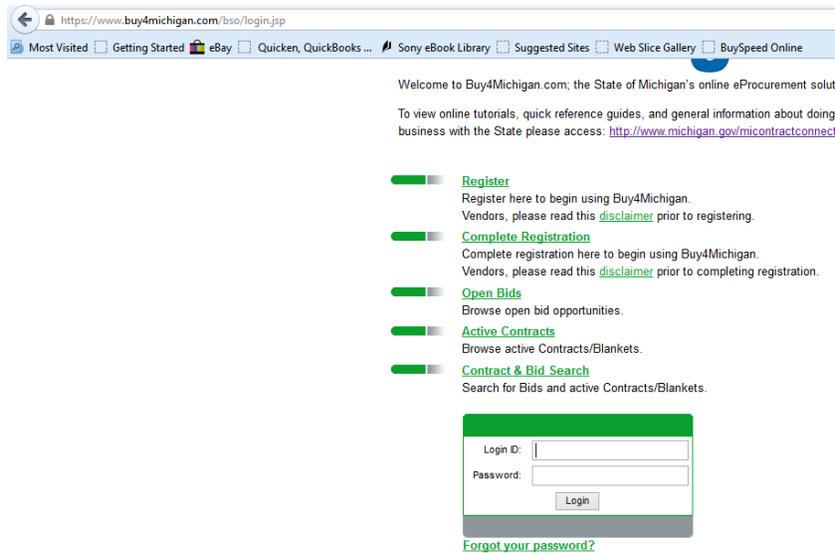
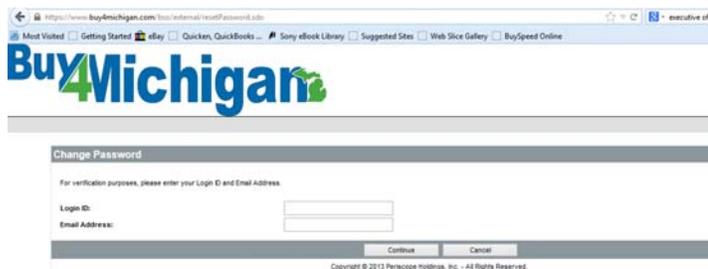


1. The Buy4Michigan production environment can be accessed using any web browser by navigating to <https://www.buy4michigan.com>
2. If you received this email, your user profile has already been established in Buy4Michigan. To log in for the first time, you must first set your system password using the **“Forgot your Password”** link at the bottom of the login page.
3. Please also note the link at the top of the login page to online tutorials, quick reference guides, and general information about doing business with the State: <http://www.michigan.gov/micontractconnect>
  - a. Go to MiDEAL, Local Government Resources



4. If you are a prior Bid4Michigan user, or a MiDEAL member, your login ID will be your entire email address. For example, if your email address is johndoe1@michigan.gov, then johndoe1@michigan.gov is your user ID.
5. Once you have clicked the 'Forgot your password' link at the bottom of the page, below the Login ID / Password box, you will see the Change Password screen and will be prompted for your Login ID and Email address. **You will need to use the email address to which this message was sent and be able to receive emails at that address.**



- You will then receive a message indicating that “The Login Question and Answer are not currently setup. This needs to be completed and your password will be reset.” Select a question and provide an answer to enable you to reset your password, and make note of your answer as this will be used if you need to reset your password again in the future.

The screenshot shows a web browser window with the URL <https://www.buy4michigan.com/bso/external/resetPassword.sdo>. The page features the Buy4Michigan logo at the top. Below the logo, a red-bordered box contains a "Validation Errors" message: "The Login Question and Answer are not currently setup. This needs to be completed and your password will be reset." Below this message is a "Change Password" form. The form includes fields for "Login ID:" (containing "ejacobsen"), "Email Address:" (containing "ejacobsen@noreply.com"), "Login Question:" (a dropdown menu), and "Login Answer:" (a text input field). At the bottom of the form are "Continue" and "Cancel" buttons. A copyright notice at the very bottom reads "Copyright © 2013 Periscope Holdings, Inc. - All Rights Reserved."

- Once you have completed the required information, press **Continue** once. Buy4Michigan will notify you that your new temporary password will be emailed to you. **It may take several minutes to receive your temporary password.** If you do not receive your password email after several minutes, verify that the email is not in your “Junk” or “Spam” folder.
- Once you have received your temporary password, return to the login page at <https://www.buy4michigan.com> and enter your login ID and temporary password into the Login ID and Password fields near the bottom of the screen, then press the “Login” button.
- You will then be prompted to reset your temporary password using a new password that only you know.
  - Passwords must be a minimum of 8 characters, contain a combination of letters and numbers, and not be a password that you have used in the last 5 password resets.
  - When you have completed the required fields, press the ‘**Submit**’ button at the bottom of the screen.

The screenshot shows a web browser window with the URL <https://www.buy4michigan.com/bso/login.sdo>. The page features the Buy4Michigan logo at the top. Below the logo, the "Change Password" form is displayed. It includes three password input fields: "Current Password\*", "New Password\*", and "Confirm New Password\*", each with a masked password (dots). A blue information icon and message state: "Your current password is temporary. You must enter a new password." At the bottom of the form are "Submit" and "Log Out" buttons. A copyright notice at the very bottom reads "Copyright © 2013 Periscope Holdings, Inc. - All Rights Reserved."

Once you have successfully logged in using your new password you will be taken to the home screen for the system role assigned to your user account, or if you have accessed the system previously, the last screen you were on in your last session.

**Vendors:** Please review the Quick Reference Guides “Vendor Maintenance” and “Adding a Seller User” to review the information in your company’s account and add other users within your organization. These Quick Reference Guides and other useful training and reference materials regarding the use of Buy4Michigan can be found at <http://www.michigan.gov/micontractconnect>

If you require assistance, please contact

**HELPDESK CONTACT INFO & HOURS**

**Support Contact Information**

<b>Program</b>	<b>Phone/Address/E-mail</b>	<b>Hours</b>
OFM Help Desk for SOM Agencies	517-373-6222	Monday - Friday 7:30 A.M. - 5 P.M.
OFM Help Desk - Mail	PO Box 30026 Lansing, MI 48909	OFM Help Desk - Mail
OFM Help Desk Call Center	(517) 373-4111 (Lansing) (888) 734-9749 (All Others)	Monday - Friday 7A.M. - 5 P.M.
OFM E-mail	<a href="mailto:dmb-vendor@michigan.gov">dmb-vendor@michigan.gov</a>	