



## eMACS 24.1 Release

### Vendor Registration User Interface Enhancements.

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#### IMPORTANT:

The eMACS most release upgrade has enhanced many new features affecting new vendor registrations and those vendors starting a new registration. This document attempts to outline those enhancements that vendors may or may not experience. The State is strongly suggesting that our vendors who receive this notification, carefully read, and understand this information to prevent access issues when attempting to submit a bid response by logging into the vendor portal.

If vendors experience any issues with the process outlined in this document, they will be required to reach out to our client partner Jaggaer and that contact information is listed below.

Contact Jaggaer at Jaggaer Customer Support: 1-800-233-1121

1. Call 1-800-233-1121
2. Select option 1 for English.
3. Select option 1 again for Supplier (Vendor)
4. Select option 2 for Vendor support at [scquest.com](https://scquest.com) (URL)

State Financial Services Division  
State Procurement Bureau

Mitchell Building, Rm 165  
PO Box 200135  
Helena, MT 59620  
406-444-2575



## Vendor Portal Access Enhancements

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### Vendor Portal – Prevent Vendors from Using Passwords leaked on Internet

eMACS does not maintain its own list of leaked passwords. Therefore, with the 24.1 release, the vendor module will verify whether a password has previously appeared in a data breach. This service checks the provided password and returns a clear message when the password has been appeared in a data breach. The password check is performed in the following situations:

- Vendor user is created and sets the password.
- Vendor user changes the password from the user profile (as logged in user)
- Vendor user changes the expired password.
- Vendor user requests a reset password from Vendor Support team.
- Vendor user resets the password using the "Forgot Password" option.

The fact that a password has previously appeared in a data breach on the Internet does not mean that vendor's eMACS account has been compromised in any way. This is just an extra safety feature to ensure Vendor users do not use passwords that have been exposed on the public domain.

**NOTE:** When all eMACS Password policies are met and the external service accepted the provided password, the user can then update/set the password successfully. Otherwise, users will receive an error message in case the provided password has previously appeared in a data breach, or if there was a temporary problem with the external service.

### Vendor Impact

- If all eMACS password policies are met and the external service accepted the provided password, the supplier user can update/set the password successfully.
- If all eMACS password policies are met but the external service did not accept the provided password, the action will fail and the system will return the following error message:
  - a) *This password has previously appeared in a data breach and should never be used. Please, change it!*
- If all eMACS password policies are met but the external service is temporarily unavailable for some technical reason, the action will fail, and the system will return the following error message:



- a) *There's a temporary problem with the service. Please try again. If you continue to get this message, try again later.*

### Increased Validity for Password-Reset Links

Previously, the expiration of password-reset links was set to 24 hours. If vendor users missed/ignored the email within the 24-hour period, they had to request a new password-reset link from JAGGAER Supplier Support. With the 24.1 release, the validity of the password reset link has been extended to 72 hours. This enhancement applies to:

- New supplier user creation.
- Password reset by JAGGAER's Supplier Support team.

### Vendor Registration Portal – User Interface Enhancements

Vendors logging in to their eMACS vendor portal will notice several enhanced pages and improved navigation flow. Some examples of usability improvements are:

- eMACS Login page behavior when incorrect credentials are entered.
- Forgot and reset password flows.

There are no changes to the actual functionality of the login process utilizing the eMACS page login; only user interface and flow enhancements which are explained in detail in the rest of this document.

### Vendor User Interface Enhancements

This next section will outline all the enhancements related to the eMACS login page for vendors attempting to access their login portal.

### Vendor Password Reset Process – Update Passwords to New Rules

The eMACS system has been upgraded to require current vendor users to update the passwords to new requirements to strengthen the security of the system. This process will be required for a vendors the next time a log in attempt is triggered.

- The vendor will navigate to the log in page for eMACS – [Supplier Login or Join JAGGAER Supplier Network \(sciquest.com\)](#). The vendor will enter the email address associated with their registration, click Next and then enter the current password.



**WELCOME TO MONTANA ACQUISITION & CONTRACTING SYSTEM (eMACS) VENDOR REGISTRATION [TEST]**

Register to be placed on Montana's eMACS Vendor List. This is a free service allowing vendors to enter their business information and select applicable commodity codes for which they would like to receive bid notifications. This list also serves as a centralized source for state agencies when looking for providers of goods and services.

