

## QUICK REFERENCE GUIDE

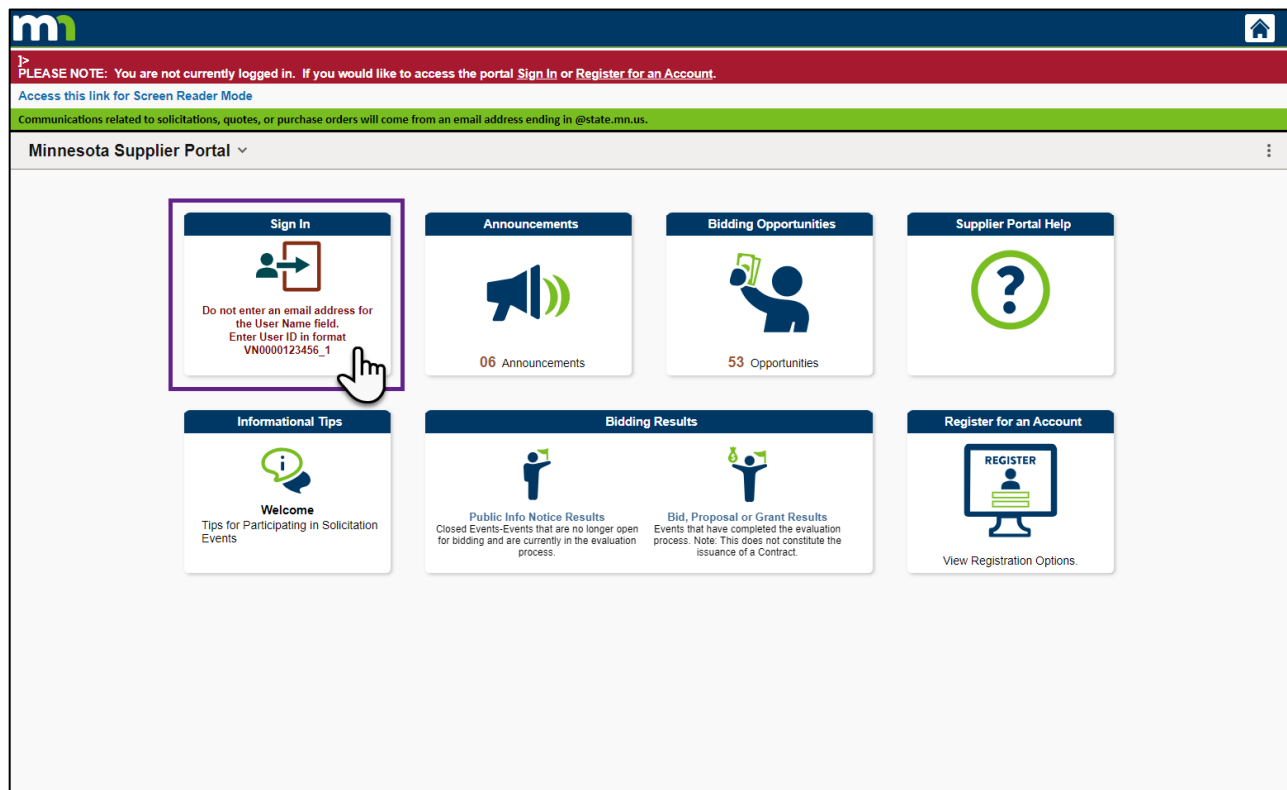
Updated January 23, 2025

### Request New User ID to Access the Supplier Portal

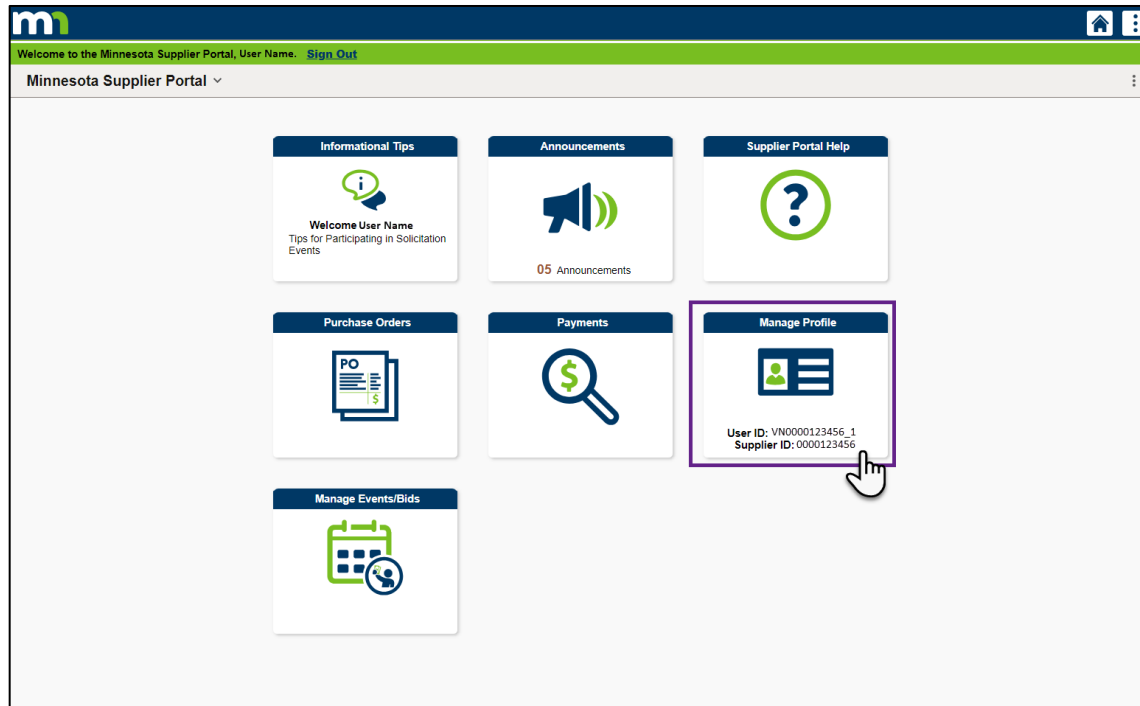
Suppliers and bidders registered with the State may request new user identification for additional users to access the Minnesota Supplier Portal. To make this request, a