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 username and college password and hit enter key. You will receive a DUO authentication notification. Once you acknowledge the authentication E-Market will open.

To logout of E-Market from any screen click on the profile icon located in top right corner of screen.

Your profile will expand. Click the Logout at the bottom of the profile screen.

Bookmark E-Market login webpage on your web browser for future navigation. Then click on that bookmark, then right click to expand options. From there click on the Edit option. Paste the URL and Save.
Login/out, Menus, Bookmarks

Menus

- The menu is a list of icons located vertically along the left side of the screen.
  - **Home** – Defaults to Shopping Home.
  - **Shop** – Use to access cart information under My Carts and Orders (view draft carts/orders). You can also use the Search bar located on Shopping Home page to search for products, suppliers, forms, part numbers, etc.
  - **Orders** – Use to access searches for documents (Requisitions, Purchase Orders, Invoices, Receipts) or access saved searches and Approvals (Requisitions to Approve, Requisitions Recently Approved by Me, etc.)
  - **Contracts** – Used to search for contracts (will not be used by most users).
  - **Accounts Payable** – Use to access Invoices and Receipts (AP Home to enter non-po invoices/credit memos, view, or search draft receipts/invoices, etc.) and Approvals (Invoices to Approve, etc.).

- 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, or use the ⌚️ icon to delete. When done click **Done**.

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