English ▼

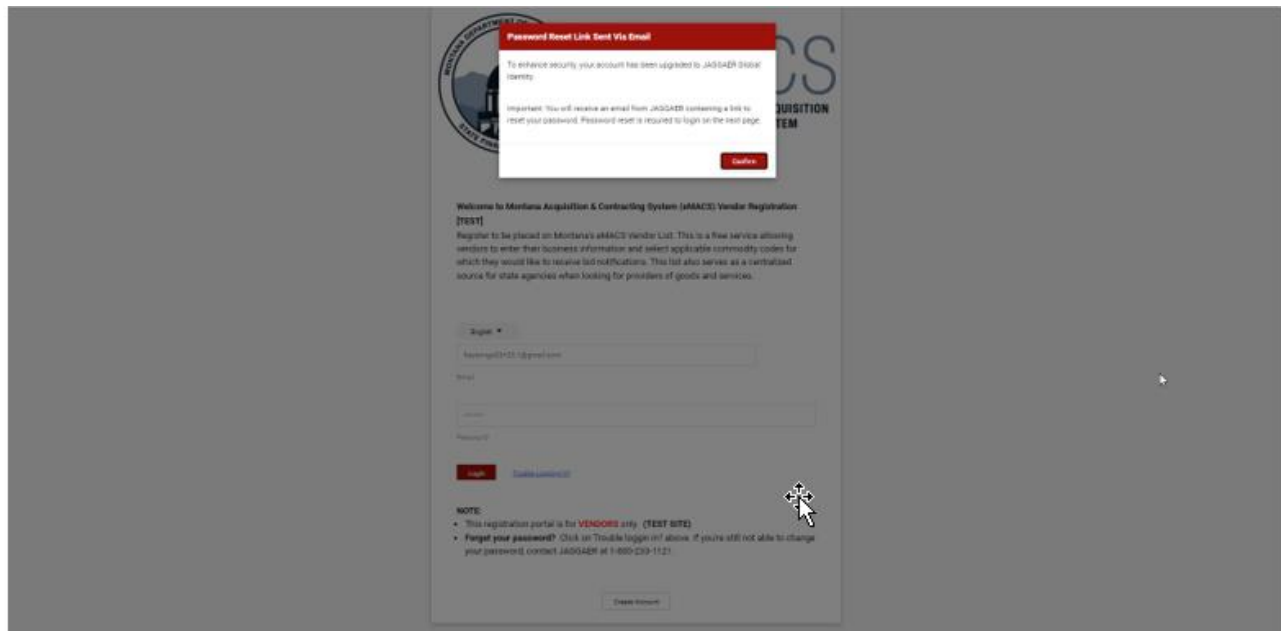
heystings33+23.1@gmail.com ✓

Email

Password

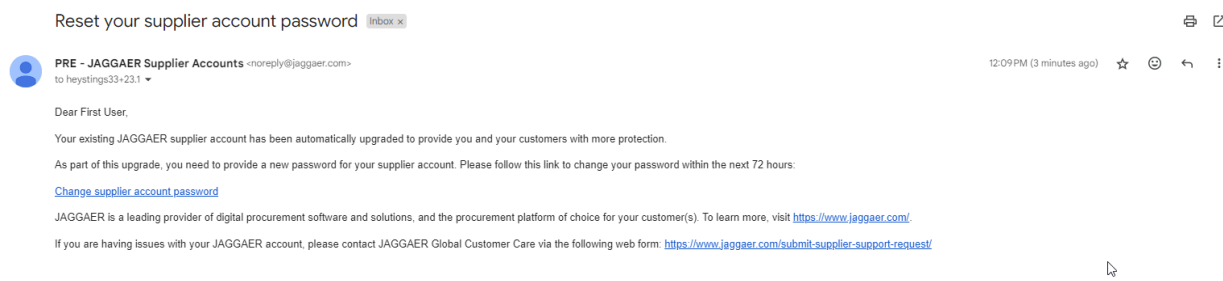
Login [Trouble Logging In?](#)

- After entering the current password, the system will instruct the vendor to reset the current password by navigating to my vendor portal email to retrieve the email from Jaggaer containing a link to reset password. DO NOT click on the “Confirm” option at this time!



- When opening the received Jaggaer email, the vendor will click on the link that is contained in the email.





- After clicking on the link “Change supplier account password”, the widow below appears which starts the password reset process.

