Cuyahoga County Purchasing
Vendor/Supplier Guide

Table of Contents

Infor Supplier Portal

The Cuyahoga County Vendor Guide details the following processes suppliers can complete in the Infor Supplier Portal:

- Supplier Registration
- Update Supplier Profile
- Browse Events
- Search for Events
- Ask a Question
- Respond to an Event

- Print an Event Response
- Submit a No Bid Response
- Update An Unsubmitted Response to an Event
- Modify a Submitted Response to an Event
- Update Response to an Event

⚠️ **NOTE:** The Infor Supplier Portal works only with **Google Chrome, Mozilla and FoxFire** for accessing the portal. Suppliers may also use Firefox to access the portal.
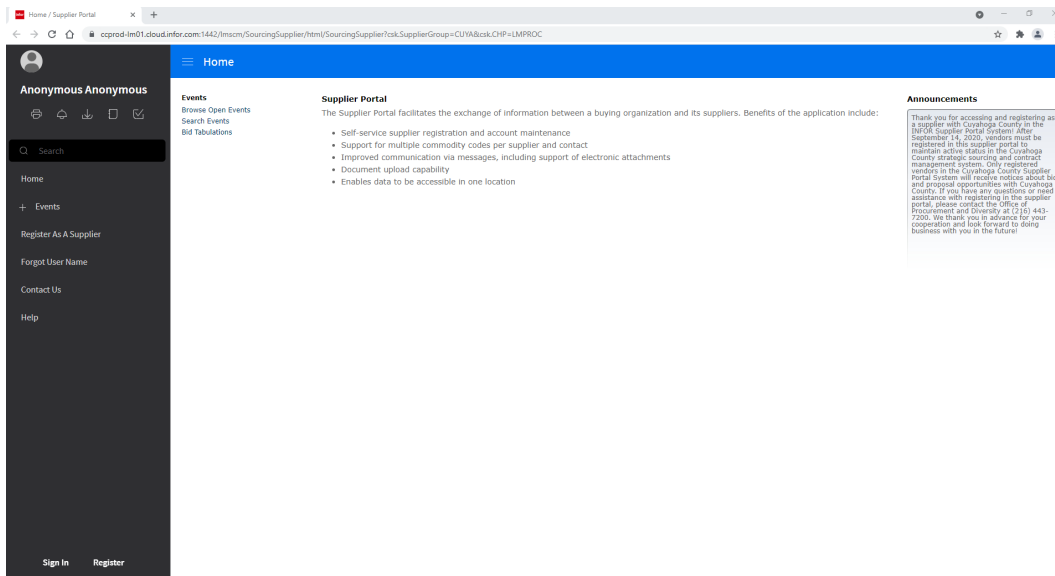
Supplier Registration

New Suppliers must go to the **Infor Supplier Portal** to complete the registration process. Before visiting the Infor Supplier Portal new Suppliers should be prepared to upload their W9, as well as select their diversity codes and commodity codes (NIGP). Suppliers should only select a diversity code if they are certified as a small, woman, or minority business enterprise (SBE/WBE/MBE) with Cuyahoga County.
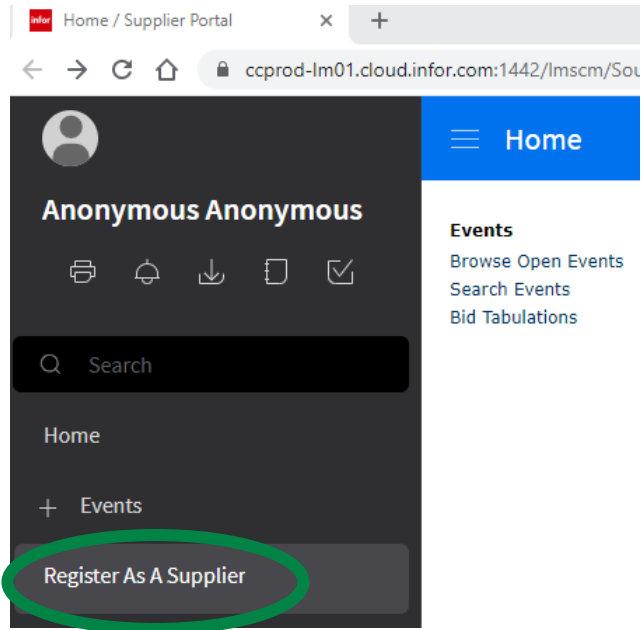
To Register using Infor Supplier Portal

1. In your browser go to https://ccprod-lm01.cloud.infor.com:1442/lmscm/SourcingSupplier/html/SourcingSupplier?csk.SupplierGroup=CUYA&csk.CHP=LMPROC

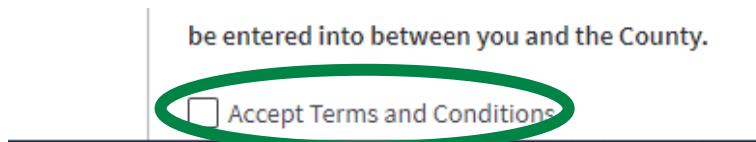The **Infor Supplier Portal** home page appears.

2. In the menu on the left side of the page click the **Register As A Supplier** link.

The **Supplier Registration Terms and Conditions** page appears.

