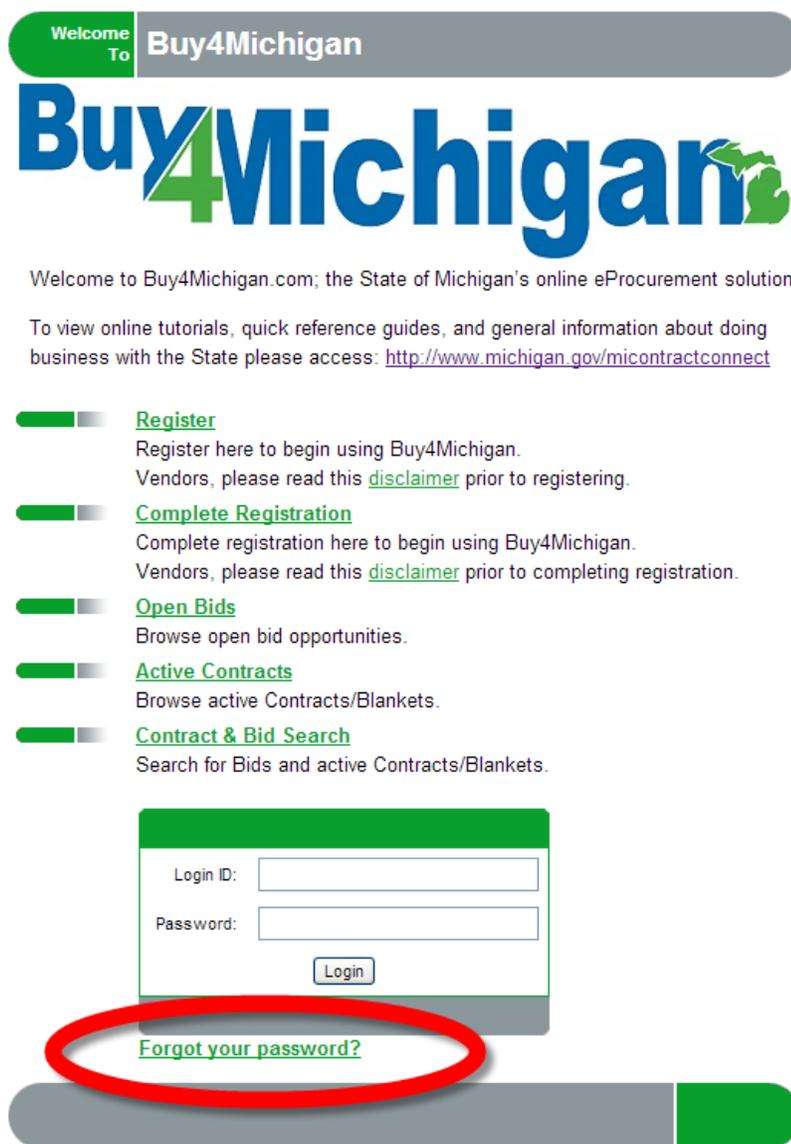


Login for Buy4Michigan

If you were registered in Bid4Michigan before May 10, follow the below instructions to active your account in the new Buy4Michigan website.

1. Go to www.Buy4Michigan.com
2. Read the disclaimers under “Registration” and “Complete Registration.” Then return to the Buy4Michigan homepage.
3. Click on the “Forgot your password?” button on the bottom of the home page. (Circled in red below)



The screenshot shows the Buy4Michigan homepage. At the top, there is a green and grey header with the text "Welcome To Buy4Michigan". Below this is the large "Buy4Michigan" logo, where the "4" is green and the "Michigan" part includes a green outline of the state of Michigan. Underneath the logo, there is a welcome message: "Welcome to Buy4Michigan.com; the State of Michigan's online eProcurement solution." followed by a link to "http://www.michigan.gov/micontractconnect".

Below the welcome message are several navigation links, each with a green progress bar to its left:

- [Register](#): Register here to begin using Buy4Michigan. Vendors, please read this [disclaimer](#) prior to registering.
- [Complete Registration](#): Complete registration here to begin using Buy4Michigan. Vendors, please read this [disclaimer](#) prior to completing registration.
- [Open Bids](#): Browse open bid opportunities.
- [Active Contracts](#): Browse active Contracts/Blankets.
- [Contract & Bid Search](#): Search for Bids and active Contracts/Blankets.

At the bottom of the page, there is a login form with two input fields: "Login ID:" and "Password:". Below these fields is a "Login" button. A red circle highlights the text "[Forgot your password?](#)" located below the login form.

4. After clicking “Forgot your password?”, you will be taken to a screen like the one below:



Change Password

For verification purposes, please enter your Login ID and Email Address.

Login ID:

Email Address:

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5. Enter your login ID and Email Address into the given fields.

Your Login ID will be your full email address that you used to register in the old Bid4Michigan system.

