

# Account Management Self Help

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# Account Management Self Help

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## Get Started

### What is Account Management?

It is a module that manages all aspects of an account such as personal/login account/company data, application and data access.

### What are the key features?



Subject	Remarks
Account Information	View and update the information on your account, such as name, User ID, Email Address, street addresses, phone numbers, and email subscriptions.
Application Access	Request access to additional applications.
Data Access for WebSuite	View and manage the supplier locations for which you can access transactions in WebSuite applications (POs / Forecasts / ASNs / Invoices / Payments).
Check Status of Application Access/EVM Role Requests	Check the status of your application access requests or the status of your EVM role request.
Become an EVM	Become an Employee Validation Manager to manage the access rights for the users at your company.
View and Contact Company EVMs	View a list of the Employee Validation Managers at your company and send messages.
Remove Access	Remove access to all applications on <a href="http://supplier.intel.com">supplier.intel.com</a> .
Change Password	Change the password on this account.

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## Manage Account




[How do I view my account information?](#)

Step	Action
1	Go to <a href="http://supplier.intel.com">supplier.intel.com</a> .
2	Click on <b>Supplier Sign-In</b> link.  <b>Result:</b> The <b>Intel Login</b> page is displayed.
3	Enter your <b>User ID</b> and <b>Password</b> .
4	Click <b>Sign In</b> . <b>Result:</b> The <b>Supplier Information</b> page is displayed.
5	Click <b>Manage My Account</b> .  OR, click <b>Account</b> icon on the navigation bar.  <b>Result:</b> The <b>Manage my Account</b> page is displayed. <b>Note:</b> Navigate through that page to update and/or manage your account.

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[How do I update my email address and other personal data?](#)

Step	Action
1	Go to <a href="http://supplier.intel.com">supplier.intel.com</a> .
2	Click <b>Supplier Sign-In</b> > enter your <b>User ID</b> and <b>Password</b> > click <b>Sign In</b> . <b>Result:</b> The <b>Supplier Information</b> page is displayed.
3	Click <b>Manage My Account</b> .  OR, click Account icon on the navigation bar.  <b>Result:</b> The <b>Manage my Account</b> page is displayed.
4	Click <b>Account Information</b> .  <b>Account Information</b> - View and update the information on your account, such as name, User ID, Email Address, street addresses, phone numbers, and email subscriptions. <b>Result:</b> The <b>Account Information</b> page is displayed.

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5 (Optional) Update the **Personal Information** section.

## Personal Information

* Given Name (First Name) :	<input type="text" value="VIM"/>
Middle Name :	<input type="text"/>
* Family Name (Surname) :	<input type="text" value="VIM"/>
* User ID :	<input type="text" value="mmtest_tst"/>
* Email Address :	<input type="text" value="spschertest@gmail.com"/>
* Re-Enter Email Address :	<input type="text" value="spschertest@gmail.com"/>
* Country of Residence :	<input type="text" value="Malaysia"/> ▼
Wired Phone Number :	<input type="text" value="123456"/>
Wireless Phone Number :	<input type="text" value="999999"/>
Job Title :	<input type="text"/>
Nickname :	<input type="text" value="Vim"/>

### Notes:

- Changing **User ID**: after saving, a re-login notification is displayed within 5 seconds.
- Changing **Email Address**: after saving, an email is sent to the new email address for verification against that particular account.

* Email Address :	<input type="text" value="spschertest@gmail.com"/> x
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If you change this email address, a message will be sent requiring you to confirm access to the email account. Do not use a group email address.

6 (Optional) Update the **Local Company Address** section.