3. Scroll to the bottom and click to checkmark the **Accept the Terms and Conditions** check box.

4. Click the **Next** button in the upper right corner of the page.

The **Supplier Registration Contact Information** page appears.

5. Complete the **Contact Information** form.
   a. In the **User Name** field, type a user name (**do not use special characters**) you will use in the portal.
   b. In the **Password** field, type user defined password. The following are the requirements for passwords:

   - No special characters are to be used, no hypens, dashes.
   - Uppercase letters A through Z
   - Lowercase letters a through z
   - Base 10 digits (0 through 9)
   - Minimum length of 8 characters
   - Password expires every 90 days

c. In the **Confirm Password** field, retype password. Note: Be sure to maintain your exact User ID and Password (they are case-sensitive). You will need this to log in on your next visit.

d. In the **First Name** field, type first name.

e. In the **Last Name** field, type last name.

f. In the **Phone Number** field, enter the area code in the first box and the rest of the phone number in the middle box. Enter all nine digits without hyphens.

g. In the **Email Address** field, type email address.

NOTE: This email will be the primary contact email. Be sure to verify accuracy.

h. Fill in other fields, as applicable.

Contact Information

a. * User Name

b. * Password

c. * Confirm Password

Enter Information About Yourself

Title

d. * First Name

e. * Last Name

f. * Phone Number   Ext
                                                    (international prefix, phone number, extension)

Mobile Phone   Ext
                                                    (international prefix, phone number, extension)

Fax Number   Ext
                                                    (international prefix, fax number, extension)

g. * Email Address
                    You will be set to receive email notifications; use update account information to change flag

Don't have an email address? Create one here: Create Email Address

* = Required

7. Click the **Next** button in the upper right corner of the page.

Previous   Next

The **Supplier Registration, Company Information** page appears.

a. In the **Company Name** field, type company name.
b. In the **Tax Id Type** field, select the appropriate tax id type.
c. In the **Tax Id** field, type federal EIN number or appropriate tax id type. Enter number without hyphens.
d. In the **Country** field, select **United States of America**.

⚠️ **Note:** You __must__ select the Country before filling in additional address information.

e. In the **Address Line 1** field, type the appropriate address.
f. In the **Address Line 2-4** fields, type additional address information, as appropriate.

g. In the **City** field, type the city.
h. In the **State Province** field, select the state.
i. In the **Zip Code** field, type the zip code.
j. Select the checkbox for **Check If Remit To Address Is The Same As Mailing Address**.

⚠️ **Note:** Only select this checkbox if the remit to is the same as the mailing address. If it is not, complete the Remit to Name and Address section.

Company Information

* Company Name **a.** [   ]   Doing Business As: [   ]
Dun & Bradstreet: [   ]   Business Type: [▼]
* Tax Id Type **b.** [▼]
* Tax Id **c.** [   ]
Website: [   ]

Address Information

Remit to name and address

Remit To First Name: [   ]
Remit To Last Name: [   ]

Mailing address   **j** ☐ Check If Remit To Address Is The Same As Mailing Address

* Country **d.** [▼]   Country: [▼]
* Address Line **e.** * [   ]   Address Line 1: [   ]
Address Line 2: [   ]   Address Line 2: [   ]
Address Line 3 **f.** [   ]   Address Line 3: [   ]
Address Line 4: [   ]   Address Line 4: [   ]
* City **g.** [   ]   City: [   ]
* State Province **h.** [▼]   State Province: [▼]
* Zip Code **i.** * [   ]   Zip Code: [   ]

8. Click the **Next** button in the upper right corner of the page.

The **Supplier Registration Diversity Codes** page appears.

⚠ **Note:** If you are registered with the County as a diversity supplier, select the diversity codes that apply to you.

9. Click on **Select Diversity Codes** icon and text.

≡ **Select Diversity Codes**

The **Active Diversity Codes** screen appears.

10. From the **Active Diversity Codes** screen, select the appropriate diversity codes.
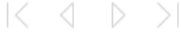
11. Click the **Attach to Supplier** button.

12. Click the **Close** button.

Select

Active Diversity Codes 🗁 ...

Diversity Code	Description
[A] ▾	[A] ▾

Clear **Search**

☐		Diversity Code ⬍	Description
11. ☐	⊘	CCBB	Cuyahoga County Based Business
☐	⊘	CCBEI	CC Bus Economic Inclusion Prog
☐	⊘	MBE	Minority Business Enterprise
☐	⊘	SBE	Small Business Enterprise
☐	⊘	WBE	Women Business Enterprise

|◁ ◁ ▷ ▷| 20 ▾

13. Close   **12.** **Attach To Supplier**

13. Click the **Next** button in the upper right corner of the page.

Previous   Next
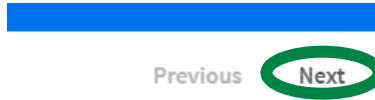
The **Supplier Registration Questions** page appears.

14. For question 1 **"Can you attach your W9"**, in the **Answer** field, select "**Yes**".
    a.   If you do not have a W9 to attached at the time of registration, select "No"

15. Enter the document title you are uploading in the text box.
    a.   If "No" is selected, you must enter in a comment.

