

All Users:

The system requires a **“Role”**. This Role (see below) will be determined by Project Administrators, or Procurement, Sourcing and Contract Managers. The default role for Montana State University users is buyers. If you require other access, please notify purchase@montana.edu.

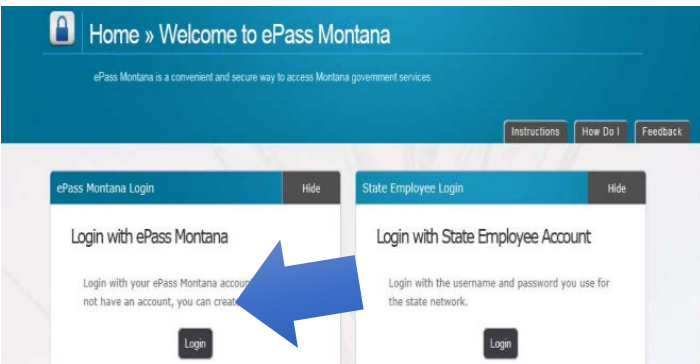
Examples of “roles”:

- **Shopper**- fills a cart with items, send to Buyer
- **Buyer** – has credit card authorization for ordering
- **Contract Manger**
- **Sourcing Specialist** – compiles bids in the system
- **Stakeholder** – can only view event details
- **Accounts Payable** – make payments against contracts
- **TSM** – can only view vendor registration info

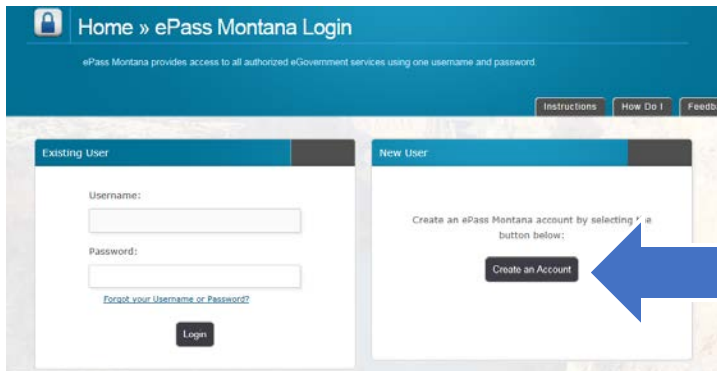
To Register for eMacs (1st time user)

<https://app.mt.gov/epass/Authn/selectIDP.html>
(Production site)

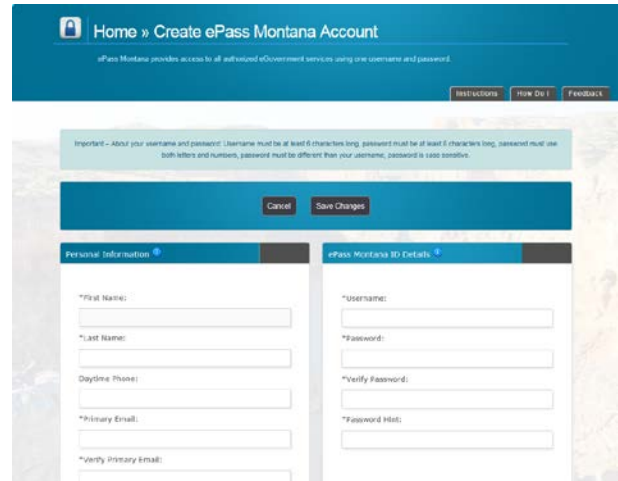
1. Click on the **Login with ePass Montana (left side of the screen)**. You will be directed to the following screen



