Login/Logout

- To login go to the Finance/Purchasing and Payments/E-Market webpage.
- Click on **BMC-E-Market Login**.
- You will be on the E-Market login screen. Enter **college user name** and **college password** and hit enter key.

To logout click **Logout** located in top right corner of screen.

Menus

- The menu is a list of icons located vertically along the left side of the screen.
  - **Homepage** – Defaults to **Shopping Home**.
  - **Shop** – Use to access cart information under **My Carts and Orders** (view draft carts/orders). All other options are located on **Shopping Home** next to **Go to:** or **Browse:**.
  - **Orders and Documents** – Use to access **Document Search** (search for documents, saved searches, exporting files) and **Approvals** (My Approvals, My Recent Approvals, etc.).
  - **Catalogs and Contracts** – Use to access searching for contracts (will not be used by most users).
  - **Accounts Payable** – Use to access **Invoices and Receipts** (AP Dashboard to enter non-po invoices/credit memos, view draft receipts/invoices, search for receipts/invoices).
Login/out, Menus, Bookmarks

- To view options under each menu icon hover over icon and then hover over sub-menu if there is one. Click on menu option name to access that page.

Bookmarks

- Using the menu above, navigate to the page you want to bookmark then click located in header.

- Click Bookmark this page. To reorganize order of bookmarks, click edit then drag and drop within list.

- To navigate to bookmarked pages, click then the menu option listed under Bookmarks.