16. In the **Attach document** field, click the **attach** icon 📁 .

1   Do you have a W-9? If so, please upload your W-9

Yes or no required; both text and attachment are required if answer is yes

Answer

14. Yes ▼

15. W-9

Attach document

16. 📁

17. Navigate in your **local PC** and select a document

18. Click the **Open** button.

17. W9.pdf   7/8/2021 8:56 AM   Adobe Acrobat D...   18 KB

File name: W9.pdf   All Files (*.*)

18. Open   Cancel
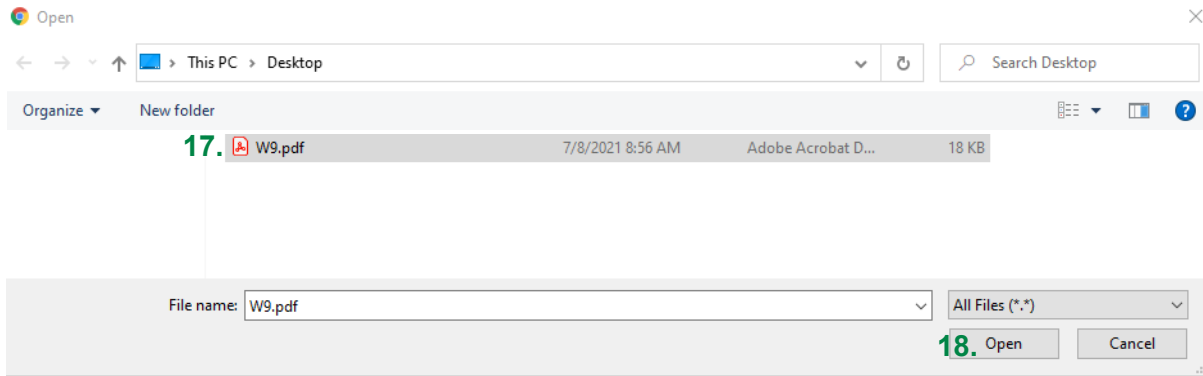
19. Click the **OK** button.

20. Click the **Next** button in the upper right corner of the page.

Previous   Next
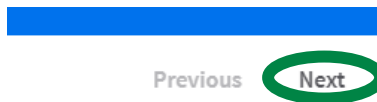
The **Supplier Registration, Commodity Codes** page appears.

21. Click the **Select Commodity Codes** icon and text.

≡ Select Commodity Codes

The **Available Commodity Codes** screen appears.

22. From the **Available Commodity Codes** screen, select your applicable commodity code(s).

NOTE: Commodity Codes or NIGP Codes are standard classification codes for products and services used to detail where money is spent within an organization.

23. Click the **Attach** to Contact button.

24. Click the **Close** button.

Available Commodity Codes

Commodity Search

[A] ▼ [   ]

Clear   Search

			Commodity Code	Description
22. ☐	⊘ +		005	ABRASIVES
☐	⊘ +		072	TRUCKS (INCLUDING, DIESEL, GASOLINE, ELECTRIC, HYBRID, AND A
☐	⊘ +		073	TRAILERS
☐	⊘ +		075	AUTOMOTIVE SHOP AND RELATED EQUIPMENT AND SUPPLIES
☐	⊘ +		100	BARRELS, DRUMS, KEGS, AND CONTAINERS
☐	⊘ +		105	BEARINGS (SEE CLASS 060 FOR WHEEL BEARINGS)
☐	⊘ +		110	BELTS AND BELTING: AUTOMOTIVE AND INDUSTRIAL

24. Close   **23.** Attach To Contact

25. Click the Next button in the upper right corner of the page.

Previous   Next
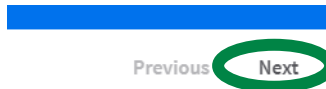
The **Supplier Registration Proxy Notifications** page appears.

26. Click the **Create**.

Create   Delete   💾 Save   ...

A new line appears in the **Proxy Notification** table.

27. Click the Checkbox

28. In the **First Name** field, type first name.

29. In the **Last Name** field, type last name.

30. In the **Email Address** field, type email address.

31. In the **Receive Account Notifications** field, select **"Yes"**.

32. Click **Save**.

Proxy Notifications

32.

28. **29.** **30.**

Create   Delete   💾 Save   ...

☑	First Name	Last Name	Email Address	Receive Notifications?
27. ☑	Suppler First	Supplier Last	Supplier@supplier.com	**31.** Yes

33. Click the **Next** button in the upper right corner of the page.

Previous   ⬭ Next ⬭

The **Supplier Registration Status** page appears.

34. Confirm that your **Registration Status** is **Complete**.

Registration Status

Registration status: Complete

⚠️ **Note:** If the **Registration Status** shows as **Not Complete**, review all tabs to ensure all applicable information has been submitted.

35. Note your **Supplier Number** in the upper left corner of your screen _____.

≡ Account

Supplier Info

Supplier Number

3044
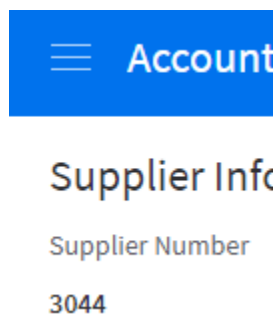
36. Review the registration email that is sent to the registration email you provided. If you have not received an e-mail confirmation in your Inbox check junk/spam box and/or company firewall.