## Local Company Address




* Company Name :	<input type="text" value="Dummy DUNS Numb"/>
* Local Company Address 1 :	<input type="text" value="Dummy Address1"/>
Local Company Address 2 :	<input type="text" value="Dummy Address 2"/>
* City :	<input type="text" value="Dummy City"/>
* State/Province :	<input type="text" value="Dummy State"/>
* Postal Code :	<input type="text" value="99999"/>
* Country :	<input type="text" value="Benin"/> ▼

7 Click **Save**.

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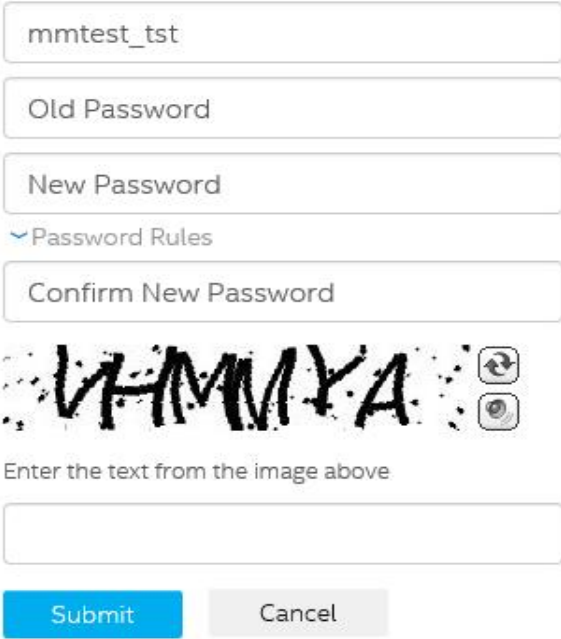
What should I do if I no longer require access to SPS?

Step	Action
1	Go to <a href="http://supplier.intel.com">supplier.intel.com</a> .
2	Click <b>Supplier Sign-In</b> > enter your <b>User ID</b> and <b>Password</b> > click <b>Sign In</b> . <b>Result:</b> The <b>Supplier Information</b> page is displayed.
3	Click <b>Manage My Account</b> .  OR, click <b>Account</b> icon on the navigation bar.  <b>Result:</b> The <b>Manage my Account</b> page is displayed.
4	Click <b>Remove Access</b> .  – Remove access to all applications on Supplier.intel.com. <a href="#">Change Password</a> – Change the password on this account.
5	Click <b>Remove Access</b> . <b>Notes:</b> Perform this action if and only if <ul style="list-style-type: none"><li>• Your job role no longer requires access to <a href="http://supplier.intel.com">supplier.intel.com</a>.</li><li>• You are no longer employed by the company referenced on this account.</li><li>• You no longer wish to conduct business with Intel on behalf of your company.</li></ul> <b>Result:</b> All your access to applications on <a href="http://supplier.intel.com">supplier.intel.com</a> is removed. You have to submit new application request in case you would like to restore your access in the near future.

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[How do I update my login password?](#)

Step	Action
1	Go to <a href="http://supplier.intel.com">supplier.intel.com</a> .
2	Click <b>Supplier Sign-In</b> > enter your <b>User ID</b> and <b>Password</b> > click <b>Sign In</b> . <b>Result:</b> The <b>Supplier Information</b> page is displayed.
3	<p>Click <b>Manage My Account</b>.</p>  <p>OR, click <b>Account</b> icon on the navigation bar.</p>  <p><b>Result:</b> The <b>Manage my Account</b> page is displayed.</p>
4	<p>Click <b>Change Password</b>.</p> <p><a href="#">Remove Supplier.intel.com Access</a> – Remove access to all applications on Supplier.intel.com.</p> <p><a href="#">Change Password</a> – Change the password on this account.</p> <p><b>Result:</b> The <b>Change your Password</b> page is displayed.</p> 



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5	Update all the form fields.
6	Click <b>Submit</b> . <b>Result:</b> Your new password is recorded. <b>Note:</b> You may now log in using your user ID and <b>new password</b> .

## Manage Access

[How do I request access for additional application?](#)

Step	Action
1	Go to <a href="http://supplier.intel.com">supplier.intel.com</a> .
2	Click <b>Supplier Sign-In</b> > enter your <b>User ID</b> and <b>Password</b> > click <b>Sign In</b> . <b>Result:</b> The <b>Supplier Information</b> page is displayed.
3	Click <b>Account</b> > <b>Application Access</b> . <b>Result:</b> The <b>Application Access</b> page is displayed.
4	Select checkbox to request for additional permissions. 
5	Click <b>Submit</b> . <b>Note:</b> You might be prompted to provide additional information. <b>Result:</b> The <b>confirmation message</b> is displayed. Your application is now subject to your EVM's approval. 



