Quick Reference Guide:
Adding and Maintaining Users on a Vendor Profile
This Quick Reference Guide may be used in conjunction with the guide “Registering a New Vendor”, or when updates are needed to Vendor Profile information. If you have not yet begun the registration process, complete the steps shown in the following guide: “Registering a New Vendor,” and then return to this guide.

Once you have set up your organization’s profile in NJSTART, you have the option to give additional users access to that profile. Additional users can be set up to perform administrative functions (Seller Administrator). Additional users may also be set up to perform transactional functions, like submitting proposals or receiving Purchase Orders (Seller). To get started, follow the steps below.

1.0 Navigate to NJSTART

Navigate to www.njstart.gov Login using the ID and password you created during registration or that was provided to you by another user in your organization. NOTE: The first time you login, NJSTART will prompt you to reset your password. This will only happen the first time you login for security reasons. Once you reset your password, you will be taken to your home screen.
If you have forgotten your password, you may click on the Forgot your password link at the bottom of the screen and follow the instructions.

If you have questions regarding the registration process, you may contact a Vendor Administrator at the State via phone 609.341.3500 or email njstart@treas.nj.gov

For more information on receiving business opportunities from the State of New Jersey, please visit, http://www.state.nj.us/treasury/purchase/vendor.shtml
2.0 Verify that you have Seller Administrator privileges

You should see the screen below. If you do, then proceed to step 3.0.

If you do not see the screen above, confirm that you are in your Seller Administrator role (found in the top right hand corner of your screen). If you do not have Seller Admin privileges, you must request those rights from your organization’s Seller Admin.

3.0 Add Users on this Account

Click Add Users on this Account and you will see the screen below.

You must complete all required fields (marked with an asterisk *) and select at least one role (see definitions below) before you Save & Exit.

NOTE: Once you have created the Login ID, it cannot be edited. If you need to change the login ID, then you should inactivate the incorrect account and create another account to correct the error.
3.1. Roles

- Seller
  - The Seller role serves as the transactional role and should be given to users who will do one or more of the following:
    - View and respond to Bid opportunities (including creating Quote Documents)
    - View Purchase Orders or any Change Orders
    - Enter Invoices

- Seller Administrator
  - The Seller Administrator role serves as the administrator of the organizations information including the following:
    - Maintain addresses, commodity codes, and other organization information
    - Adding and maintaining additional users
    - Adding Doing Business As (DBA) organizations if applicable

- Can Upload Contract
  - NOTE: This is not in use at the State of New Jersey.

4.0 Maintain Users on this Account

Click Maintain Users on this Account and you will see a screen similar to the one below.

Select the user whose profile you wish to edit/change by clicking on their user ID in the left most column.
You will see their profile information that can be edited, which includes all information except the Login ID which cannot be changed.

Once you have made any edits/changes, click **Save & Exit** to save your changes and return to the user maintenance page.