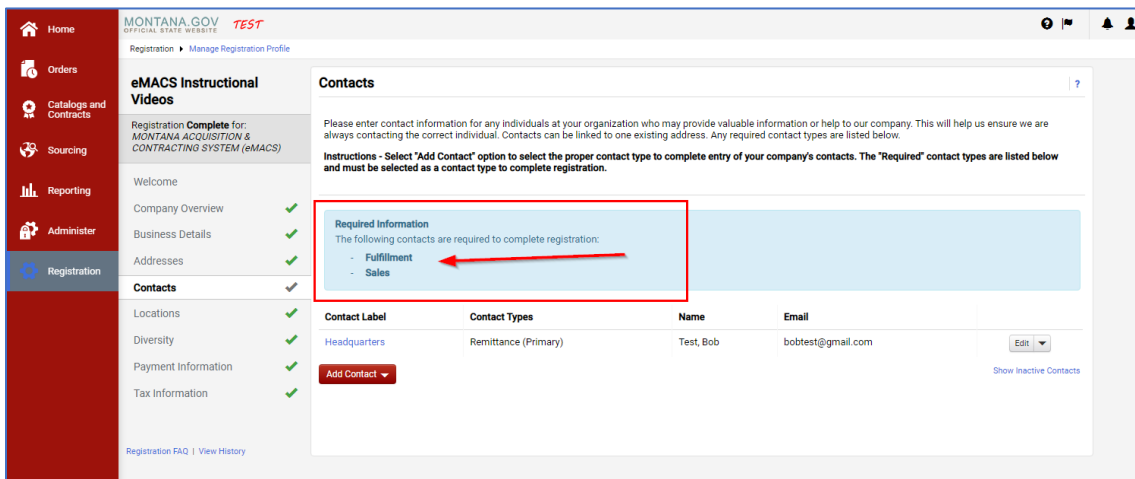




# Contacts Page – Required Information

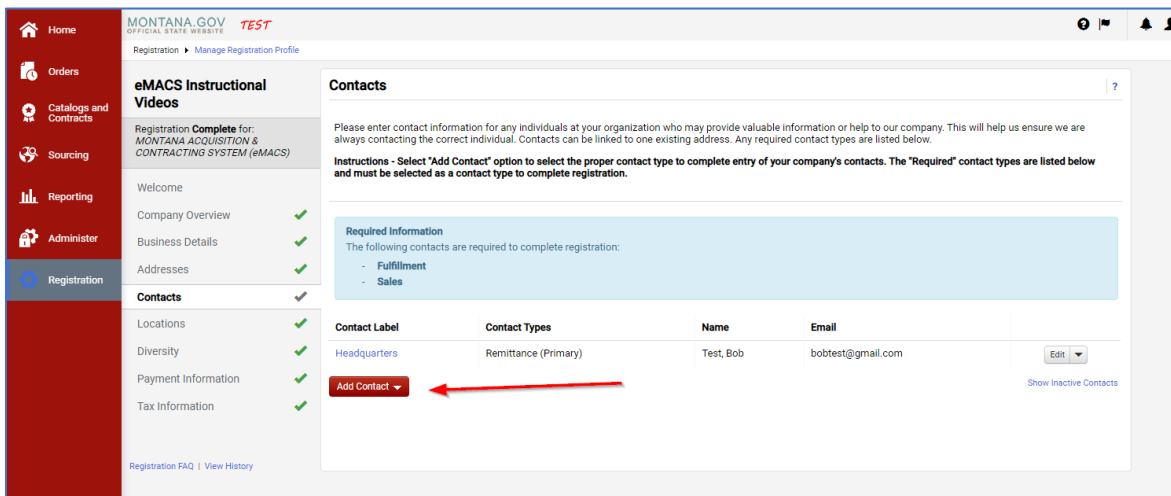
Filling out the vendor registration profile most common issue is getting stuck on the Contacts Page. The system requires the vendor to add a contact/location for Sales and for Fulfillment, although most vendors have only one contact and/or location. If a contract has been awarded, the vendor will then need to add a Remittance contact/location as well.

