

ADDING USERS YOUR VENDOR ACCOUNT IN COBBLESTONE



1. Log into the system! <https://wta.cobblestone.software/gateway> using your username and password you set up for yourself and the Vendor ID # assigned to you.

Collaboration Gateway: Login

AGilmore

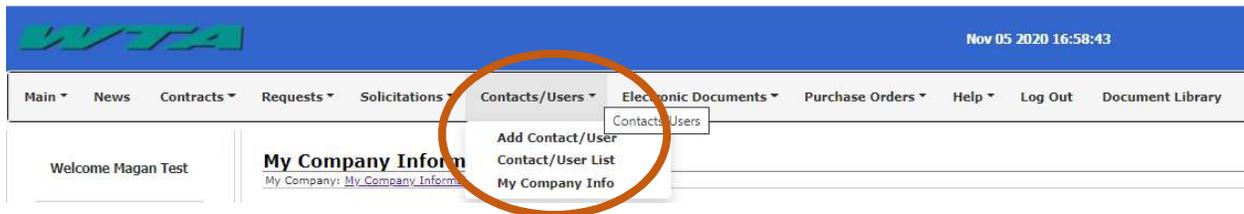
.....

254

I have read and agree to the [Terms and Conditions.](#)

Login

2. Select the “Contacts/Users” drop down menu and pick “Add Contact/User”.



3. Complete the Details Screen. Be sure to note your User Name and Password. You’ll need that later! Hit Save and Continue.

Create A New User Account
My Company Contacts/Users: [New User Account](#)

Details

*First Name	*Last Name	*Username
		VandalayTest
*Password	State/Province	Title
.....		
*Email	Address1	Address2
City	Postal Code	Country

Save & Continue Cancel

ADDING USERS YOUR VENDOR ACCOUNT IN COBBLESTONE



- 4. **Subscribe to Email.** Make sure you click the Subscribe button so you are notified of alerts and bid opportunities. Also, add alerts@cobblestone.software to your safe senders list!

My Company Contacts/Users Details

Contacts/Users: [My Company Contacts/Users](#): Contact/User Details (ID: 61)

Details		
First Name Magan	Last Name Waltari	Username VandalayTest
Password *****	State/Province WA	Title
Email maganw@ridewta.com	Address1 4011 Bakerview Spur	Address2
City Bellingham	Postal Code 98226	Country United States

You are currently unsubscribed to receive bid newsletters, alerts and bid opportunities. Click below to subscribe for Emails and Alerts

You have successfully un-subscribed from **newsletter, alert and bid opportunity** email notices.

To delete or edit a user, contact procurement@ridewta.com with the individuals name and the requested change.