

How to Guide

Vendor Overview for Using ArmyIgnitED

Purpose: This guide details the high level steps for using ArmyIgnitED.

Create a Vendor User Account

1. Navigate to <https://armyignited.com>.
2. Create a secure account including 2-step authentication.
3. Email the ACCESS Team to request a Vendor role in ArmyIgnitED, including the name of the Vendor account.
4. If the Vendor is not yet established in ArmyIgnitED, the ACCESS team will need additional details to create the Vendor account (see below **).
5. Upon email confirmation that your role has been assigned, login to <https://armyignited.com> to complete setup of your account.

Complete Onboarding Application

1. Navigate to <https://armyignited.com> to login (or continue from step above).
2. Review / update vendor and POC information.
3. Review / update payment information.
4. Add vendor requirements.
5. Add training(s) and/or exam details.
6. Once completed, click the “submit” button to automatically send application to the ACCESS Team for review and approval.
7. Receive confirmation email that the application has been approved.

Manage Vendor & POC Profiles

1. Navigate to <https://armyignited.com> to login.
2. Review vendor profile. If information needs to be updated, email ACCESS team to update.
3. Review POC profile. Update / save information.

**** Account Information Details Required by ACCESS to Create a New Vendor Account**

1. POC Name Requesting Account
2. POC Email Address
3. Vendor Name
4. Vendor Website URL

5. Vendor Address
6. Vendor City
7. Vendor State
8. Vendor Country
9. Vendor ZIP Code

11. Vendor CAGE Code
12. Vendor Federal Tax ID