This guide will show you how to add those two contact types to move forward with completing your registration.

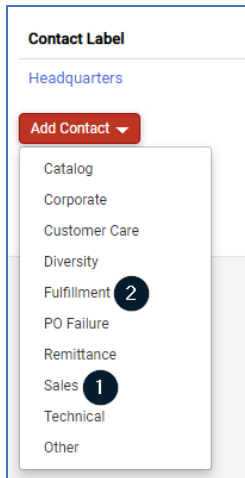


## How to add a new contact type

When in the registration profile on the Contacts Page, go to the Add Contact button.



Once the Add Contact button is click a drop down will appear with a list of contact types.



Start by selecting Sales and enter in your information (even if it is the same for all types). A new window box will pop up and that is where you will enter your information.

As seen in the screenshot above “Which of the following business activities apply to this contact?” has Sales next to it, you know it is the correct contact type.

Next, at the very bottom the “Create new user account for this contact?,” will have a check mark next to it, uncheck it.

After you select Save Changes, it will take you back to the Contact Page and it will now only show Fulfillment as Required Information.

Follow the same steps as above, but Select Fulfillment as the contact type.



**Contacts** ?

Please enter contact information for any individuals at your organization who may provide valuable information or help to our company. This will help us ensure we are always contacting the correct individual. Contacts can be linked to one existing address. Any required contact types are listed below.

**Instructions - Select "Add Contact" option to select the proper contact type to complete entry of your company's contacts. The "Required" contact types are listed below and must be selected as a contact type to complete registration.**

**Required Information**  
The following contacts are required to complete registration:

- **Fulfillment**

Contact Label	Contact Types	Name	Email	
<a href="#">Headquarters</a>	Remittance (Primary)	Test, Bob	bobtest@gmail.com	<a href="#">Edit</a> ▼
<a href="#">Sales</a>	Sales	America, Lisa	emacstesthartman20.2+USVendor@gmail.com	<a href="#">Edit</a> ▼

[Add Contact](#) ▼ [Show Inactive Contacts](#)

After the information has been entered for Fulfillment, it will take you back again to the Contacts Page. It will now show Fulfillment, Sales, and (if necessary) Remittance.

**NOTE:** If it is not requiring you to enter Remittance, just move forward.

MONTANA.GOV OFFICIAL STATE WEBSITE TEST

Registration > Manage Registration Profile

**eMACS Instructional Videos**

Registration **Complete** for: MONTANA ACQUISITION & CONTRACTING SYSTEM (eMACS)

- Welcome
- Company Overview ✓
- Business Details ✓
- Addresses ✓
- Contacts ✓**
- Locations ✓
- Diversity ✓
- Payment Information ✓
- Tax Information ✓

Registration FAQ | View History

**Contacts** 0

Please enter contact information for any individuals at your organization who may provide valuable information or help to our company. This will help us ensure we are always contacting the correct individual. Contacts can be linked to one existing address. Any required contact types are listed below.

**Instructions - Select "Add Contact" option to select the proper contact type to complete entry of your company's contacts. The "Required" contact types are listed below and must be selected as a contact type to complete registration.**

Contact Label	Contact Types	Name	Email	
<a href="#">Fulfillment</a>	Fulfillment	Test, Tom	tom.test@gmail.com	<a href="#">Edit</a> ▼
<a href="#">Headquarters</a>	Remittance (Primary)	Test, Bob	bobtest@gmail.com	<a href="#">Edit</a> ▼
<a href="#">Sales</a>	Sales	America, Lisa	emacstesthartman20.2+USVendor@gmail.com	<a href="#">Edit</a> ▼

[Add Contact](#) ▼ [Show Inactive Contacts](#)

Now next to the Contacts tab on the left-hand side of the screen a green check mark will appear.

## Questions or Comments

### Contact

State Financial Services Division  
State Procurement Bureau

Phone: 406-444-2575  
Email: emacs@mt.gov