

## How do I log in as a Supplier?

1. First, you need to visit the Storage page at <http://yourwebsite/supplier>
2. Make sure no one else is logged in
  - a. If someone else is logged in, make sure to log them out by pressing the **Logout** button.
3. At the login box that will be presented to you, enter the following:
  - a. **Your Username:** You can login with the username you have been provided by a system Administrator. If you have no account yet, please contact an Administrator.
  - b. **Your Password:** Your password is given to you in combination with your username by a system Administrator. If your password is invalid, you will be presented with an error message. Additionally, please note that passwords are case-sensitive.

After you log into the Supplier Dashboard there are several options for you:

- You can view a list of Ordered Items.
- You can Confirm the payment of an Ordered Item.

## How can I Confirm the payment of an Ordered Item ?

1. You can confirm the payment of an Ordered Item by hovering your mouse over the item, and then pressing the **Confirm Payment** button that will appear.
2. After pressing the button, a pop up window will appear, where you can either Confirm the payment of the Item by pressing the **Confirm** button, or Cancel it by pressing the **Cancel** button.

## How can I log out ?

1. At any point, you can logout by pressing the **Logout** button, present at the main navigation bar.