Subject: Thank you for registering- Cuyahoga County

Once your registration status is complete, you will be able to respond to open events and receive notifications for based on your registration details:

⚠️ **Note:** After you have registered as a Supplier, immediately log out of the system and log back in with your new user ID and password. On your second log-in, you will be prompted to answer a series of security questions. These questions are required if you ever forget your password. Please provide a written response to each question and select "save" at the top, left of your screen. If these security questions are not answered, you will not be able to reset your password.

37. At the bottom of the menu on the left side of the page, click the **Logout** icon.

38. At the bottom of the menu on the left side of the page, click **Sign In**.

39. On the **Sign in** screen**:**

      a. Enter your **User Name**.
      b. Enter your **Password**.
      c. Click **Sign In**.

40. You will be prompted to answer five security questions. Type the response for **ALL FIVE** questions and click the save icon.

Note: Security questions will enable you to reset your password in the future when needed.

Upon completion of the security questions, you will be redirected to the Infor Home page.

Expected Results:
- New Supplier is registered and received confirmation email.

Update Supplier Profile
Suppliers can update their **Contact Information**, **Supplier Address**, **Questions**, **Diversity Codes**, **Commodity Codes**, and **Proxy Notifications** in the **Infor Supplier Portal**.

To Update Supplier Profile

1. From the **Infor Supplier Portal** at the bottom of the menu on the left side of the page, click **Sign In**.

    Sign In

2. On the **Sign in** screen:
    a. Enter your **User Name**.
    b. Enter your **Password**.
    c. Click **Sign In**.

3. In the menu on the left side of the page click the **My Account** link.

4. Click **Update Account Information**.
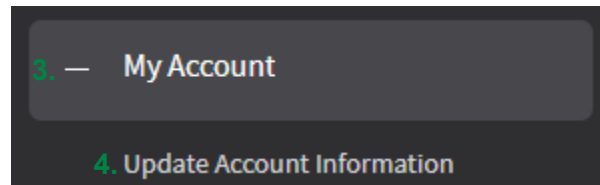
5. Update **Supplier Information** section as needed.

6. Use the tabs on the left side of the screen to view and update additional account information.

7. Click the **Save** on the top right corner of the screen.

NOTE: The Save button will appear after you have updated information in at least one field and clicked into another field.

Expected Results:
- Supplier updated their supplier profile.
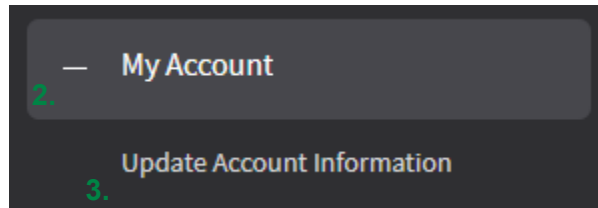
Create New Supplier Contact and Location
Suppliers can create new contacts and locations for their supplier profile in the Infor Supplier Portal.
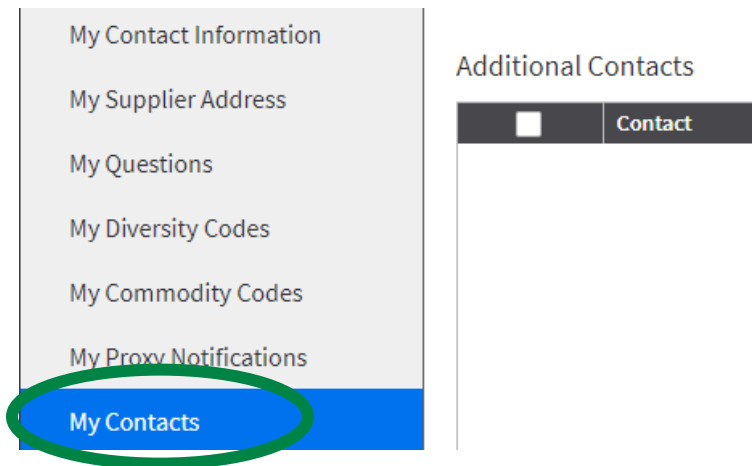
To Create a New Contact and Location for Supplier
1. In the menu on the left side of the page click the **My Account** link.

2. Click **Update Account Information**.

3. Click the **My Contacts** tab.

4. To create a new contact, click **Create Contact**.
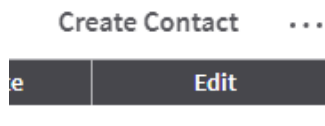
5. Complete the **Become A Supplier Contact – Create An Account** and **Enter Information About Yourself** sections.
   a. In the **User Name field**, type a user name you will use in the portal. (See username criteria on pg. 4)
   b. In the Password field, type a user defined password (See password criteria on pg. 4).
   c. In the **Confirm Password** field, retype the user defined password.
   d. In the **First Name** field, type the first name.
   e. In the **Last Name** field, type the last name.
   f. In the **Phone Number** field, enter the area code in the first box and the rest of the phone number in the middle box. Enter all nine digits without hyphens.
   g. In the **Email Address** field, type the email address.

h. Fill in other fields, as applicable.

