

Account Settings

Overview & Highlights

Account Settings Sections:

- **Organization Vendor Record:** The copy of your information held by the Organization that you are currently logged into
- **Global Vendor Record:** The master record that you can maintain and that persists through all of Bonfire's portals. This record is solely controlled and edited by you
- Name: Edit your name here
- Email and Password: Edit your login email or change your password
- Profile Picture: You can upload a profile picture to associate with your account in this area
- **Preferred Language:** You can change your portal language to our five options of English, French, Russian, Spanish or Portuguese
- Timezone: All dates in the app will be displayed relative to your chosen timezone

Quick Resources

Video Walkthrough

Detailed training: Check out our full training video on Account Settings.

Quick Video: Check out our high-level overview video, which contains a walkthrough of the <u>Vendor Registration</u> and <u>Submission</u> process

Bonfire Resources/Articles:

- Account Setting Overview (for Vendors)
- <u>Updating Profile Documents After Registration</u>
- How do I edit my Vendor Type(s)?

Account Settings Overview

Accessing Account Settings

See what information is stored by a specific organization

□ Log into the portal

(If you do not have an account please <u>Register</u> for one).

Procurement Portal		DEMO
Department: All	v	
Log in Open Public Opportunities	Past Public Opportunities	
Log in with your Bonfire Account		
PASSWORD		
Log in Earget your paseword?		
New Vendor Registration Create your free Bonfire account -		
Need Help? Contact Bonfire Support here		
Technical Support Portal Security Terms of Service	Privacy Policy	COO Bonfire

Enter Account Settings

Once you have logged into your account via any organization's portal, you will see your name and an arrow in the top right corner. Click the arrow, and click **Settings** to begin.

Portal Submissions	🔘 Jane D. 🗡 🗸
	Settings
Procurement Portal Gisela Peters	

Organization Vendor Record

See what information is stored by a specific organization

□ What is an Organization Vendor Record?

Your Organization Vendor Record is the copy of your information held by the Organization that you are currently logged into. Changes here will only be reflected in the institution that is hosting the opportunity. The institution hosting the opportunity may edit this record as well.

Profile

Enter and edit any personal or company information. Custom registration fields created by the organization you're logged in to will appear here.

Organization Vendor Record 童				mally. You may edit this record. Changes here, ho
Global Vendor Record Ø	will only be reflected for K	atelyn Shantz. Additionally, Katel	yn Shantz may edit this record as well.	
Name	Profile* Additio	anal Information Docume	nts	
Email and Password	Vendor Name*		Address Line 1*	Address Line 2
Linui and Fussion	Company B	Company B		
Profile Picture	Contact First Name	Contact Last Name	Address Line 3	Address Line 4
Preferred Language	Havier	Stronell		
Timezone	Contact Email		City*	State / Province*
	kshantz+companyb@go	kshantz+companyb@gobonfire.com		ON
	Phone Number		Postal / Zip Code*	Country*
			B7h8b9	Canada

D Profile - Vendor Types

The bottom of the Profile tab is where you can select your Vendor Type if options are listed. These are created by the organization and let them know what you specialize in and then require documents or other information accordingly.

Additional Information

The Additional Information tab houses any additional information requirements specific to the Vendor Type you selected. If this tab does not appear in an Organization Vendor Record, that means that no further Vendor Type-specific information is required by that Organization.

Select Your Vendor Types Construction X Construction For Vendors submitting to construction and general contracting projects. Next Save

Profile* Additional Information* Documents Based on your selected Vendor Type, please complete the following sections • Construction (For Vendors submitting to construction and general contracting projects.) Complete You are editing the Construction section Have you been audited in 2019?* Yes •

Documents

Keep track of any documents requested by the Organization affiliated with your vendor registration. This is also where you can update any Expired documents.

Global Vendor Record



□ What is a Global Vendor Record?

Your Global Vendor Record is the master record that you can maintain and that persists through all of Bonfire's portals. This record is solely controlled and edited by you.

