



CREATING USERS IN VENDOR ACCOUNT

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Utah Division of Purchasing
and General Services

- Login to your U3P Account using this link:
<https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=StateOfUtah>
- Click on the Administer Icon on the left side of the screen and select “Send New User Request”



- Complete the information requested, including which roles you would like the user to have, then send user request.

Administrator > Manage Users > Send New User Request > User Management - Create User

 **Sending a user registration request**
To send a registration request to a new user, please enter the user's contact information. Select the role that you would like the user to be assigned. An email will be sent to the email address below with instructions on how to register. Pending registrations can be viewed on the [registrations](#) page.

User Identification

First Name *

Last Name *

Title

Phone Number * ext.
International phone numbers must begin with +

Mobile Phone Number
International phone numbers must begin with +

E-mail Address *

Role

★ Required