

QUICK REFERENCE GUIDE

Updated November 01, 2019

Request User ID and Password to Access Supplier Portal

Suppliers and bidders registered with the State may request new user identification for additional users to access SWIFT. To make this request, register a new User ID and password from the Supplier Portal.

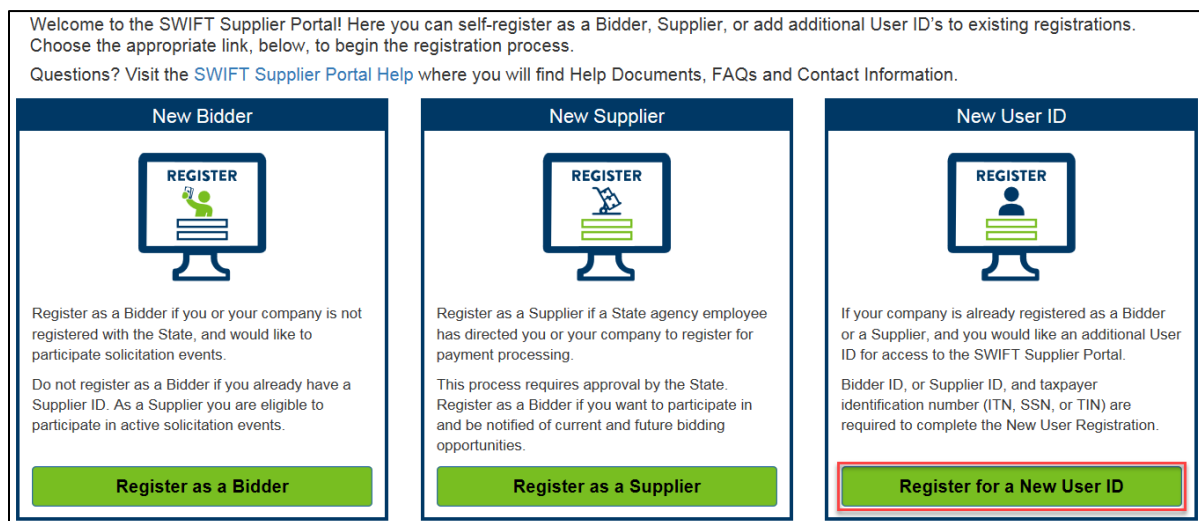
Access the [Supplier Portal](http://mn.gov/supplier) from the following link:

<http://mn.gov/supplier>

1. Select the **Register for an Account** tile.



2. Press the **Register for a New User ID** button.



SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

3. The *SWIFT New User Registration* page will display. Enter the identification number for the supplier or bidder in the *Supplier or Bidder ID* field.

Note: A list of Registered Users will display. To reset the password for an already registered User ID, click the **Forgot Password** button. Otherwise, click **OK** to register a new User ID.

4. Enter the Supplier/Bidder TIN in the *Tax Identification Number* field.
5. Enter the new user's last name, first name, and middle initial in the *User Name* field.
6. Enter the new user's email address in the *Email ID* field.
7. Check mark the **Terms and Conditions** box.

Note: To read the Terms and Conditions, select the *Terms of Agreement* link. After reading the Terms and Conditions, press the **Return** button to return to *SWIFT New User Registration*.

8. Click the **Submit** button.

StateWide Integrated Financial Tools (SWIFT) New User Registration

Upon completion of this process:

- 1) You will receive an email verification when your user account, (also called a User ID or OprID) has been created.
- 2) This OprID will provide access to SWIFT, where you will be able to respond to events; and/or review contracts, purchase orders, and payments; depending on your relationship with the State.

If you need assistance for any reason, contact the Minnesota Management and Budget (MMB) Bidder and Supplier helpline at (651)201-8106. To begin the process, enter your SWIFT ID and your Taxpayer Identification Number (FEIN, SSN or ITIN).

Supplier List

* Supplier or Bidder ID	Tax Identification Number	
<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

User Account Information ?