(i.e. ipublicservant@mycity.gov)

Your Email Address will be the same thing. You must use the email address you registered with Bid4Michigan.

(i.e. ipublicservant@mycity.gov)

6. Click the "Continue" button after inputting your full email address into both the Login ID field and the Email Address field.



Change Password

For verification purposes, please enter your Login ID and Email Address.

Login ID:

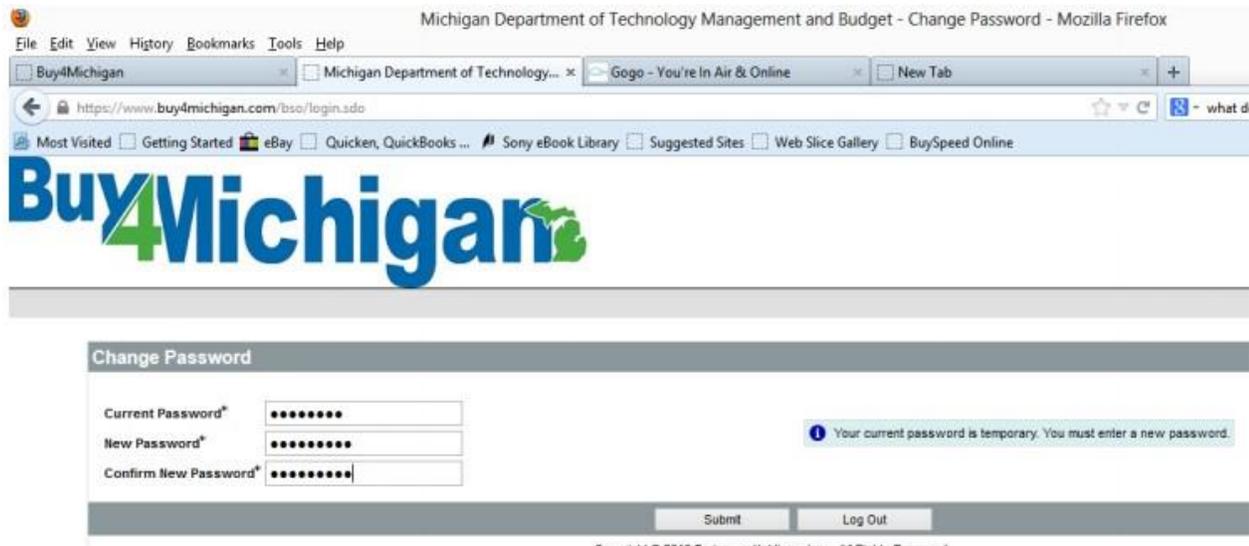
Email Address:

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7. After clicking “Continue,” you will be taken to the page shown below that has the following error message on the top: **“Validation Errors • The Login Question and Answer are not currently setup. This needs to be completed and your password will be reset.”**

The screenshot shows the Buy4Michigan logo at the top. Below it is a grey bar with the text "Validation Errors" in red. Underneath, a red error message reads: "• The Login Question and Answer are not currently setup. This needs to be completed and your password will be reset." Below the error message is a grey bar with the text "Change Password". Underneath, the text "For verification purposes, please enter your Login ID and Email Address." is displayed. There are four input fields: "Login ID:" with the value "ivendor@mycompany.com", "Email Address:" with the value "ivendor@mycompany.com", "Login Question:" with a dropdown menu, and "Login Answer:" with an empty text box. At the bottom right, there are "Continue" and "Cancel" buttons. At the bottom center, the copyright notice "Copyright © 2013 Periscope Holdings, Inc. - All Rights Reserved." is visible.

8. Select a Question from the “Login Questions” drop down menu field and provide your answer in the “Login Answer” field.
9. Click Continue.
10. Buy4Michigan will display a prompt saying that “your new temporary password will be emailed to you.” (It may take up-to an hour to receive your email. If you have not received your email after that time, check your spam folders. If it is not located there, call the Buy4Michigan Help Desk:
888-734-9749
11. When you receive your temporary password, return to www.Buy4Michigan.com homepage.
12. Enter your login ID and temporary password. Both of these are given to you in the email you received. Click “Login” to be taken to the following screen:



13. Put your temporary password in the “Current Password” field. Then create a new password. This password must be 8 characters long and a combination of letters and numbers.

14. Click submit.

15. You will then be taken to the home screen for the new system.

To review the information in your company’s account and add other users within your organization, see the Quick Reference Guides: “Org Admin Adding & Maintaining Agency Users” and “Seller Admin Adding a Seller User”

The Quick Reference Guides and other useful training and reference materials regarding the use of Buy4Michigan can be found at www.michigan.gov/micontractconnect under the Vendor Information Tab.

If you require assistance, please contact the Buy4Michigan Help Desk at 888-734-9749 or dmb-vendor@michigan.gov.