EEM Account Setup

The following document will help suppliers and carriers setup their EEM accounts. Users will have to go to the EEM website and follow the "forgot password" link to reset the login information. **Users are required to have a MIPS account prior to logging in to EEM.** If you do not have a MIPS account, please click the following link to sign up for a MIPS account.

https://www.abc.virginia.gov/mips/public/login

Please follow the instructions below to access EEM.

1. EEM works best using Chrome. Bookmark the link below to your Chrome browser. You will use this link to login to the EEM system.

    https://vabc-eem-prod.logistics.com

2. Follow the link above to go to the EEM live environment.

3. Select "forgot password".

4. Enter your email (same email you use to login to MIPS) and then select the arrow. This will send an email to your inbox to reset the password.

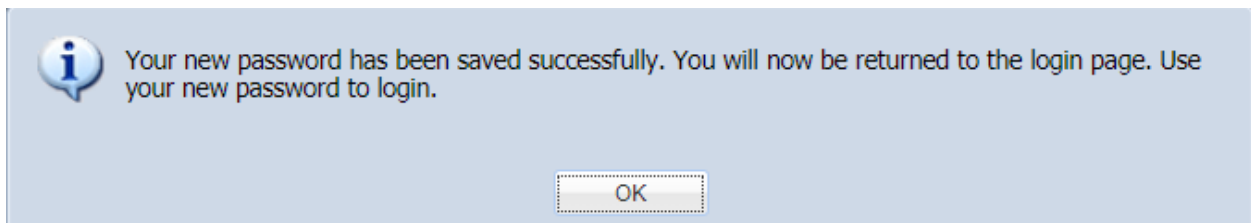5. Go to your inbox and follow the link in the email from Manhattan to reset your password.

6. After clicking the link, use the following screen to reset your password.
   a. Your username is your email address.
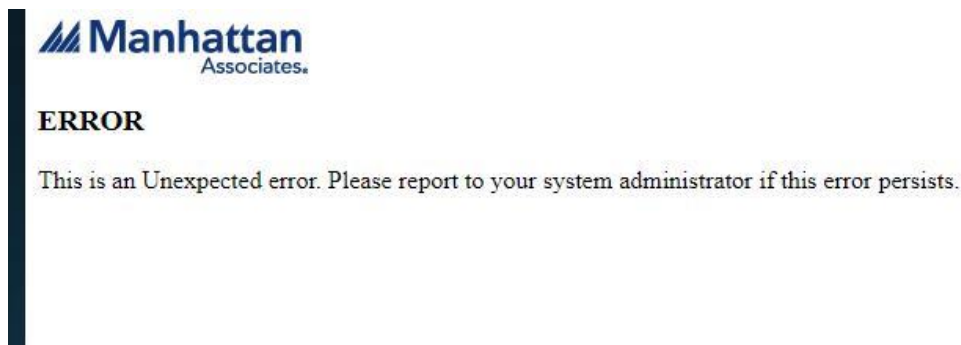   b. Ensure that your password meets all of the requirements listed in the picture below.

Username: New password: Confirm password: →

Password must:

° Be at least 8 character(s) in length.
° Not be same as previous 3 password(s)
° Not contain three or more consecutive identical characters
° Contain at least one lowercase alphabetic character

° Contain at least one number
° Contain at least one special character
° Contain at least one uppercase alphabetic character
° Not be identical to Username

7. After resetting the password, the following message will appear. Click OK and you will be redirected to the login screen.

> ⓘ Your new password has been saved successfully. You will now be returned to the login page. Use your new password to login.
>
>   OK

8. Login with your username (email) and newly created password.

9. If you see the error below after logging in, you will need to refresh the web address by selecting your bookmark or by clicking the link at the beginning of this document.

Manhattan
Associates.

ERROR

This is an Unexpected error. Please report to your system administrator if this error persists.

Some users have experienced the above error occurring the first time they login. By clicking the link you have bookmarked (https://vabc-eem-prod.logistics.com) users will be able to login to the EEM system successfully.

If you see the error appear on your second login, please alert the EEM Team at EEMTraining@virginiaabc.com.

10. Once successfully logged in, please view the Helpful Guide to EEM document to prior to scheduling your first appointment. **An email will be sent to all suppliers when they can begin scheduling their first appointment.**