new user will have to request an invite from an existing user for that supplier or contact the [Minnesota Management and Budget Supplier Help Desk](#).

Access the [State of Minnesota Supplier Portal](#) from the following link: <http://mn.gov/supplier>

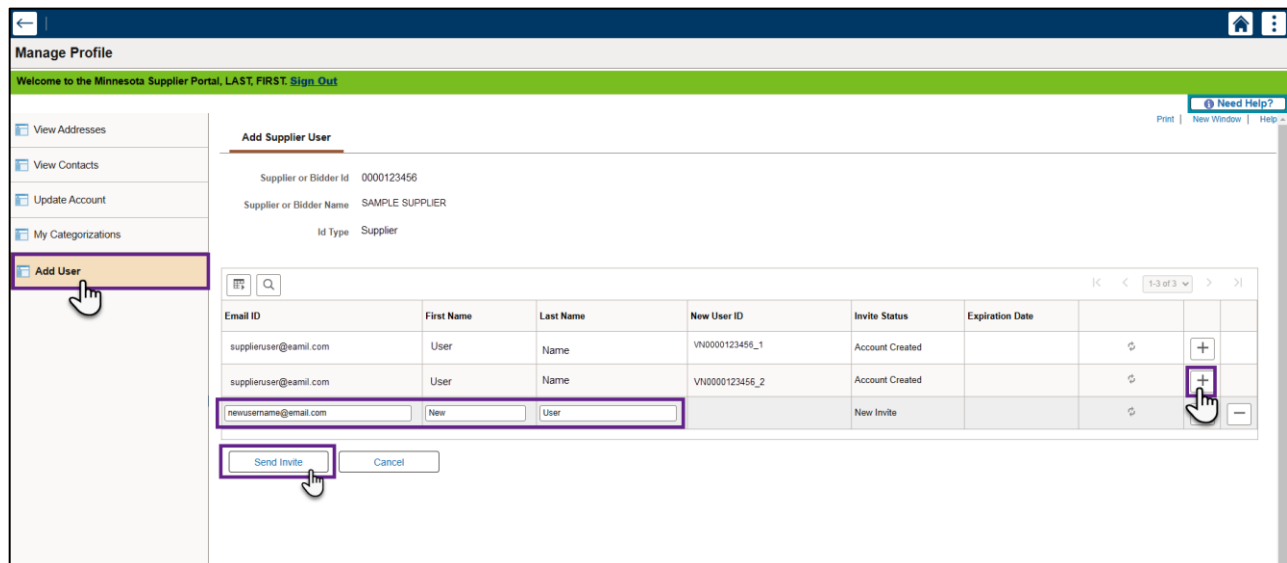
1. An existing user will select the **Sign In** tile.