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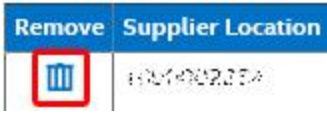
## How do I request access to additional supplier locations?

Step	Action						
1	Go to <a href="http://supplier.intel.com">supplier.intel.com</a> .						
2	Click <b>Supplier Sign-In</b> > enter your <b>User ID</b> and <b>Password</b> > click <b>Sign In</b> . <b>Result:</b> The <b>Supplier Information</b> page is displayed.						
3	Click <b>Account</b> > <b>Data Access for WebSuite</b> . <b>Application Access</b> – Request access to additional applications. <b>Data Access for WebSuite</b> – View and manage the supplier locations for which you can access transactions in WebSuite applications (POs / Forecasts / ASNs / Invoices / Payments). <b>Result:</b> The <b>Data Access for WebSuite</b> page is displayed.						
4	Enter the <b>Supplier ID</b> OR <b>Supplier Location</b> .  Supplier Location : <input type="text" value="1234567890"/> <input type="button" value="Submit"/>  <b>Pending Requests</b> <table border="1"><thead><tr><th>Supplier Location</th><th>Request Date</th><th>Status</th></tr></thead><tbody><tr><td>1234567890</td><td>21 Mar 2016</td><td>Pending Intel Approval</td></tr></tbody></table>	Supplier Location	Request Date	Status	1234567890	21 Mar 2016	Pending Intel Approval
Supplier Location	Request Date	Status					
1234567890	21 Mar 2016	Pending Intel Approval					
5	Click <b>Submit</b> . <b>Result:</b> Your request has been received and can be located under the <b>Pending for Approval</b> section. <b>Note:</b> Based on the status and approval protocols, your request will be displayed as <b>Approved</b> , <b>Rejected</b> , or <b>Pending for Approval</b> .						

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## How do I remove unneeded supplier locations from my account?

Step	Action
1	Go to <a href="http://supplier.intel.com">supplier.intel.com</a> .
2	Click <b>Supplier Sign-In</b> > enter your <b>User ID</b> and <b>Password</b> > click <b>Sign In</b> . <b>Result:</b> The <b>Supplier Information</b> page is displayed.
3	Click <b>Account</b> > <b>Data Access for WebSuite</b> . <b>Application Access</b> – Request access to additional applications. <b>Data Access for WebSuite</b> – View and manage the supplier locations for which you can access transactions in WebSuite applications (POs / Forecasts / ASNs / Invoices / Payments). <b>Result:</b> The <b>Data Access for WebSuite</b> page is displayed.
4	Go to <b>Approved Request</b> section.
5	Identify the <b>Supplier ID</b> OR <b>Supplier Location</b> you would like to remove. <b>Note:</b> Removing unneeded Supplier Location helps you manage the amount of data that you see.
6	Click <b>Remove</b> .  <b>Note:</b> The selected Supplier Location is now removed from your account.

## How do I check the status of my application or EVM request?

Step	Action
1	Go to <a href="http://supplier.intel.com">supplier.intel.com</a> .
2	Click <b>Supplier Sign-In</b> > enter your <b>User ID</b> and <b>Password</b> > click <b>Sign In</b> . <b>Result:</b> The <b>Supplier Information</b> page is displayed.
3	Click <b>Account</b> > <b>Check Status of Application/EVM Requests</b> . <b>Check Status of Application Access/EVM Role Requests</b> – Check the status of your application access requests or the status of your EVM role request.

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Browse through the navigation tabs for the information you are interested in.