Contact Information

Become A Supplier Contact - Create An Account

* User Name

a. [   ]

* Password

b. [   ]

* Confirm Password

c. [   ]

Enter Information About Yourself

Title

[   ]

* First Name

d. [   ]

* Last Name

e. [   ]

* Phone Number | Ext

f. [🔍] [   ] [   ] *(international prefix, phone number, extension)*

Mobile Phone | Ext

[🔍] [   ] [   ] *(international prefix, phone number, extension)*

Fax Number | Ext

[🔍] [   ] [   ] *(international prefix, fax number, extension)*

* Email Address

g. [   ] ☑ Receive Email Notification

6. Scroll down and complete the **Mailing Address** section.
   a. In the **Country** field, select United States of America.
   b. In the **Address Line 1** field, type the appropriate address.
   c. In the **Address Line 2-4** fields, type additional address information, as appropriate.
   d. In the **City** field, type the city.
   e. In the **State Province** field, select the state.
   f. In the **Zip Code** field, type the zip code.

Mailing Address

Address information will be defaulted from supplier if left blank

Country

a. [▼]

Address Line 1

b. [   ]

Address Line 2

c. [   ]

Address Line 3

[   ]

Address Line 4

[   ]

City   State Province   Zip Code

d. [   ]   e. [▼] f. [   ]

County

[   ]

7. Click the **Next** button in the upper right corner of the page.

Previous   Next

8. From the **Commodity Codes** section, click the **Select Commodity Codes** icon and text.

☰ Select Commodity Codes

9. From the **Available Commodity Codes** screen, select your applicable commodity code(s).

⚠️ **NOTE:** Commodity Codes or NIGP Codes are standard classification codes for products and services used to detail where money is spent within an organization.

10. Click the **Attach** to Contact button.

11. Click the **Close** button.

Select

Available Commodity Codes

Commodity Search

[A] ▾

Clear   Search

☐			Commodity Code	Description
9. ☐	⊘	+	005	ABRASIVES
☐	⊘	+	072	TRUCKS (INCLUDING, DIESEL, GASOLINE, ELECTRIC, HYBRID, AND A
☐	⊘	+	073	TRAILERS
☐	⊘	+	075	AUTOMOTIVE SHOP AND RELATED EQUIPMENT AND SUPPLIES
☐	⊘	+	100	BARRELS, DRUMS, KEGS, AND CONTAINERS
☐	⊘	+	105	BEARINGS (SEE CLASS 060 FOR WHEEL BEARINGS)
☐	⊘	+	110	BELTS AND BELTING: AUTOMOTIVE AND INDUSTRIAL

11. Close   **10.** Attach To Contact

12. Click the Next button in the upper right corner of the page.

Previous   Next
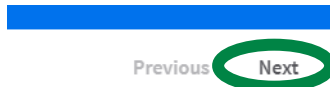
The **Supplier Registration Proxy Notifications** page appears.

13. Click the **Create**.

Create   Delete   Save   ...

A new line appears in the **Proxy Notification** table.

14. Click the Checkbox

15. In the **First Name** field, type first name.

16. In the **Last Name** field, type last name.

17. In the **Email Address** field, type email address.

18. In the **Receive Account Notifications** field, select **"Yes"**.

19. Click **Save**.

20. Click the **Next** button in the upper right corner of the page.
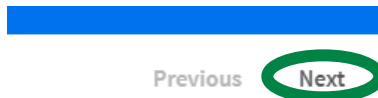
7. Direct additional contact to review the registration email sent to the registration email provided. If your additional contact has not received an e-mail confirmation in their Inbox, direct them to check junk/spam box and/or company firewall.

> **Subject: Thank you for registering- Cuyahoga County**
>
> Once your registration status is complete, you will be able to respond to open events and receive notifications for based on your registration details:

⚠️ **Note:** After you have registered as a Supplier, immediately log out of the system and log back in with your new user ID and password. On your second log-in, you will be prompted to answer a series of security questions. These questions are required if you ever forget your password. Please provide a written response to each question and select "save" at the top, left of your screen. If these security questions are not answered, you will not be able to reset your password.

Expected Results:
- Additional Contact created.

Browse Events
Suppliers can browse **open events** in the **Infor Supplier Portal**.

To Browse An Open Event
1. From your **Infor Supplier Portal** home page, click the **Browse Open Events** link under **Events**.
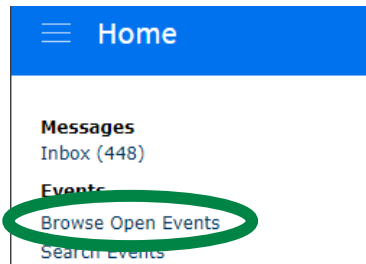
The **Open Events** screen will open.

2. Double click an event you would like to view or search for an event under **Search Events** that you would like to view using one of the **Available Search Fields** (e.g., Keyword, Event #, Commodity Code).
   a. Enter text or numbers your selected search field.
   b. Click **Search**.
   c. Double-click on the event to open it.

3. Review event details using the tabs on the left side of the screen.

   NOTE: From the **Event Summary** screen, you can submit a no bid response or respond to the event.

