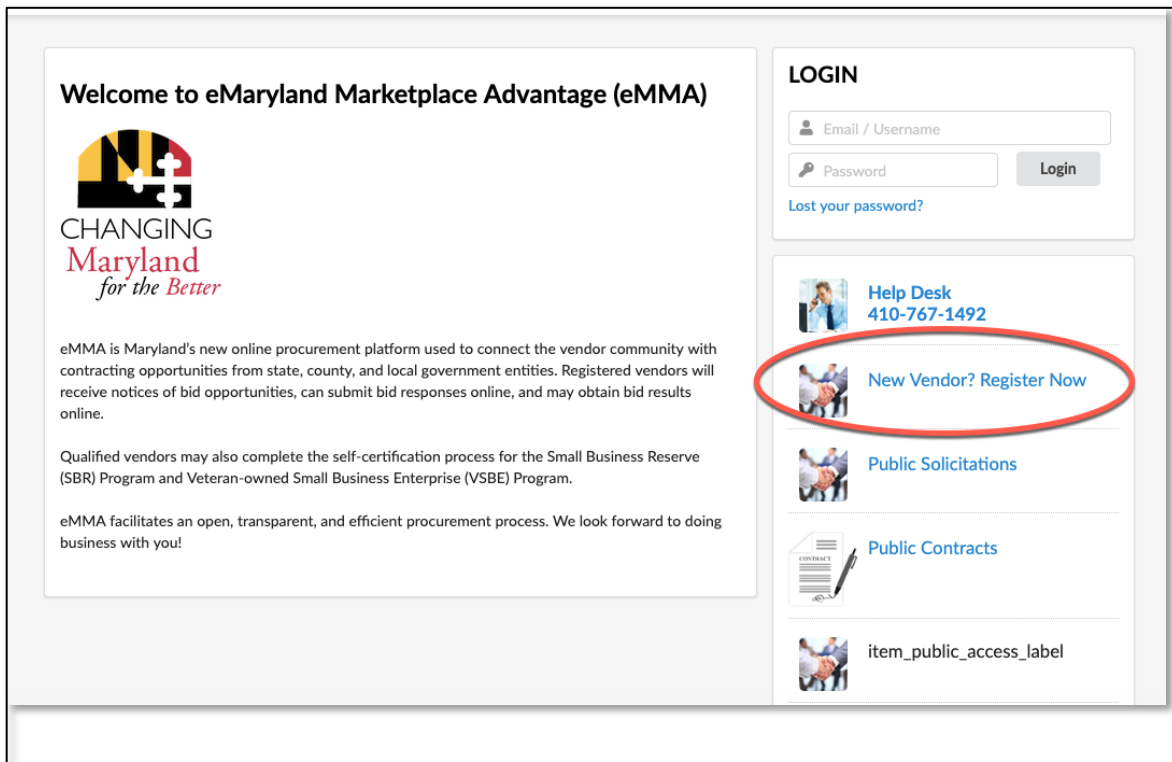


OVERVIEW

This Quick Reference Guide (QRG) is designed to help you understand how to register as a Vendor on eMaryland Marketplace Advantage (eMMA).

Registering on eMMA – eMMA Homepage

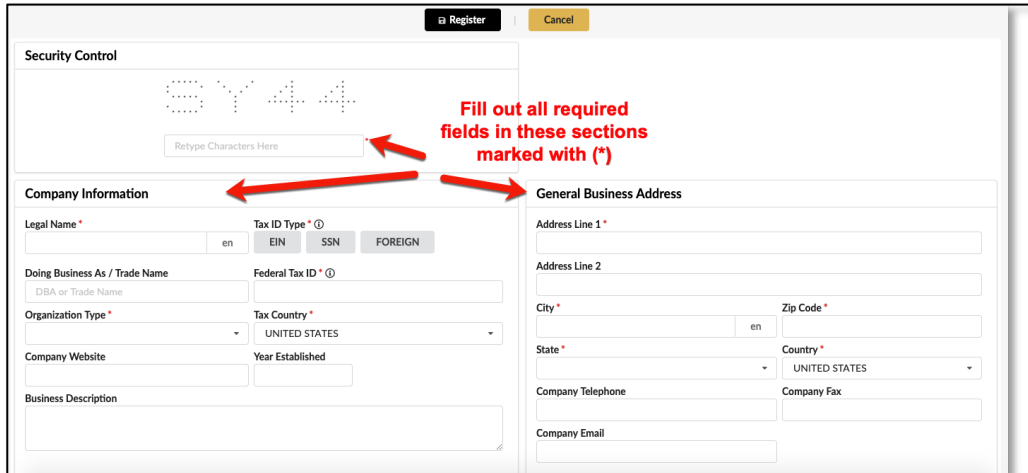
1. Log onto the eMMA website: [eMaryland Marketplace Advantage](http://eMarylandMarketplaceAdvantage.com) .
2. Click “New Vendor? Register now” on right hand side.