**Set JAGGAER Global Identity Password** English US ▼

heystings33+23.1@gmail.com

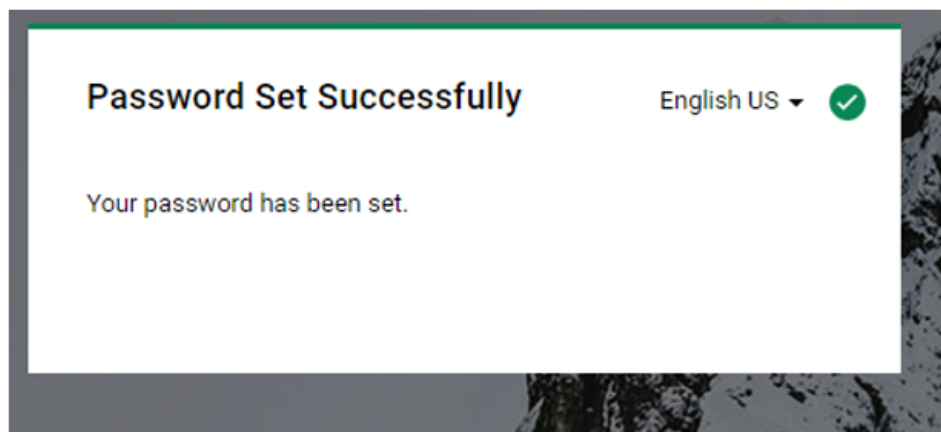
New Password

Confirm Password

- ✖ Minimum of 12 characters
- ✖ Must be different from email
- ✖ Minimum of 1 special character (not A-Z, a-z, or 0-9)
- ✖ Minimum of 1 number
- ✖ Minimum of 1 lowercase letters
- ✖ Minimum of 1 uppercase letters
- ✖ Passwords must match

**Set Password**

- The vendor now must enter a new password and confirm that password based on the new requirements listed. Next click on “Set Password” and the confirmation below is what should display.

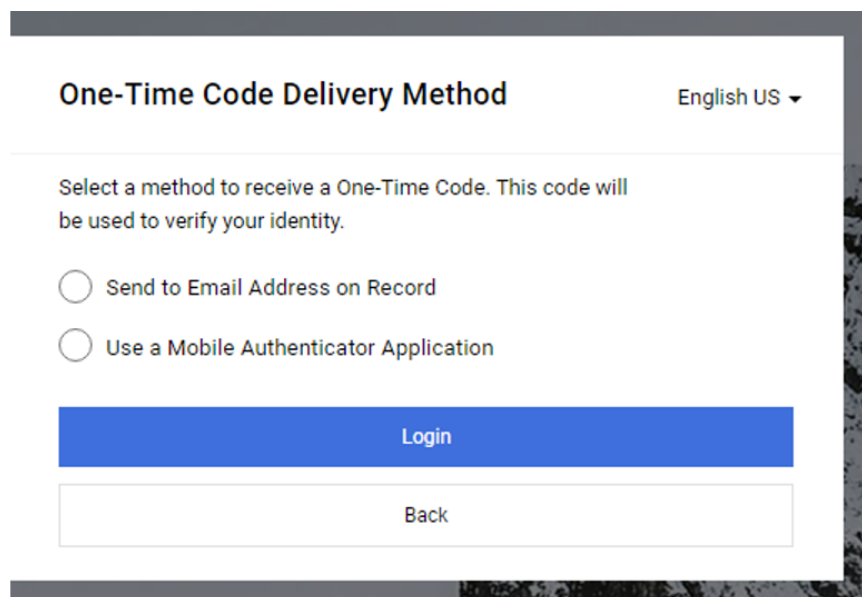


- The vendor now must navigate BACK to the browser page that contains the password reset notice as shown below and click on the “Confirm” option.

- The vendor now needs to enter the new password in the next screen as shown below and select Login.



- After entering the new password and selecting Login, the system will now ask for a One-Time code delivery method. NOTE: The email address option should be used here.



**One-Time Code Delivery Method** English US ▼

Select a method to receive a One-Time Code. This code will be used to verify your identity.