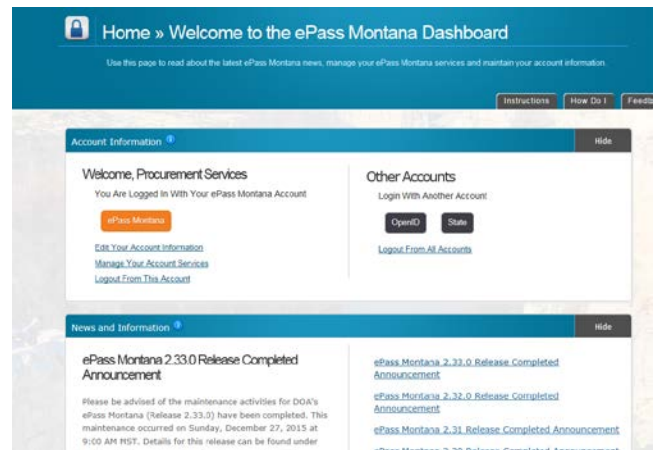
2. Click on the **Create Account** button under the **New User** section.



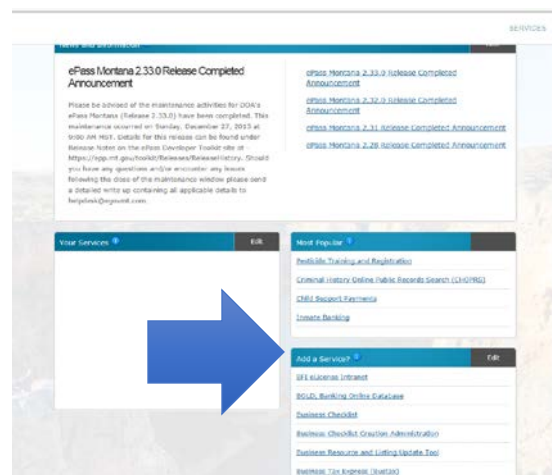
3. Enter your Personal Information, username, password and security info and click **Save Changes** button.



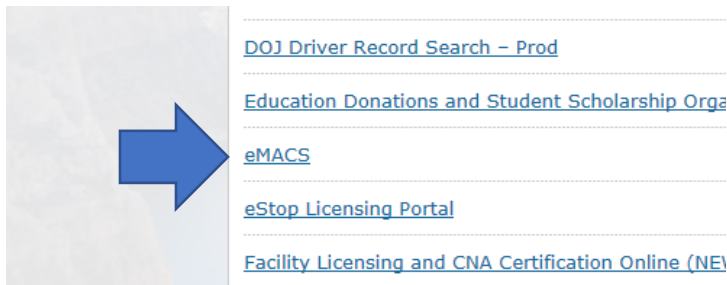
4. This should return you to the **ePass Dashboard** Welcome page.



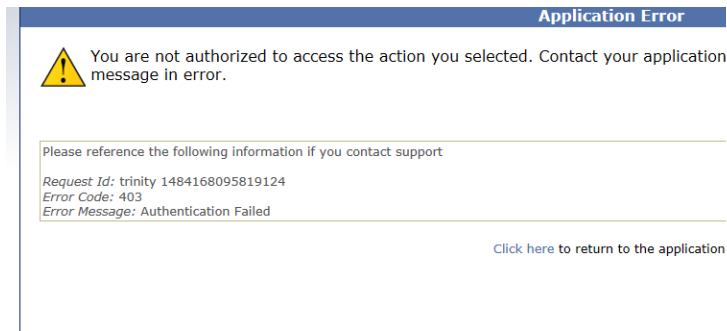
5. From the Dashboard page, scroll down to the **Add a Service?** Section



6. Click on eMACS



7. You will receive an error – this is what triggers the eMACS support team to authorize your account

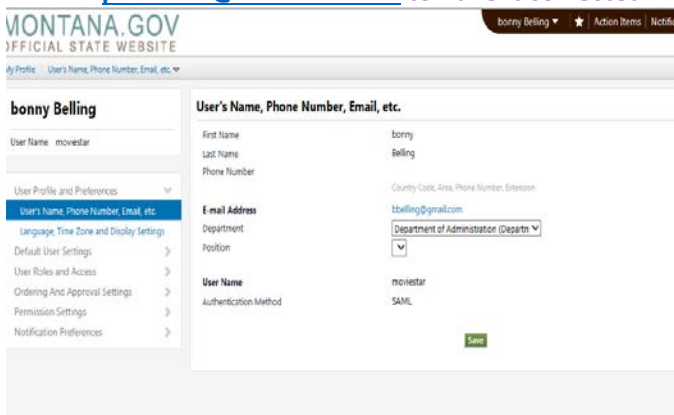


8. Your registration has been sent to the eMacs group. You will receive an email from Sciquest.com as soon as they complete your registration.

