

Creating Additional User Logins

Only Master User Accounts will be able to create additional user logins for a vendor account in Honolulu VSS.

Please follow the steps below:

1. Login with your organization's designated Master User Account (First User Account created is defaulted as a Master Account).
2. Please click on the **Account Maintenance** link.

The screenshot shows the 'City and County of Honolulu VENDOR SELF SERVICE' homepage. The top navigation bar includes links for Home, Help, Accessibility, and Logout. Below this, a secondary navigation bar contains links for Business Opportunities, My Bids, Account Maintenance (highlighted with a red box), Forms and Additional Information, and Catalog Search. The main content area is titled 'Welcome to the Honolulu Vendor Self Service System' and lists several areas of the site: Business Opportunities, My Bids, Account Maintenance (highlighted with a red box), Forms and Additional Information, and Catalog Search. A sidebar on the left is labeled 'Honolulu Advantage'.

3. From the **Account Maintenance** page, please click on the **User Information** sub-section link.

The screenshot shows the 'Account Maintenance' page. The top navigation bar is the same as in the previous screenshot. The left sidebar is expanded to show 'Account Maintenance' with a list of sub-sections: Headquarters Information, Master Addresses, Contacts, Location Information, Address Information, W-9 Information, Business Types, Service Areas, Commodities, User Information (highlighted with a red box), and Location Users. The main content area is titled 'Account Maintenance' and includes a 'help & advice' link. It contains a list of sub-sections with descriptions, with 'User Information' highlighted by a red box.

4. From the **User Information** page, click on the **Add Items** button and enter in the user's contact and login information. Required fields are below:

- User ID :
- First Name :
- Last Name :
- Email :
- Phone :
- Security Question
- Security Answer
- Password
- Confirm Password

Welcome, testing testing [Business Opportunities](#) [My Bids](#) [Account Maintenance](#) [Forms and Additional Information](#) [Catalog](#)

Account Maintenance

- Headquarters Information
- Master Addresses
- Contacts
- Location Information
- Address Information
- W-9 Information
- Business Types
- Service Areas
- Commodities
- User Information
- Location Users

User Information help & advice

The Current list of all the users defined for your Headquarters. This is a combined list of all users for all locations within your Headquarters. Please update (add, change, delete users) your user information as needed. If you would like to add a new user to your VSS account please click Add Items. Headquarters Master Users may add, change, & delete users. Location Master Users may Add new users or update their own information but are not allowed to delete users.

First Name	Last Name	Email
✓ testing	testing	vsshnl@gmail.com
testing	testing	vsshnl@gmail.com

[First](#) [Prev](#) [Next](#) [Last](#)

[Change Password](#)

[Save Changes](#) [Cancel](#) [Delete](#) [Add Items](#)

User ID (case sensitive): timeless Email: vsshnl@gmail.com

First Name: testing Phone: 808-123-4567

Last Name: testing Extension:

Headquarters Master User: Fax:

Security Question & Password Information

*Security Question: What is your favorite color?

Security Answer:

*Password:

*Confirm Password:

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[Change Password](#)

5. After entering in contact and login information, click on the **Save Changes** button to create the user account.

Newly created user can return to the **User Information** page to change password by clicking on the **Change Password** link at the bottom of the page.

Additional Help Resources

If you have any questions, please contact the help desk at (808) 768-5535 or bfspurchasing@honolulu.gov .

Please click on the following link to access VSS FAQs and VSS Help Guides:

<http://www.honolulu.gov/pur/vsshelp.htm>