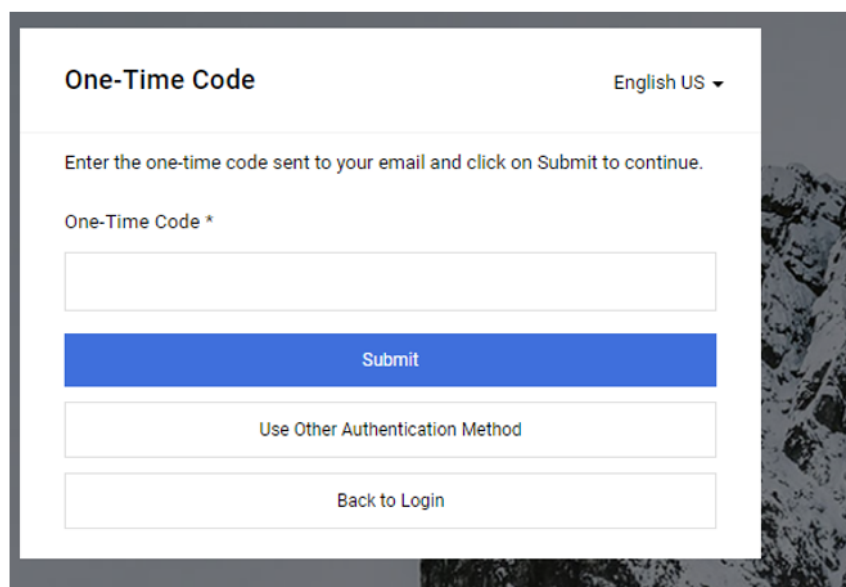
☐ Send to Email Address on Record

☐ Use a Mobile Authenticator Application

Login

Back

- After selecting the email address one-time code option, the window below will appear. NOTE: Vendor needs to navigate back to their email to retrieve the system generated code.



**One-Time Code** English US ▼

Enter the one-time code sent to your email and click on Submit to continue.

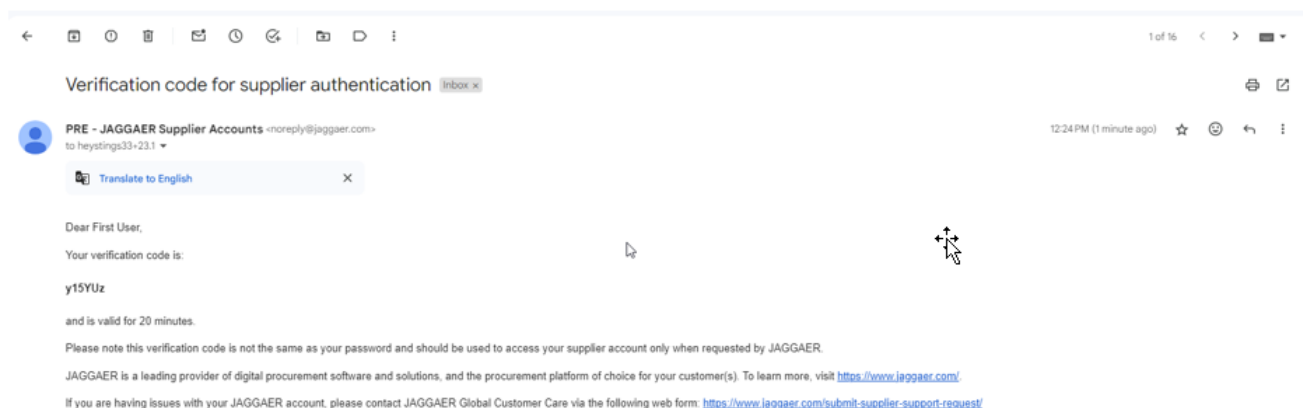
One-Time Code \*

Submit

Use Other Authentication Method

Back to Login

- The email below is a sample email that is sent to the vendor's email.



- The vendor needs to copy the code from the one-time code email and navigate back to the One-Time Code page and enter this code into the required field.

## One-Time Code

English US

Enter the one-time code sent to your email and click on Submit to continue.

One-Time Code \*

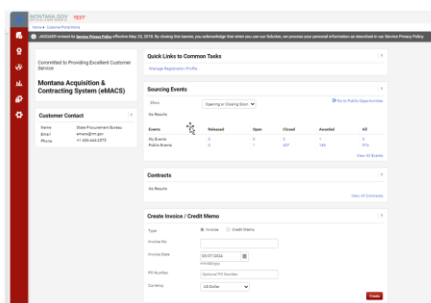
y15YUz

Submit

Use Other Authentication Method

Back to Login


- After selecting Submit as mentioned above, the vendor now has access to the vendor portal and is taken to the home page of the portal.





