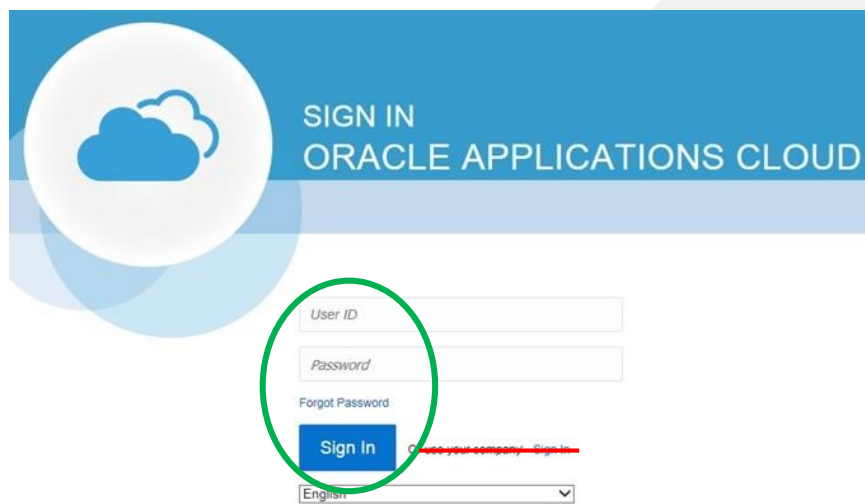


Oracle Sign In -- Click on the Cloud




If you were directed to this page, enter your HCSC credentials.



If you are directed to this page, click on the “You have a new home page” link or the “home” icon on the top bar



Welcome, DANIELLE SCHULTZ!



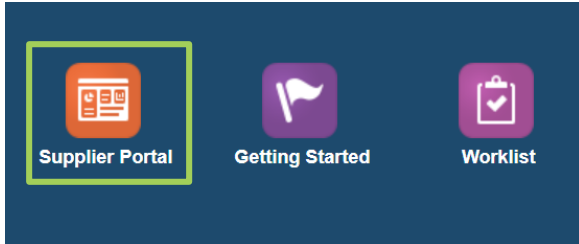
You have a new home page!

Open it with the home icon or the company logo. You can continue to access this page by selecting the **My Dashboard** item in the navigation menu.

