupplier Portal. Willful entry of material inaccurate or wrongful information into the eSupplier Portal may constitute fraud. If I am found to have engaged in fraudulent activity, I understand that I am subject *to having legal action taken against me by the State of Delaware which may include criminal prosecution.*

☐ Click to accept the Terms of Agreement above.

Submit

Read the **Terms and Conditions**

Click the **Accept Terms of Agreement** checkbox

Click **Submit**

The following pop up box opens

New User Profile has been submitted for Approval

Please exit using the close (X) icon on the top right corner.

OK

You have successfully submitted your request to establish a User ID and Password

Click the X as instructed

You will receive a confirmation email of your submission for approval

Once your request has been approved by the Supplier Maintenance team your User ID and Password will be active and ready to be used to login to the eSupplier Portal.