* User ID (OprID)	
* User Name	<input type="text" value="LASTNAME, FIRSTNAME MIDDLE"/>
* Email ID	<input type="text"/>
Hint Question	<input type="text"/>
Hint Response	<input type="text"/>

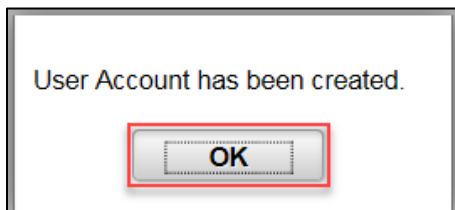
Terms and Conditions

Make sure you read terms of agreement fully before submitting your registration.

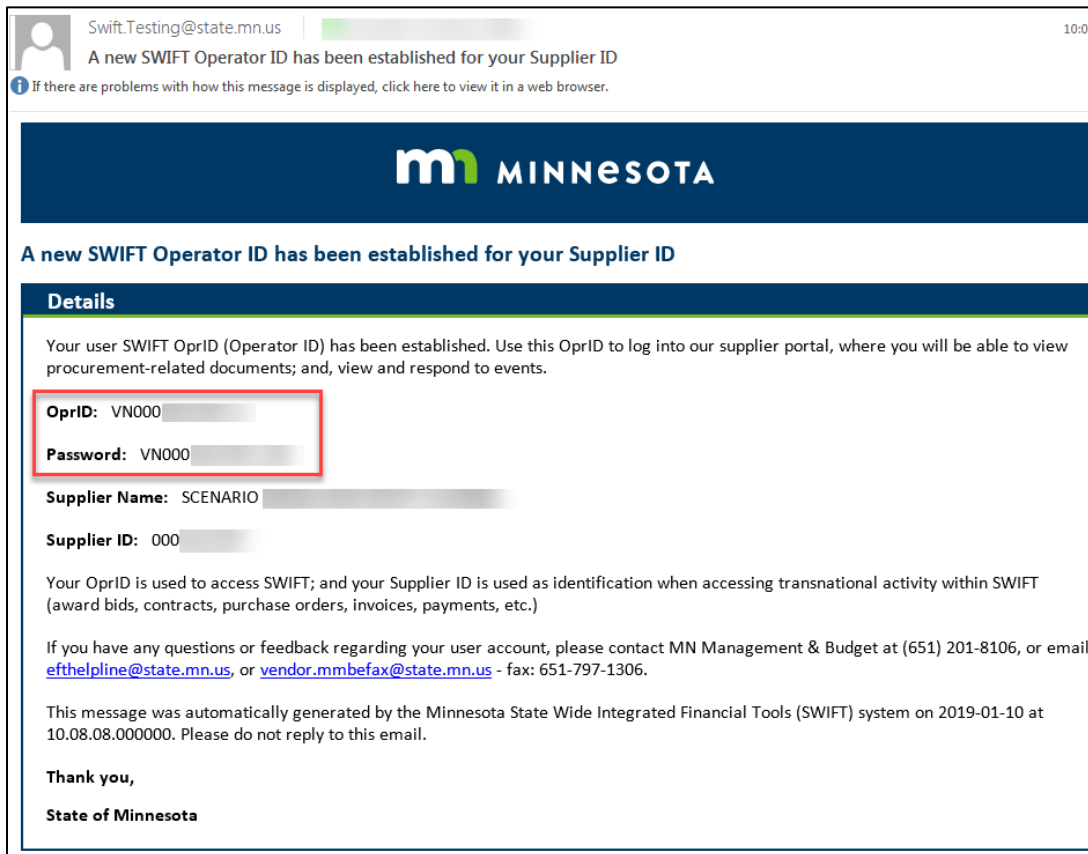
Click to accept the Terms of Agreement below.

[Terms of Agreement](#)

9. A confirmation window will display saying, "User Account has been created." Press **OK**.



10. The new user will receive an email with a unique User ID and Password listed as “OprID” and “Password.” Use this new user identification to log in to the Supplier Portal.



11. To log in to the Supplier Portal with the new User ID and Password, select the **Sign In** tile.
12. Enter the newly registered supplier information in the *User ID* and *Password* fields.
13. Press the **Sign In** button.