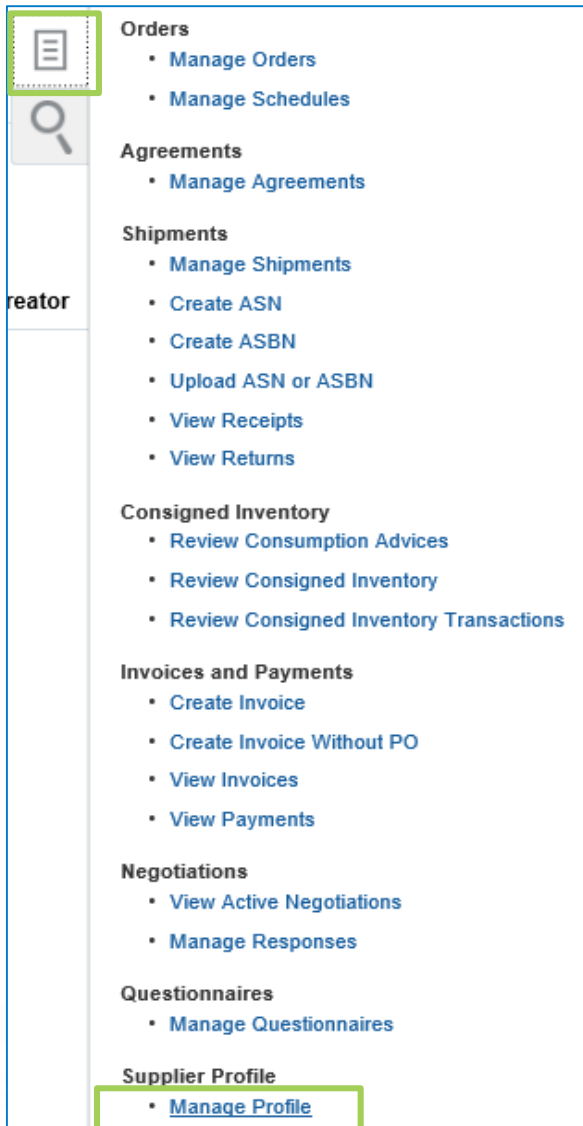


How to Manage Supplier User Administration

1 From the **Oracle Cloud ERP** home page, select the **“Supplier Portal”** icon

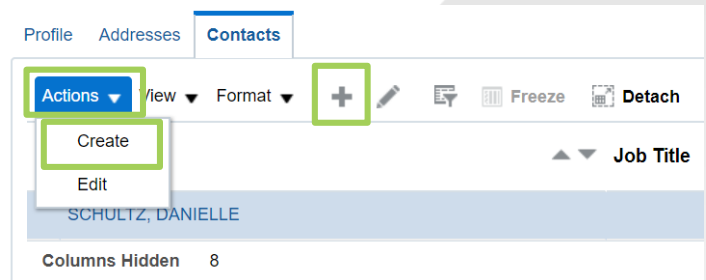


2 Click on the **“Task List”** and select **“Manage Profile”**



3 To add an additional **Supplier Contact**, access the **Actions** drop-down list, and select **“Create”**

You can also select the **+** icon to add a Supplier Contact

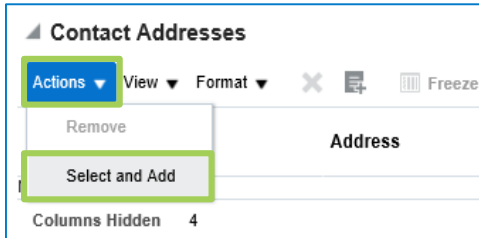


4 Add required (*) fields and relevant information needed to communicate with this contact

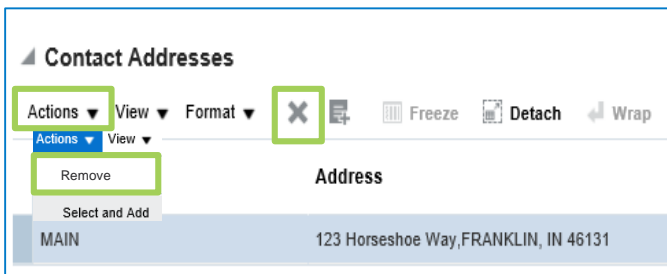
5 If this contract should be allowed to **create accounts** and **invite other suppliers** from their company to register, check the **Administrative Contact** box.

How to Manage Supplier User Administration

6 To assign an address to this contact select **Actions > Select and Add**

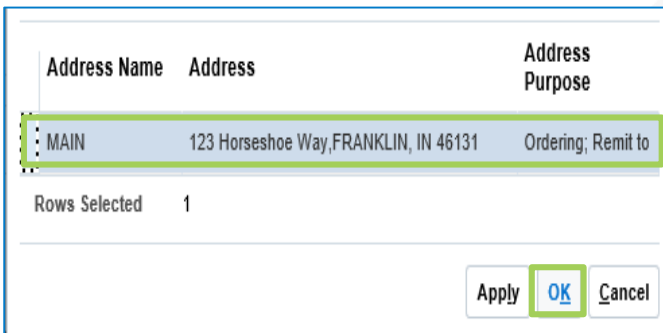


Note: To remove addresses from list, select the address, select **Actions > Remove**, or click the **X** icon

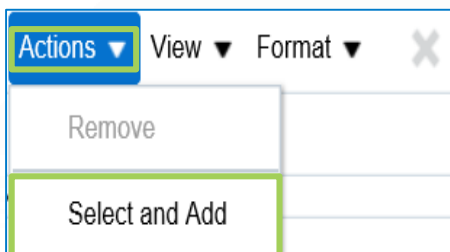


Note: If you would like to add a new address, please contact CHIPurchDept@bcbsil.com

7 Select the address and click **“OK”**

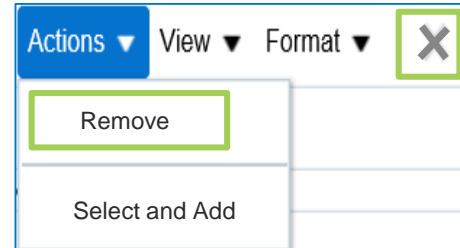


Note: To add Roles, select the role and select **Actions > Select and Add**

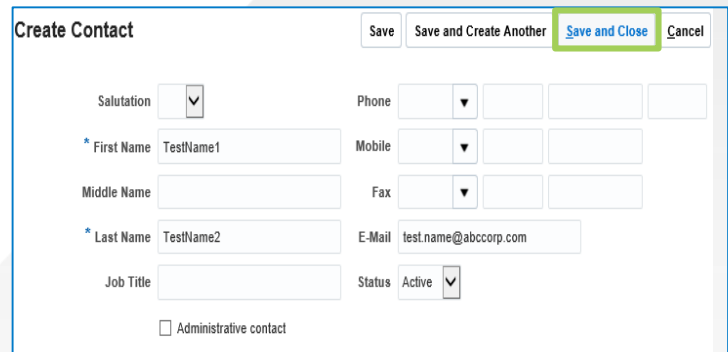


Note: Remove a role if a role was assigned incorrectly

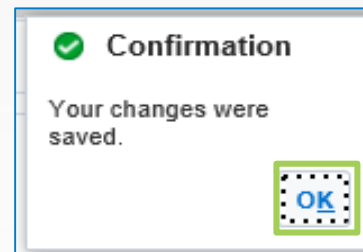
Select the role and select **Actions > Remove**



8 Scroll up and select **“Save and Close”**



9 Select **“OK”**



Note: Contact will receive a User ID and Temporary Password URL link

10 Select **“Done”**