Search For Events

Suppliers can search for **open and historical** events in the **Infor Supplier Portal**.

To Search For An Event

1. From your **Infor Supplier Portal** home page, click the **Search Events** link.

The **Open Events** screen will open.

2. Search for an event that you would like to view using one of the **Available Search Fields** (e.g., Keyword, Event #, Commodity Code).
   a. Enter text or numbers your selected search field.
   b. Click **Search**.
   c. Double-click on the even to open it.

Ask A Question

Suppliers can submit questions in the **Infor Supplier Portal** if the open questions function is enabled for an open event.

To Ask A Question

1. From an **Event Summary** page, click the Q and A Forum tab.

2. Click on the **Ask A Question** link.

<p style="text-align:center;">Ask A Question</p>

3. In the **Question** field, type your question.

Ask A Question

Company	Name
10	Cuyahoga County

Event #	Event Name
1421-0	RQ6906 Partnership for Deployment of Broadband

Question *

3.

4. Click the **Save** icon.

5. Click the **Back** arrow on your browser.

Expected Results:
- Question is asked and sent to the contact on the event.

Respond to an Event
Suppliers can respond to any open event in the **Infor Supplier Portal**.

NOTE: Suppliers must click submit after entering responses.

1. From an **Event Summary** page, click the **Respond Now** button.

Event Summary

Company	Name
10	Cuyahoga County

Event #	Version	Event Name
1421		RQ6906 Partnership for Deployment of Broadband

No Bid   Respond Now

2. Select the **Terms and Conditions** checkbox.

Event # 1421 in Company 10

○ Event Response   Event Response

○ Line Responses

○ Response Attachments   **2.** ☐ I accept the terms and conditions

3. Click the **Next** button.

Previous   Next
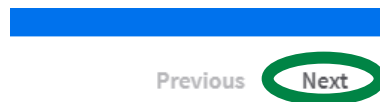
The **Line Responses** screen appears.

4. Select the **Check Box** next to the line.

5. Click the **Open** button.

Line Responses   **5.** 🗁 🗑 ☰ ...

☑	Line #	Item	Description	Unit Price	Extended Price
4. ☑	1		DIGITAL INCLUSION RFP	0.000	0.00

6. Fill in all applicable fields (e.g., Service Description, Unit Price, and Response Comments).

Enter Line 1 Response Information

Service Description

UOM   UOM Detail

EA

Unit Price

    -or- ☐ No Bid   - reason

Extended Price

0.00

Response Comments

⚠️ **NOTE:** Fields will vary based on the item (e.g., service or commodity)

7. Click the **Next** button.

Previous   Next
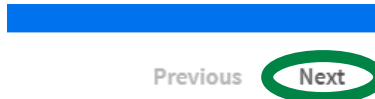
The **Summary** screen appears.

8. Click the **Event Response** button.

Summary

Click the event response button to continue responding to event #
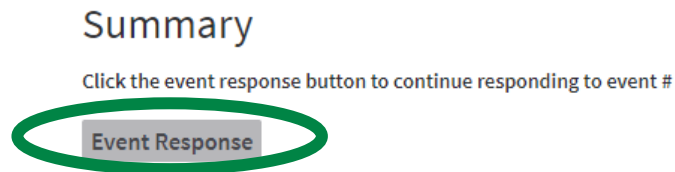
Event Response

9. Click the Next button.

Previous   Next
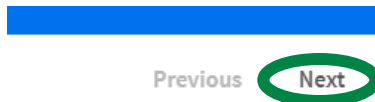
If questions are attached to the event, the **Question Responses** screen appears.

10. **If questions are attached** to the event:
    a. Select your answer from the **Answer** field.
    b. Enter additional comments and/or the document title* in the text box.
    c. If you are uploading a document, in the **Attach document** field, click the **Attach** icon 📁 .

1 Do you have a W-9? If so, please upload your W-9

Yes or no required; both text and attachment are required if answer is yes

Answer

a. Yes ▼

b. W-9

Attach document

c. 🗀

11. Navigate in your **local PC** and select a document

12. Click the **Open** button.
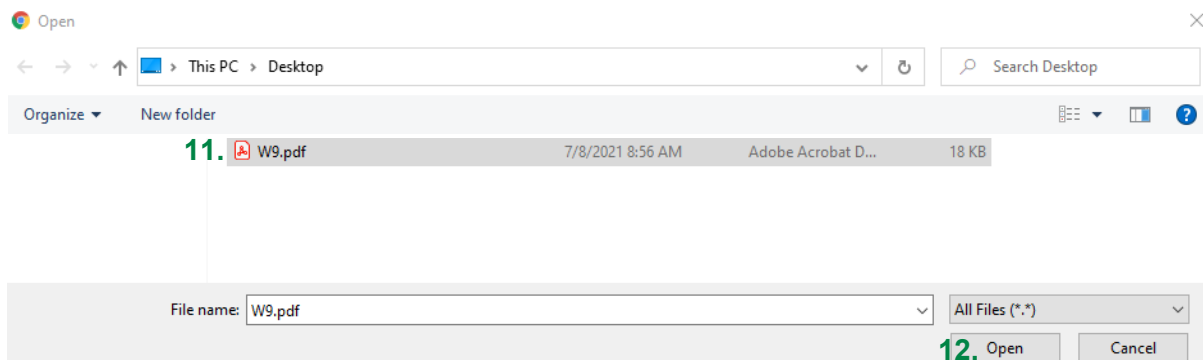
13. Click the **Save** icon. 💾

14. Click the **Back** arrow on your browser.

15. Click the **Next** button in the upper right corner of the page.

The **Response Attachments** screen appears.