### Vendor Login Page with Incorrect Credentials

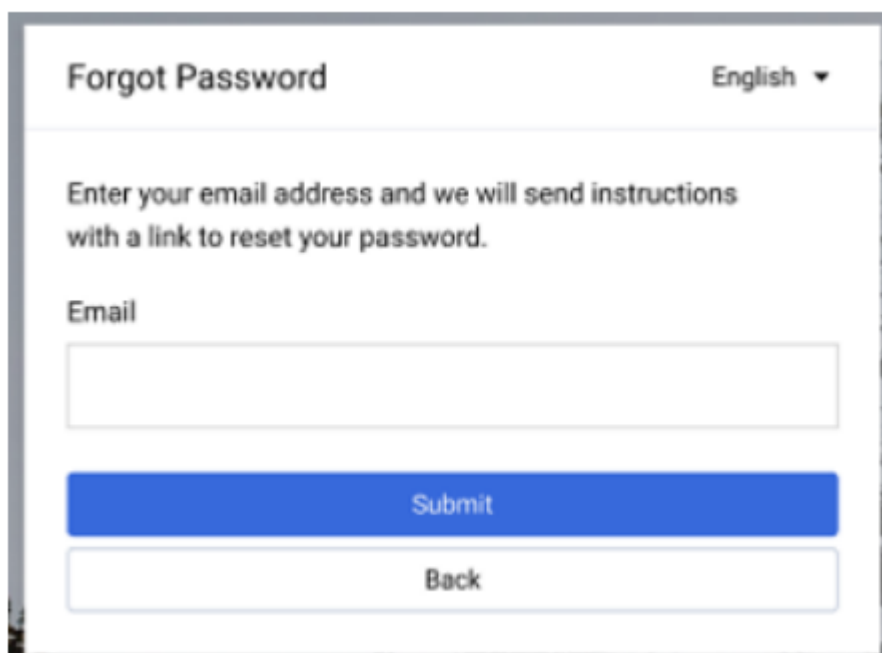
- Previously when a vendor user provided a wrong e-mail address but the correct password, an error message is displayed, and the e-mail field became read-only. With this release, the user will see an updated error message and have the ability to correct the email or password field entries.



The screenshot shows the 'Login Using JAGGAER Global Identity' page. It features a language dropdown set to 'English'. There are two input fields: 'Email' and 'Password'. The 'Email' field is highlighted with a red border. Below the fields, a red error message reads 'Invalid email or password'. A blue 'Login' button is at the bottom. A 'Forgot Password?' link is located to the right of the password field.

### Forgot Password

- The screens displayed when a user clicks Forgot Password have been enhanced:



The screenshot shows the 'Forgot Password' page. It includes a language dropdown set to 'English'. The main heading is 'Forgot Password'. Below it, a message states: 'Enter your email address and we will send instructions with a link to reset your password.' There is an 'Email' input field. At the bottom, there are two buttons: a blue 'Submit' button and a white 'Back' button with a blue border.

- If the user clicks on **Submit** button without an e-mail address, an error message is displayed directing the user to specify a valid email address.
- Clicking on the **Back** button returns the supplier user to the login page.
- Providing the e-mail address and clicking on Submit button redirects the supplier user to the login page where a message informs the user that an e-mail will be sent with the instructions to reset the password.

Login Using JAGGAER Global Identity English ▾

**i** You should receive an email shortly with further instructions

jberney@jaggaer.com

Password [Forgot Password?](#)

Login

- Clicking on Reset supplier account password link inside the e-mail directs the user to the page for providing a new password:

Set JAGGAER Global Identity Password English ▾

aurora.posch@conntech.com

New Password

Confirm Password

- Minimum of 12 characters
- Must be different from email
- Minimum of 1 special character (not A-Z, a-z, or 0-9)
- Minimum of 1 number
- Minimum of 1 lower case letter
- Minimum of 1 upper case letter
- Passwords must match

Set Password

- As password rules are satisfied, the icons are indicated with a green check mark.

Set JAGGAER Global Identity Password English ▾

aurora.posch@conntech.com

New Password

Confirm Password

- ✓ Minimum of 12 characters
- ✓ Must be different from e-mail
- ✓ Minimum of 1 special character (not A-Z, a-z, or 0-9)
- ✓ Minimum of 1 number
- ✓ Minimum of 1 lower case letter
- ✓ Minimum of 1 upper case letter
- ✓ Passwords must match

Set Password

- Please note that the password rules in the overlay are validated before the action is submitted by the buyer. Some password rules cannot be validated until the user submits the new password, such as minimum password age policy or if the password has appeared in a data breach.
- After satisfying all the requirements, click **Set Password**. A confirmation message is displayed.