**Result:** The date and status of your request is displayed.

Status	Remark
Pending EVM Approval	<ul style="list-style-type: none"><li>• Awaiting validation from your company's EVM.</li><li>• It is advisable to send e-mail reminder, just in case.</li></ul>
Pending Intel Approval	<ul style="list-style-type: none"><li>• Awaiting validation from Intel.</li><li>• Confirmation e-mail will be sent between 3-5 business days from the date of EVM approval.</li></ul>
Rejected	<ul style="list-style-type: none"><li>• The reason will be stated in the <b>Comment</b> column.</li></ul>
Pending Request	<ul style="list-style-type: none"><li>• Only applies for request to <b>become an EVM</b>.</li><li>• Intel contact will need to approve the request.</li></ul>

## Manage EVM

### What is an EVM?

- A critical security role responsible for managing each supplier's user accounts, and their access to confidential data.
- Each supplier must identify at least **ONE** (1) EVM to manage its users.
- EVM's Revalidation must be completed every **SIX** (6) months.
- All users for that supplier will lose their access until a new EVM is identified.

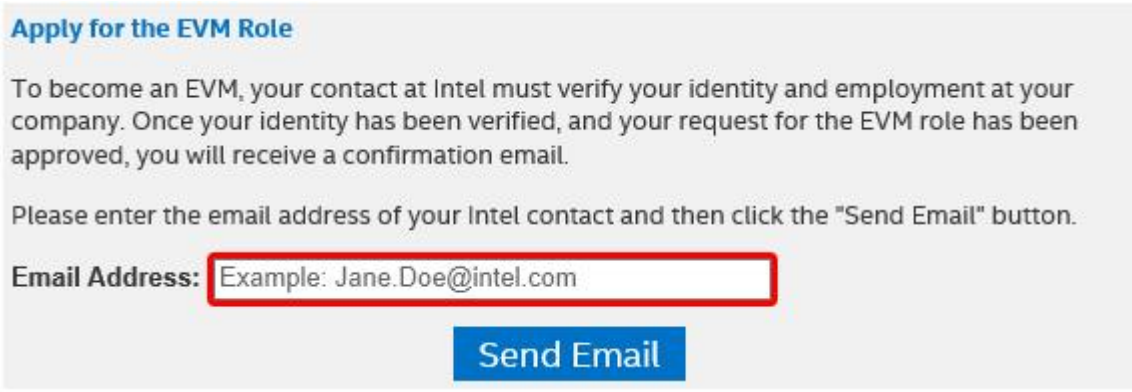
### What are the roles and responsibilities of an EVM?

- Approving or rejecting new user requests for access to applications on supplier.intel.com.
- Revoking user access when accounts are no longer needed or wanted.
- Quarterly audits to ensure that user lists are up to date (also known as User Revalidation).
- Re-applying for the EVM role every six months (also known as EVM Revalidation).

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## How do I become an EVM?

Step	Action
1	Go to <a href="http://supplier.intel.com">supplier.intel.com</a> .
2	Click <b>Supplier Sign-In</b> > enter your <b>User ID</b> and <b>Password</b> > click <b>Sign In</b> . <b>Result:</b> The <b>Supplier Information</b> page is displayed.
3	Click <b>Account</b> > <b>Become an EVM</b> . <b>Become an EVM</b> - Become an Employee Validation Manager to manage the access rights for the users at your company. <b>Result:</b> The <b>Become an Employee Validation Manager</b> page is displayed.
4	Go to Apply for the EVM Role section.
5	Enter email address of your Intel contact. 
6	Click <b>Send Email</b> . <b>Note:</b> You may call or e-mail your Intel contact to approve your EVM request.

## How do I find out who my company's EVM is?

Step	Action
1	Go to <a href="http://supplier.intel.com">supplier.intel.com</a> .
2	Click <b>Supplier Sign-In</b> > enter your <b>User ID</b> and <b>Password</b> > click <b>Sign In</b> . <b>Result:</b> The <b>Supplier Information</b> page is displayed.

# Account Management Self Help

Browse through the navigation tabs for the information you are interested in.

3

Click **Account > View and Contact Company EVMs**.

**Result:** The **View and Contact Company EVMs** page is displayed.