DEMES Job Aid
Register for DEMES Vendor Portal

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Version 1 – External Views
Introduction
The purpose of this document is to provide users instructions on how to register to gain access to the Division of Emergency Management Enterprise Solution (DEMES) Vendor Portal.

Register for the DEMES Vendor Portal
1. To access the DEMES Vendor Portal, please visit the DEMES website: Login (fdemportal.com).
2. On the main login page, click Register.

3. Enter the requested information on the registration page and click Sign Up.
   a. Requested information includes First and Last Name, Email, Username, Password
4. Search for the account (entity) you are associated with. Type-your Entity Name into the Account field search bar and click Enter.
   a. Entity refers to the company or agency you’re associated with.
   b. Can’t find your entity name? Click the Account Not Found button. See page 8 for instructions

5. Select the account (entity) you are associated with.

6. Click Next to associate with this entity and proceed to the next step.
7. Enter the requested Contact Details and click Next.
   a. Required fields include: Email, Business Phone and Reason for Request Access

**Accept User Agreement**

1. Review the DEMES User Agreement.
   a. Note: the User Agreement will only be present if this is your first time reviewing the service terms of use. If you have already completed this step, the User Agreement will not appear.
2. After reviewing the content and you are ready to proceed, click I Accept to agree to the User Agreement terms.

Note: If you click, I Decline (above photo) you will not be able to access the DEMES Vendor Portal. Use the Go Back or Confirm Denial buttons to return to the User Agreement page.

**Designate Role in Vendor Portal**

1. Review the roles and descriptions outlined for the Vendor Portal: **Procurement, Finance, Authorized Signatory**.
   a. Roles are defaulted off (unassigned) when you first see them.
2. **Select the Role(s)** (toggle button) associated with your duties and daily activities for your entity. Click **Next** to assign roles.
   a. **Procurement** and **Finance** roles are associated with system notifications.
   b. **Authorized Signatory** role is associated with signing and agreeing to the FDEM’s Terms and Conditions for the entity. If no one at your Account/Company has signed the Terms & Conditions, and you serve in this role, you will sign them to gain full access to Procurement. By checking the **Confirm Attestation** checkbox as an Authorized Signatory, you agree that you are bound by the Terms & Conditions. Please see the next page for additional guidance.

3. After clicking **Next**, users will see the below message and FDEM will be contacted once access is granted.

   Thank you for submitting your request for access and contact information, we will contact you via email shortly once your request is approved.

Note: Authorized Signatory roles will need to complete the steps outlined on pages 7-8 to access the vendor portal.
**Authorized Signatory**

1. If, as an Authorized Signatory, you need to review and sign the Terms and Conditions agreement, you will see a **click here to view and sign the terms and conditions** link at the top of the page. **Click the link** to review and sign the document.

![Click here to view and sign the terms and conditions](image)

2. OneSpan will open in a separate tab. The Authorized Signatory will need to **check** that they agree to the terms of the eSign Disclosure Agreement and click the **Accept** button.

![OneSpan Sign Consent and Disclosure](image)

3. Scroll down to the signature section to eSign the Terms and Conditions agreement.
   a. Click the **Sign** button
   b. Enter your **Name and Title**.
   c. Click the **Confirm** button.
4. The Authorized Signatory will be provided with a page that allows them to review and download the signed Terms and Conditions agreement after they click confirm.

5. Once you are approved by FDEM, an email, providing a link to access the DEMES Vendor Portal, will be sent to the email provided.

Dear Katie,

You have been added as a user to Vendor Portal! To get started, go to https://urldefense.com/v3/__https://fdam--testprod.sandbox.my.site.com/vendors__/:lJrgwm_wKFTPpVgllZQuhzPjYN4FEdQuA6s-Qoq9hpN7WZsTIDSRZqNBxQQQJpBxts72KcfOKRR__UB6ap3AFTRyLSXTK96TjCgI8K5vH-JCjWD4ypv$

Username: stephanie.peck@slalom.com_vpvpvp

Thanks,
Florida Division of Emergency Management
**Entity Not Listed**

If, during the registration process, you find that your Account/Company does not appear in the search listing, click the can’t find account button and enter the following information. This step will establish your entity in DEMES.

**Support**

Having trouble or need assistance? Contact [DEMES.Support@em.myflorida.com](mailto:DEMES.Support@em.myflorida.com) for support.