Password Set Successfully English ▾ ✓

Your password has been set.

- a. If an error occurs, such as an email or password not provided, the minimum password age policy is not satisfied, or the password has appeared in a data breach, then an error message stating the issue is displayed and all fields are again indicated in red.

### Set Password After User Creation

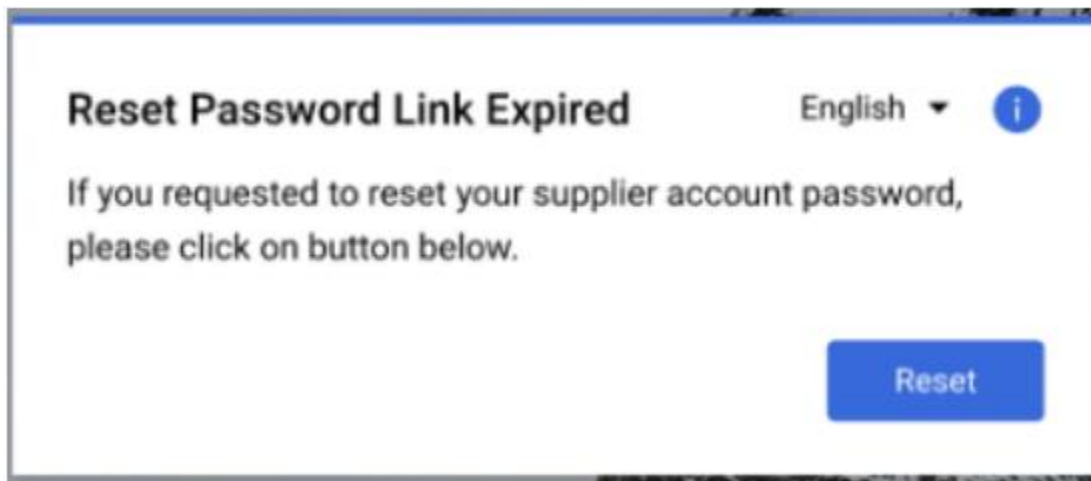
- When a new eMACS vendor is created in eMACS, an e-mail is sent from eMACS, asking the vendor user to set the password.
- Clicking on **Change vendor account password** link inside the e-mail directs the user to the page to set his/her password as explained above.

### Requesting a Password Reset from Jaggaer – Supplier Support

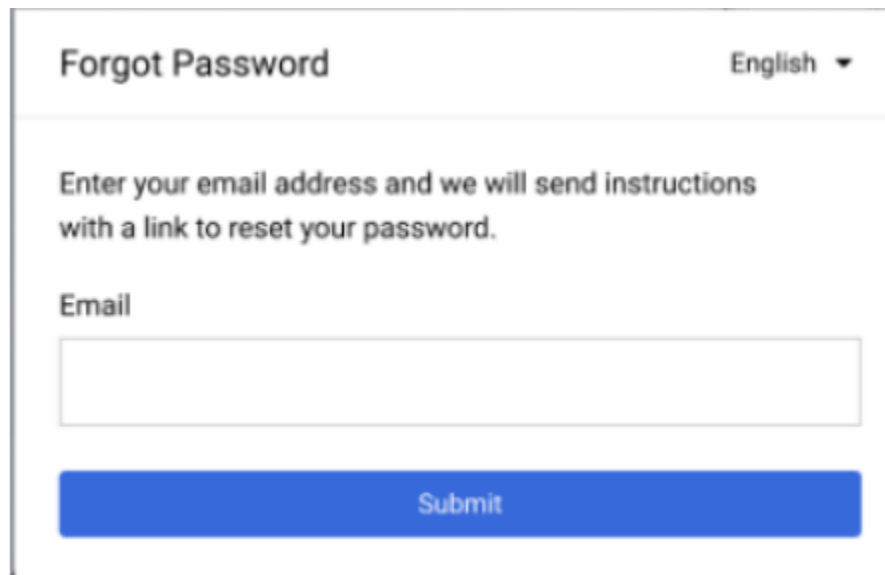
- A Vendor User can request a password reset from JAGGAER. In that case, the vendor user receives an e-mail containing a link to reset the password. Clicking on **Change vendor account password** link inside the e-mail directs the user to the page to set his/her password as explained above.