The screenshot shows the eMMA homepage layout. On the left, there is a welcome message and a logo with the text "CHANGING Maryland for the Better". The main content area contains three paragraphs of text describing the platform. On the right, there is a "LOGIN" section with input fields for "Email / Username" and "Password", and a "Login" button. Below the login section, there are four links with icons: "Help Desk 410-767-1492", "New Vendor? Register Now" (circled in red), "Public Solicitations", and "Public Contracts". At the bottom right, there is a link labeled "item_public_access_label".

Registering on eMMA

1. Fill out all required Company Information marked with a (*).
2. Enter 4-digit Security Control validator.

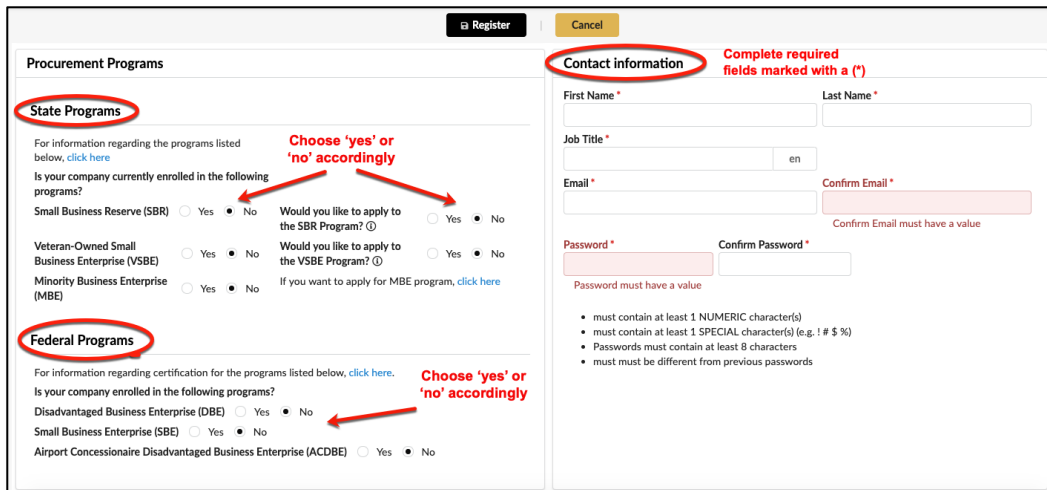


The screenshot shows the registration form with the following sections:

- Security Control:** A 4-digit code (5744) is displayed. Below it is a text box labeled "Retype Characters Here".
- Company Information:** Fields include Legal Name (*), Tax ID Type (*), Doing Business As / Trade Name, Organization Type (*), Company Website, and Business Description.
- General Business Address:** Fields include Address Line 1 (*), Address Line 2, City (*), Zip Code (*), State (*), Country (*), Company Telephone, and Company Fax.

Red arrows point to the Security Control and Company Information sections, with the text: "Fill out all required fields in these sections marked with (*)".

3. Choose any applicable State programs by clicking the radio dial button. You must select either "Yes" or "No" to move forward. NOTE: Additional fields may appear based on your selections.
4. If you are part of a State program (SBR, VSBE, or MBE) click "Yes" and you will be prompted to add your certification for validation. NOTE: If you do not have your certification number available, leave the field blank and continue with your registration. You can update the certification number at a later time.
5. Indicate certifications for Federal programs (DBE, SBE), as applicable.

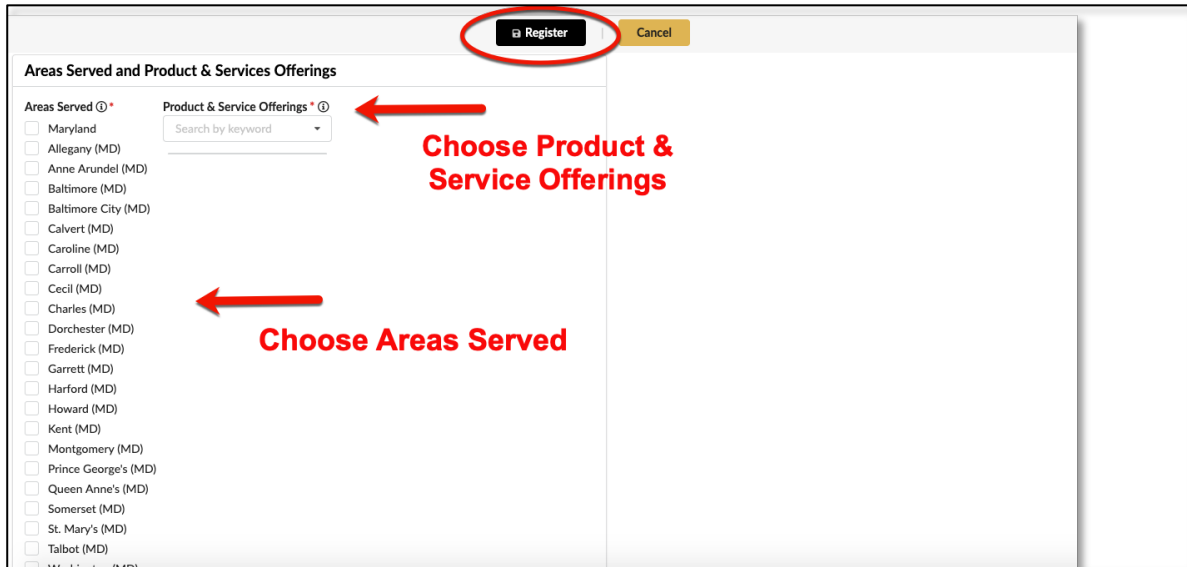


The screenshot shows the registration form with the following sections:

