

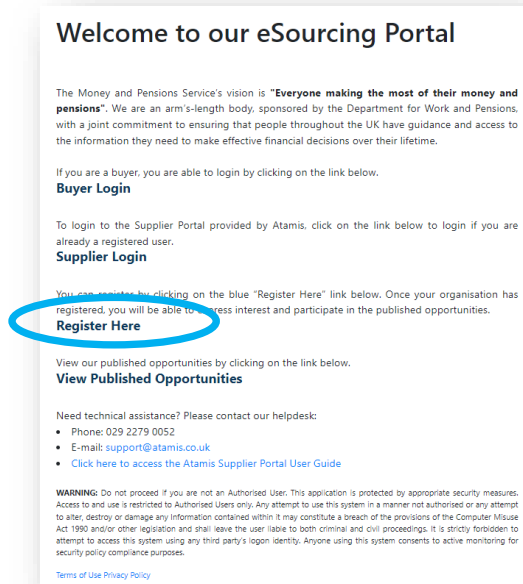
Registering on the MaPS Supplier Portal:

A quick reference guide



1 Use the following link to start your registration journey:
<https://atamis-maps.my.site.com/s/Welcome>

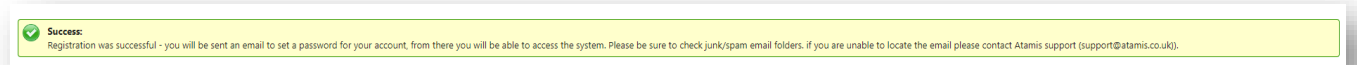
2 Select **'Register Here'**



3 Enter your details below, including the captcha validation and select **'Submit'**

A screenshot of the registration form. It has a title "Please enter all fields below to register, then click Submit (mandatory fields are marked red)". There are four input fields: "First Name", "Last Name", "Company Name", and "Email". Below these is a captcha image with the text "wvphnf" and a "Submit" button.

4 A success message will appear, and you can now close this page.



5 A welcome email will be sent to your registered email address from 'MaPS Supplier Portal notifications@atamis.co.uk'.

Please check your junk/spam email folder. If you do not receive this email, please contact support@atamis.co.uk and they will be able to assist you.

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6 Your welcome email will contain a link to the Atamis platform where you will be asked to create a secure password.

7 Follow the instructions to enter a new password and select '**Change Password**'

A screenshot of the "Change Your Password" form. At the top is the Money & Pensions Service logo. Below it, the title "Change Your Password" is centered. The form asks the user to "Enter a new password for" their registered email address. It includes instructions: "Make sure to include at least:" followed by three radio button options: "8 characters", "1 letter", and "1 number". There are two input fields: "* New Password" and "* Confirm New Password". A "Change Password" button is at the bottom.

8 As soon as you have selected changed password you will be redirected to the Supplier Portal home page:

A screenshot of the Supplier Portal home page. At the top, a message says "Welcome to the Supplier Portal. Please select from one of the following options:". Below this are three main sections. The first, "My Proposals and Quotes", describes viewing opportunities and has a "Click Here" button. The second, "Find Opportunities", describes searching for opportunities to tender and also has a "Click Here" button. The third, "Message Centre", describes viewing messages and has a "Click Here" button. Below these is a section titled "Manage your account" with a "Company Details" option. The "Company Details" section says "Make changes to your company information." and "This function is currently unavailable".