### Expired Link for Reset/Set Password

- When the user clicks an invalid link (expired link or already used link) to set or reset the password, a message is displayed and the user can click **Reset** to use the **Forgot Password** feature to request a new password.



- When the user clicks on **Reset** button, the **Forgot Password** page is displayed.



**Forgot Password** English ▾

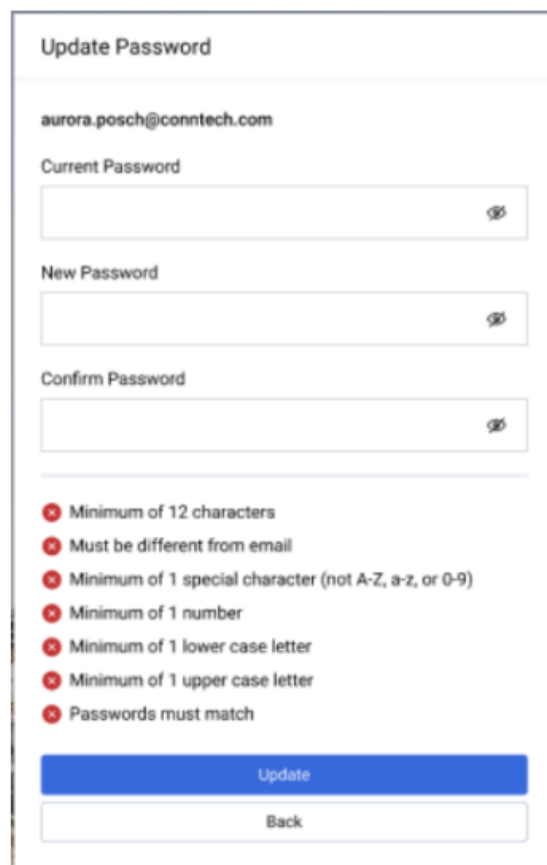
Enter your email address and we will send instructions with a link to reset your password.

Email

Submit

### Change Password for a Logged In User

- Vendor users can update their password from their user profile.



**Update Password**

aurora.posch@conntech.com

Current Password

New Password

Confirm Password

✖ Minimum of 12 characters  
✖ Must be different from email  
✖ Minimum of 1 special character (not A-Z, a-z, or 0-9)  
✖ Minimum of 1 number  
✖ Minimum of 1 lower case letter  
✖ Minimum of 1 upper case letter  
✖ Passwords must match

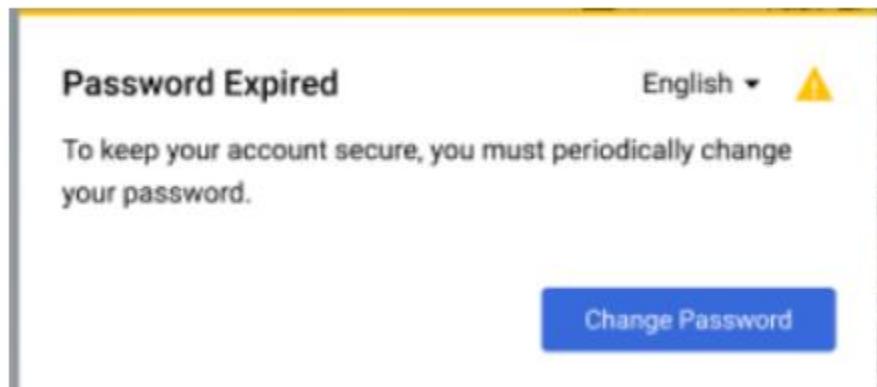
Update

Back

- Clicking on **Back** button redirects the supplier user to the user profile page.
- If the user clicks **Update** button without all mandatory fields, an error message is displayed, indicating the required actions to proceed.
- Please refer to information under **Forgot Password** in this document regarding validation details in resetting the password.
- When all requirements have been met and a valid password is submitted, the user is then redirected back to the user profile.

### Expired Password

- After a successful login, if the password expired, the vendor user is redirected to another page indicating that a new password must be set:



- Click on **Change Password** to proceed with changing the password as explained previously.
- Once the new valid password is submitted, the vendor user can complete the authentication flow and go to the requested page.

### Language Selection During Login

- A language drop-down is available on login pages. The user must manually select the preferred language from the drop-down list.