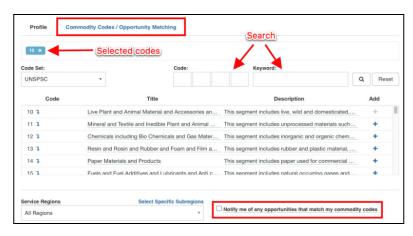
Profile

Enter and edit any personal or company information. This information is used to create a new Organization Vendor Record when you log in at an Organization on Bonfire for the first time.

Organization Vendor Record 童	Company B Your Global Windor Record is the master record that you maintain on Bonfire and is used to create a new Organization Windor Record when you log in an Organization of Bonfre for the first time. Only you may edit this record. Additionally, this record can be used to subscribe to sub			
Global Vendor Record Q	notifications based on Co	mmodity Codes.		
Name	Profile Comm	odity Codes / Opportunity Mate	hing	
Email and Password	Vendor Name'		Address Line 1	Address Line 2
Profile Picture	Company B			
Preferred Language	Contact First Name	Contact Last Name	Address Line 3	Address Line 4
Timezone	Havier	Stronell		
	Contact Email kshantz+companyb@gobonfire.com Phone Number		City	State / Province
			Postal / Zip Code	Country

Commodity Codes/Opportunity Matching

Commodity Codes help to identify your business and match you with related opportunities. You can subscribe to opportunity matching notifications which will allow you to be notified of future Bonfire opportunities that are associated with your indicated Commodity Codes and the Service Region(s) you selected.



Name

Edit first and last name

The Name section allows you to input and edit your First Name and Last Name. Once you have made your changes, click **Save**.

Settings			
Organization Vendor Record 血	Name First Name:		
Global Vendor Record 🚱	Havier		
Name	Last Name:		
Name	Stronell		
Email and Password	Save		
Profile Picture			

Email and Password

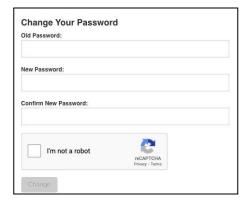
Change your email

At any time you can go into this section and edit your account login email under the **Change Your Email** heading. After editing your email, enter your password, select *I'm not a robot*, and then click **Change**.

Settings	
Organization Vendor Record 血	Change Your Email Email:
Global Vendor Record Q	kshantz+companyb@gobonfire.com
Name	Password:
Email and Password	
Profile Picture	I'm not a robot
Preferred Language	Change
Timezone	Undinge

Change your password

You can change your password if you wish to. Once you type in your updated password, click the corresponding **Change** button to save those changes.



Profile Picture

□ Add or change your profile picture

You can choose to associate a profile picture with your account. By selecting the **Choose File** button you can upload any photo in a .gif, .jpg, .jpeg, or .png format. Once you have selected your file, click the **Upload** button to finish uploading your profile picture.

Preferred Language

 Set the language you want to use Bonfire in You can adjust the default language that the portal is displayed in. From the drop-down menu, you can choose between one of five languages (English, Russian, French, Portuguese, Spanish).
 Do note that this preferred language setting is strictly for your profile only and will not impact other users.

Settings	
Organization Vendor Record 童	Upload New Profile Picture
Global Vendor Record Q	Note: Only .gif, .jpg/.jpeg, .png filetypes are supported. Maximum dimensions: 2048px by 1536px
Name	Choose File No Ile chosen
Email and Password	Upload
Profile Picture	

Settings		
Organization Vendor Record	Preferred Language	
血	English	•
Global Vendor Record @	Save	
Name		
Email and Password		
Profile Picture		
Preferred Language		

Timezone

Galaxies Select your timezone

By default, all dates and times on the portal are displayed using the Organization's timezone. However you can set your own personal timezone preference through this section to display all dates in the app relative to your chosen timezone.

ettings		
Organization Vendor Record	Timezone	
	America	
Global Vendor Record 🤪		
Name	Toronto	-
Email and Password	Save	
Profile Picture		
Preferred Language		
Timezone		