

How to Login to OKTA

- STATE NETWORK
- OUTSIDE STATE NETWORK

Use the link below in this document or you can also access it on the State Procurement website under eMACS Resources > Agencies > Accessing eMACS.

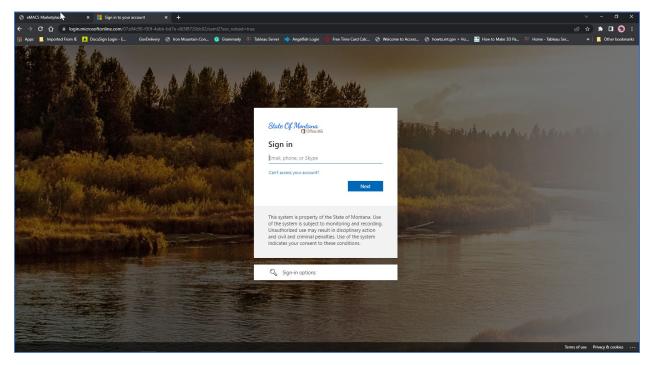


INSIDE STATE NETWORK

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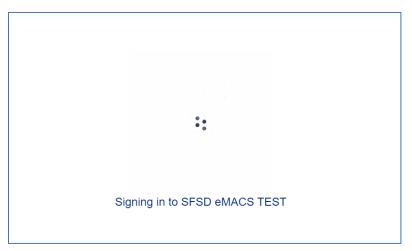
When logging within the State Network the following process will occur:

- After clicking on the link, the Sign in page will appear (see image below)
 - Enter in your work email address and click Next. It will then verify and take you to eMACS.





- The screen below will pop up letting you know it is signing you in.



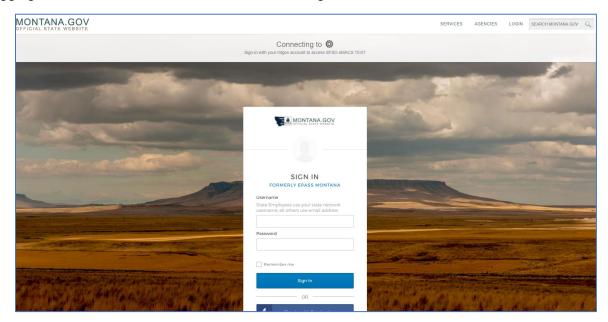
- Once authenticated it will direct you to the eMACS homepage. Proceed as you normally would.

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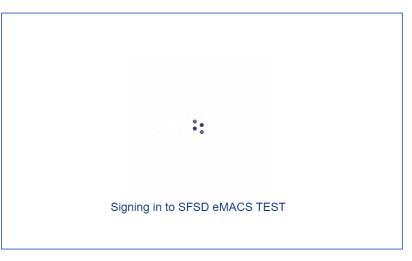
Note: You will need to login via your email every day to authenticate.

OUTSIDE STATE NETWORK

When logging in outside of the State Network the following will occur:



- Use the username and password information you used to login prior.
 - o If you are still experiencing issues contact eMACS Help Desk.
- The screen below will pop up letting you know it is signing you in.



- Once authenticated it will direct you to the eMACS homepage. Proceed as you normally would.

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<u>Contact</u> State Financial Services Division State Procurement Bureau

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