All Users:

-The first screen you will see in eMACS is your User Profile:

Make sure your name, phone number, and Business Unit are correct. If they are not, please contact Procurement Services at purchase@montana.edu to have it corrected.

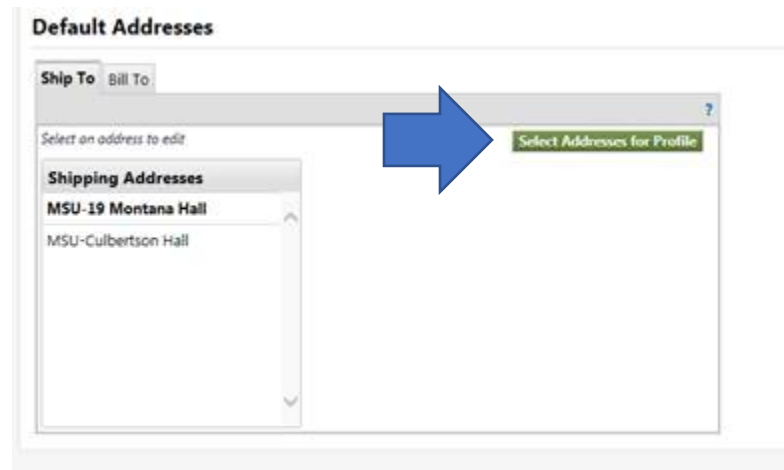


-Then, on the left side of the screen, click **Default User Settings**

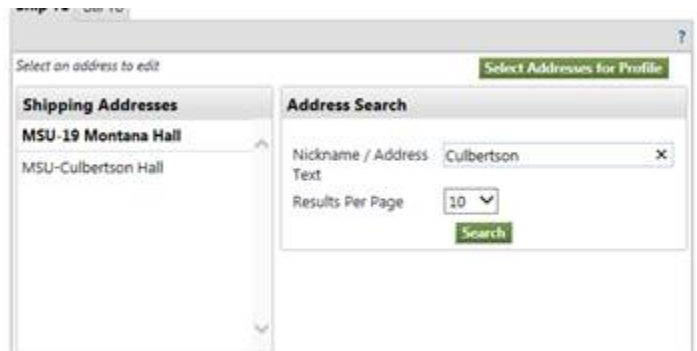
-Click **Default Addresses** and enter default Shipping addresses in the “Ship To” tab, and the Billing address in the “Bill To” tab, please make sure the **Default** button is clicked

To enter **Addresses:**

Click **Select Addresses for Profile**



In the address search box that appears, type in the name of your building in the Nickname/Address Test box to search and Click Search



Address choices should pop up:

Select one without a room number by clicking in the circle

A window will pop open that will allow you to edit and add your room number.

Before saving your address add your Room number to the Address's nickname.

-Then, click **Payment Options** from the list at the left and enter in the Credit Card information, if applicable. Again,

please make sure the **“Apply the Default Card”** button is clicked:

-After you have completed this required set up, you can make a purchase. To do this, click the **House icon** in the upper-left-hand corner. Then click on the vendor you would like to use, and **click the “Punch Out” link if necessary.**

-Submit your order, you'll be directed back to eMACS

All Users required to make payments will see this error in the final Shopping Cart Screen

-Always choose **your Department's appropriate payment** in the **Payment Type** field – **click Select from all values....**

-Review your **Requisition** screen to make sure the correct addresses and credit card/invoice information are present, if so push **Place Order.**

-You should receive a confirmation message that your **Requisition was Successful**

If you have any questions or concerns, please email: purchase@montana.edu