

This Quick Reference Guide walks through the steps taken by a registered Seller Administrator to add additional Seller Administrators and / or Sellers within your organization so that they can assist in maintaining your vendor profile and view or respond to Solicitations (Bids) and any Purchase Orders / PO Change Orders sent to you by the Texas General Land Office.

### Who Can Update Vendor Data?

Upon logging into BuySpeed with your unique Login ID and Password, you may update your company's vendor data if you have the role of **Seller Administrator**. You can do this by accessing the BuySpeed login screen at <https://buy.glo.texas.gov/bs/> and signing in with your unique Login ID and Password, which were created either during the self-registration process or sent to you by an administrator at the Texas General Land Office. To update your company's data, click on the **Seller Administrator** tab if it displays at the top of your screen.

NOTE: Users without the role of Seller Administrator can only update their personal information by clicking on **My Account**.

Seller Administrators are presented with three initial options on their **Homepage**:



By clicking on the **Maintain Users on this Account**, Seller Administrators can determine whether the user is already set up in the system or whether adding the user is required. The following steps guide you through adding a new user:

### Add User

BuySpeed will maintain the user name, job title, department, phone number, email, login id, password, security question and answer, and user role. To begin adding a new user, select the **Add User** button. To update user information, click on the **Login ID** of that user.



## Enter New User Information

Complete the New Vendor User information, including all required fields (fields with an ‘\*’).

New Vendor User for Tires R Us

Salutation	<input type="text"/>		
First Name*	<input type="text"/>	Last Name*	<input type="text"/>
Job Title*	<input type="text"/>	Department	<input type="text"/>
Phone*	<input type="text"/> - <input type="text"/>	Email*	<input type="text"/>
Login ID*	<input type="text"/>	Status*	Active <input type="text"/>
New Password*	<input type="text"/>	Confirm Password*	<input type="text"/>
Login Question	<input type="text"/>	Login Answer	<input type="text"/>

Roles

Seller  
 Seller Administrator

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## Select Role for New User

In the **Roles** section, selecting **Seller** will allow that user to view and respond to solicitations (Bids), Purchase Orders and other documents available to you in BuySpeed.

New Vendor User for Tires R Us

Salutation	<input type="text"/>		
First Name*	Jeff	Last Name*	Gordon
Job Title*	CTO	Department	<input type="text"/>
Phone*	555 555 5555 - <input type="text"/>	Email*	jeff.gordon@truru.com
Login ID*	jeff.gordon@truru.com	Status*	Active <input type="text"/>
New Password*	••••••••	Confirm Password*	••••••••
Login Question	What was you first car?	Login Answer	'67 Camaro SS

Roles

Seller  
 Seller Administrator

Click the **Save & Exit** button upon completion.