16. In the **Response Attachments** screen, click the **Create** button.

Create   ...

The **Source Event Response Attachment** screen appears.

17. In the **Attach document** field, click the **Attach** icon 📁 .

18. Navigate in your **local PC** and select a document

19. Click the **Open** button.
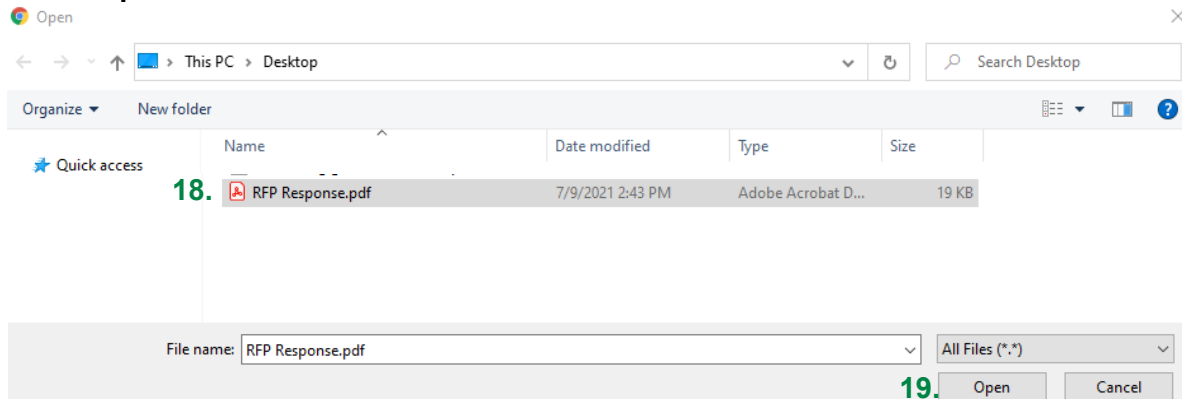
20. Click the **Save** icon. 💾

21. Click the **Back** arrow on your browser.

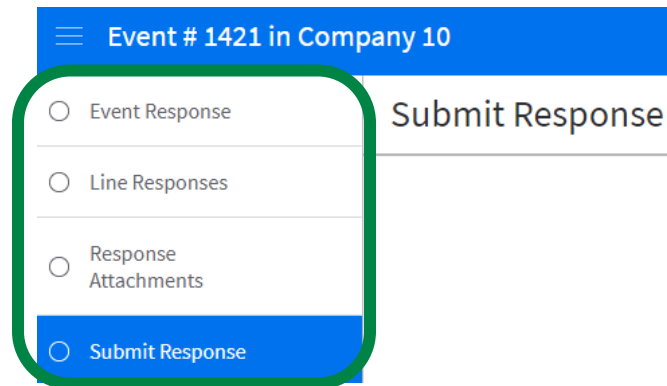**22.** Click the **Next** button in the upper right corner of the page.

The **Submit Response** screen appears.

23. Review all tabs to ensure your response is complete and all applicable information submitted.

24. Click the **Submit** button.

⚠️ **NOTE:** You **must click** the **submit button** or your response will not be submitted.

Your response is ready to be submitted. Your bid amount is 1.00000. Click the Submit button to complete your response

Submit   Print My Response

Expected Results:
- Responded event in Infor Supplier Portal.

Print an Event Response
Suppliers can print a summary of their event response.

To Print a Summary of an Event Response

1. From your **Infor Supplier Portal** home page, click the **My Responses** link under **Events**.

Home

Messages
Inbox (540)

Events
Browse Open Events
Search Events
My Responses
Unsubmitted Responses

The **My Responses** page opens

2. On the **Responses Open for Award** tab find the event response you want to print.

My Responses

Unsubmitted Initial Responses	Unsubmitted Best And Final	Unsubmitted Pricing	**Responses Open For Award**	Historical Responses

	Event #	Version	Name	Company	Open Date	Current Close Date	Event Status	Print
☐	1138	9	Crowd control barricade	10	5/10/2021 2:05:43 PM	7/28/2021 5:00:59 PM	Open	Print
☐	1421		RQ6906 Partnership for Deployment of Broadband	10	7/7/2021 8:30:00 AM	9/6/2021 11:00:59 AM	Open	Print

3. Click the Print button.
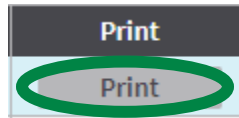
Print

Print

A PDF of your event response appears

4. Click the:

    a. **Printer** icon to print a copy of your response, and/or

    b. **Download** icon to download and save a copy of your response.

Expected Results:
- Event response is printed and/or downloaded and saved.