2. Enter the registered supplier information in the *User ID and Password* fields. **Note: Please do not enter an email address in the username field when logging in. This must be an assigned User ID (Example user ID: VN0000123456\_1).**
3. Select the **Sign In** button and complete the multifactor authentication process. For help, please refer to the [SWIFT Supplier Portal Multi Factor Authentication Reference Guide](#).
4. Select the **Manage Profile** tile.



5. Navigate to **Add User** in the left menu.



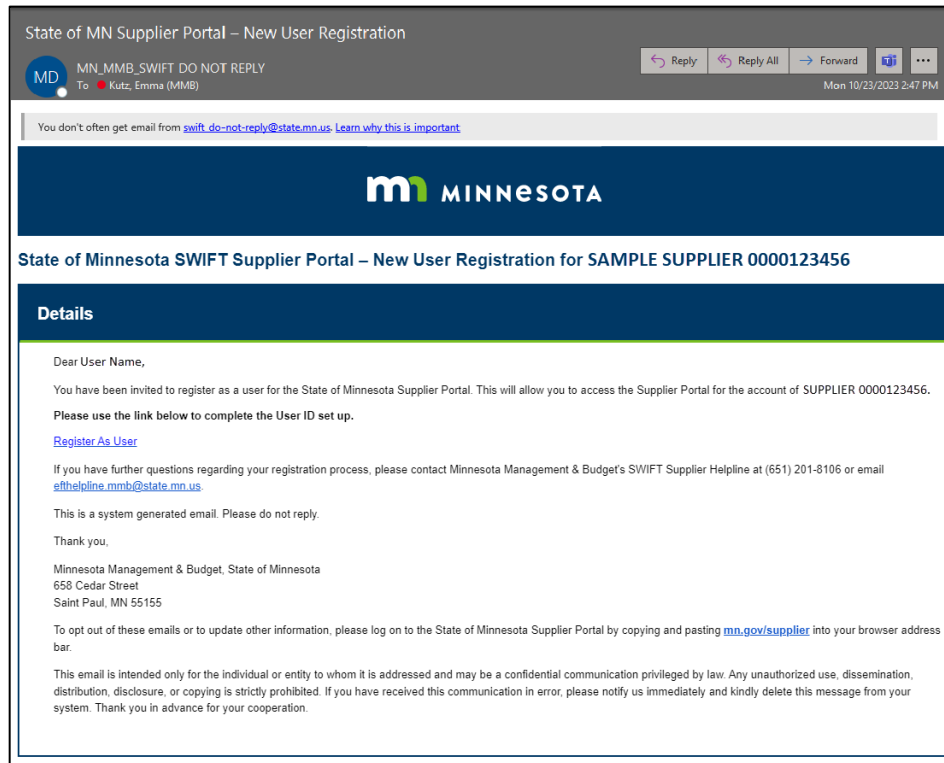
6. The *Add Supplier User* page will display. Select the plus symbol (+) on the right side of the screen to send an invite to a new user.

**NOTE:** A list of Users will display. View to see if a User ID exists for the user you would like to add. If not, select the plus symbol (+) to send an invitation.

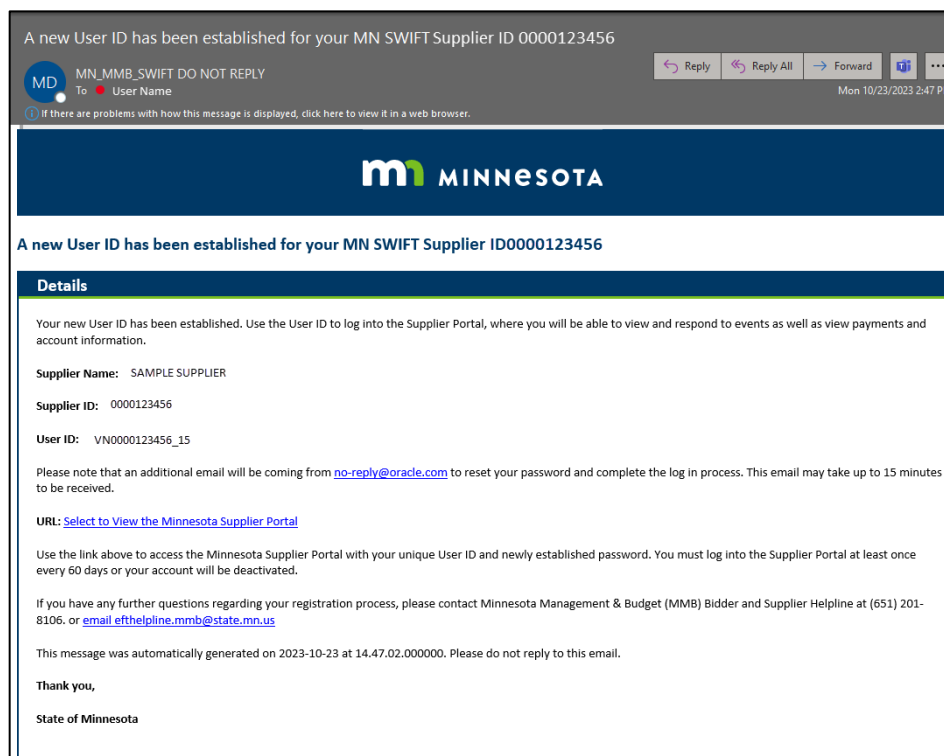
7. Enter the *Email Address*, *First Name*, and *Last Name* of the user who needs a new User ID.
8. Select the **Send Invite** button.
9. This will send an email invite to the new user to *Register as User*.

# SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

**NOTE:** The email is sent from [SWIFT\\_DO-NOT-REPLY@state.mn.us](mailto:SWIFT_DO-NOT-REPLY@state.mn.us)

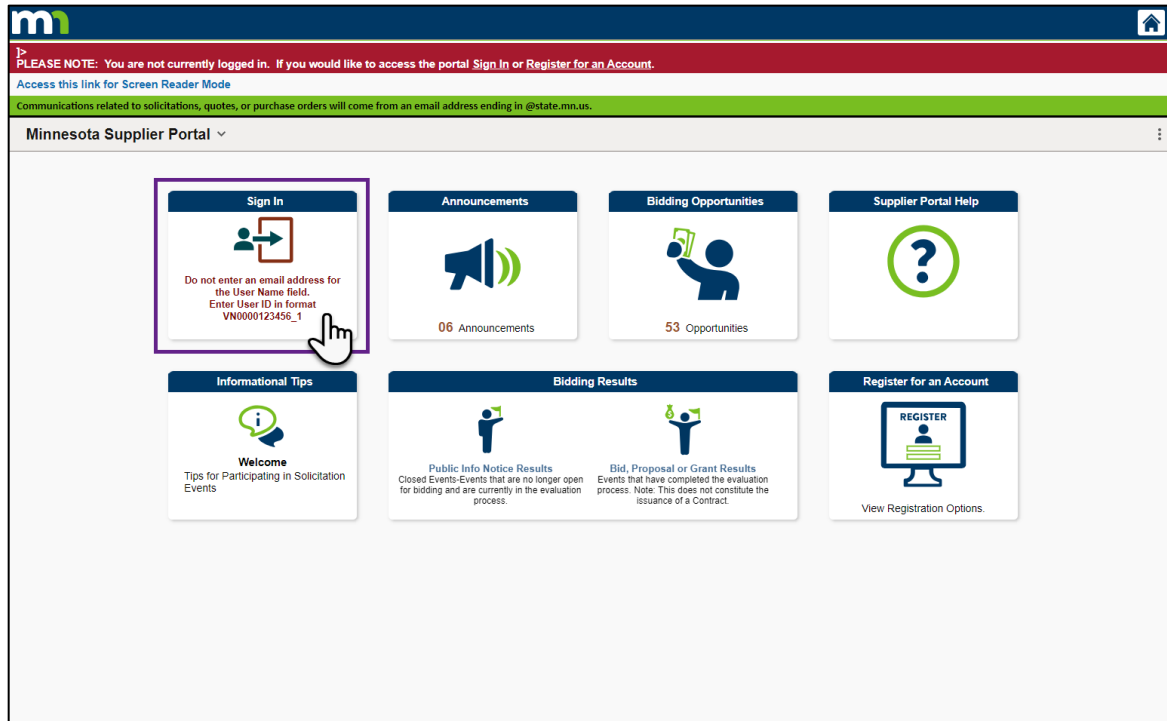


10. After registering as user, the new user will receive an email with a unique User ID and instructions for creating a password. Use this new user identification to log in to the State of Minnesota Supplier Portal from the following link: <http://mn.gov/supplier>



The new user can now log in to the State of Minnesota Supplier Portal with their newly assigned User ID and Password.

11. Navigate to the Supplier Portal via the following link: <http://mn.gov/supplier>
12. Select the **Sign In** tile.



13. Enter the newly registered supplier information in the *User ID and Password* fields. **Do not enter an email address for the Username field. (Example User ID: VN0000123456\_1)**
14. New users will be required to set up Multi-Factor Authentication (MFA) to gain access to the Supplier Portal. Please refer to this link for setting up MFA: [SWIFT Supplier Portal Multi Factor Authentication](#)