- Procurement Programs:**
 - State Programs:** Includes questions about SBR, VSBE, and MBE enrollment. Red circles highlight the "State Programs" and "Contact information" sections. Red arrows point to the "Yes" radio buttons with the text: "Choose 'yes' or 'no' accordingly".
 - Federal Programs:** Includes questions about DBE, SBE, and ACDBE enrollment. A red circle highlights the "Federal Programs" section. A red arrow points to the "Yes" radio button with the text: "Choose 'yes' or 'no' accordingly".
- Contact information:** Fields include First Name (*), Last Name (*), Job Title (*), Email (*), and Password (*). A red circle highlights the "Contact information" section. Red text next to it says: "Complete required fields marked with a (*)".

Registering on eMMA

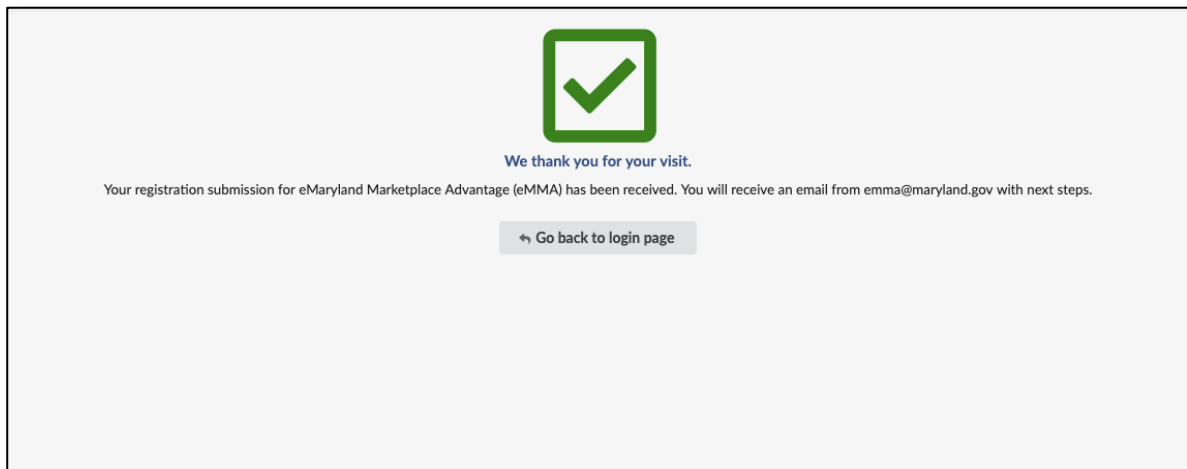
6. Choose the area(s) you serve by clicking the box next to the corresponding State.
7. Choose "Product & Service Offerings" by searching, or by clicking the drop-down box.



The screenshot shows the registration form with the following elements:

- A "Register" button circled in red at the top right.
- A "Cancel" button next to it.
- A section titled "Areas Served and Product & Services Offerings".
- Under "Areas Served", a list of Maryland counties with checkboxes: Maryland, Allegany (MD), Anne Arundel (MD), Baltimore (MD), Baltimore City (MD), Calvert (MD), Caroline (MD), Carroll (MD), Cecil (MD), Charles (MD), Dorchester (MD), Frederick (MD), Garrett (MD), Harford (MD), Howard (MD), Kent (MD), Montgomery (MD), Prince George's (MD), Queen Anne's (MD), Somerset (MD), St. Mary's (MD), Talbot (MD), and Washington (MD).
- Under "Product & Service Offerings", a search box with the text "Search by keyword" and a dropdown arrow.
- Red arrows point from the text "Choose Product & Service Offerings" to the search box and from "Choose Areas Served" to the list of states.

8. Click "Register". Your registration is complete and you will receive confirmation email.



The screenshot shows the confirmation page with the following elements:

- A large green checkmark icon in a square box.
- Text: "We thank you for your visit."
- Text: "Your registration submission for eMaryland Marketplace Advantage (eMMA) has been received. You will receive an email from emma@maryland.gov with next steps."
- A button labeled "Go back to login page" with a left-pointing arrow.

IMPORTANT: You can expand your Vendor profile after your first login to eMMA (e.g., assign contacts, assign roles, update certification documentation, etc.). Consult the "Managing Vendor Profile" Quick Reference Guide for more information.