Submit a No Bid Response
If a supplier chooses not to bid on an event, they are encouraged to enter a no bid response to give a reason for the no bid. No bid information helps Cuyahoga County to improve our requests through feedback relating to the bid request and/or the reason(s) why a Vendor cannot furnish the requested goods/service.

To Submit No Bid Response to Event
1. From an **Event Summary** page, click the **No Bid** button.

2. In the **No Bid Reason** field, select the appropriate reason code.

3. Click **Submit**.

Expected Results:
- Submitted a No Bid response.

Update An Unsubmitted Response to an Event
Suppliers will have the ability to update and submit unsubmitted responses as long as the event has not closed.

To Update An Unsubmitted Response to Event
1. From your **Infor Supplier Portal** home page, click the My Responses link.

2. In the **Unsubmitted Responses Tab** find the event response you want to update.

3. Click the **Check Box** next to the **Event #**.

4. Right click on the event response and click **Update**.

The **Event Response** screen appears.

5. Use the tabs to navigate to and update your response as applicable.

6. On the Submit Response screen, click the **Submit** button.

⚠️ **NOTE:** You **must click** the **submit button** or your response will not be submitted.

Your response is ready to be submitted. Your bid amount is 1.00000. Click the Submit button to complete your response

[Submit] [Print My Response]

Expected Results:
- Response modified by supplier.

Modify a Submitted Response to an Event
Suppliers will have the ability to update their responses after they are submitted as long as the event has not closed.

To Modify A Submitted Response to Event
1. From your **Infor Supplier Portal** home page, click the My Responses link.

2. In the **Responses Open For Award Tab** find the event response you want to update.

3. Click the **Check Box** next to the **Event #**.

4. Right click on the event response and click **Update**.

The **Event Response** screen appears.

5. Use the tabs to navigate to and update your response as applicable.

6. On the Submit Response screen, click the Submit button.

⚠️   **NOTE:** You **must click** the **submit button** or your response will not be submitted.

Your response is ready to be submitted. Your bid amount is 1.00000. Click the Submit button to complete your response
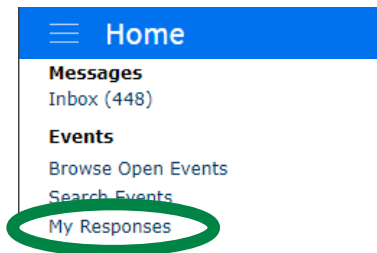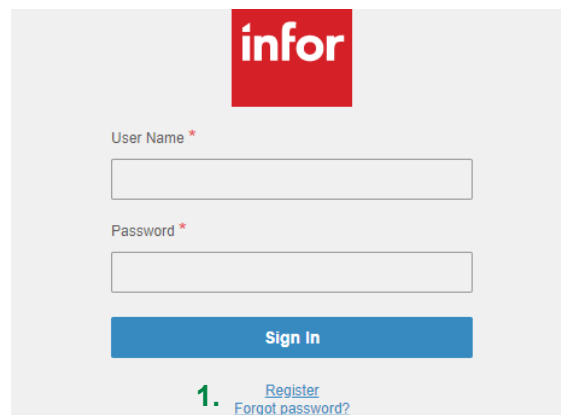

Expected Results:
- Response modified by supplier.

Reset Account Password
If you forget your account password, you can reset it. You must have answered the security questions when you registered your account in order to complete the password reset process.

To Reset Account Password
1. From the login screen, click the **Forgot your Password?** link.

2. Type your **User Name** and click **Reset**.

3. Answer your security question and click Reset.

NOTE: If your security question does not display, it was not set up properly during registration and you are unable to reset your password. **If you are unable to successfully log back into the Infor Supplier Portal, please submit a service desk ticket to the Cuyahoga County Service Desk by sending an email to servicedesk@cuyahogacounty.us.**

4. You will be logged into the system and prompted to type in a new password. Type the new password in both the New Password and Confirm New Password fields.

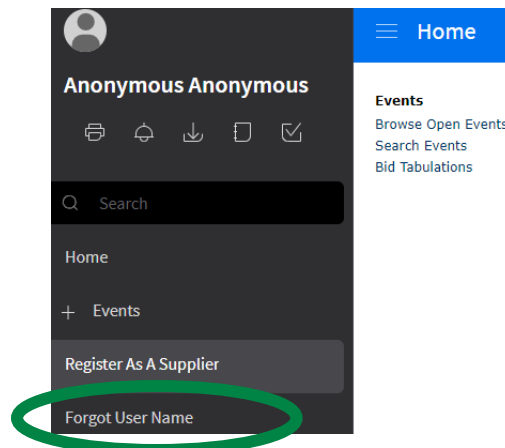5. Click the Save icon.

Expected Results:
- Password reset by supplier.

Forgot User Name
If you forget your Infor Supplier Portal user name, you can have it emailed to the account you registered with.

To Retrieve User Name
1. From the **Infor Supplier Portal**, click **Forgot User Name**.

2. Enter the email address you registered with in the **Email Address** field.

3. Enter the email address you registered with in the **Confirm Email Address** field.

4. Click the **Submit** button.

Forgot User Name

Enter your email address below. Click the OK button. We will send your user ID information to you.

Email Address *

2.

Confirm Email Address *

3.

Cancel   Submit

Expected Results:

- Your user name will be emailed to you.