



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”.




The screenshot shows the Manhattan Associates login interface. At the top left is the Manhattan Associates logo, consisting of a stylized 'M' made of diagonal lines followed by the text 'Manhattan Associates®'. Below the logo are two input fields: 'Username:' and 'Password:'. The 'Username:' field is on the left and the 'Password:' field is on the right. To the right of the 'Password:' field is a yellow button with a right-pointing arrow. At the bottom of the form, there are two links: 'Forgot Username?' and 'Forgot Password?' separated by a vertical line.



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.

The screenshot shows a dark blue background with the Manhattan Associates logo at the top. Below the logo, the text reads: "Enter your username and an email will be sent to you with instructions for changing your password." There is a text input field labeled "Username:" with a white border and a red dashed underline. To the right of the input field is a grey button with a white right-pointing arrow. Below the input field and button is a link that says "Return to Sign In Page".

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

 support@manh.com
to me ▾



A password reset has been requested for Jacob Urban (Username

Click [here](#) to reset your password.

The above link will expire on 5/10/21 11:55 EDT. Contact your syst

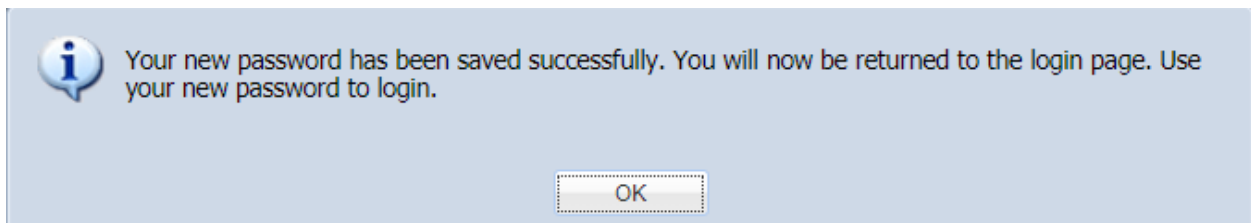


6. After clicking the link, use the following screen to reset your password.
 - a. Your username is your email address.
 - b. Ensure that your password meets all of the requirements listed in the picture below.

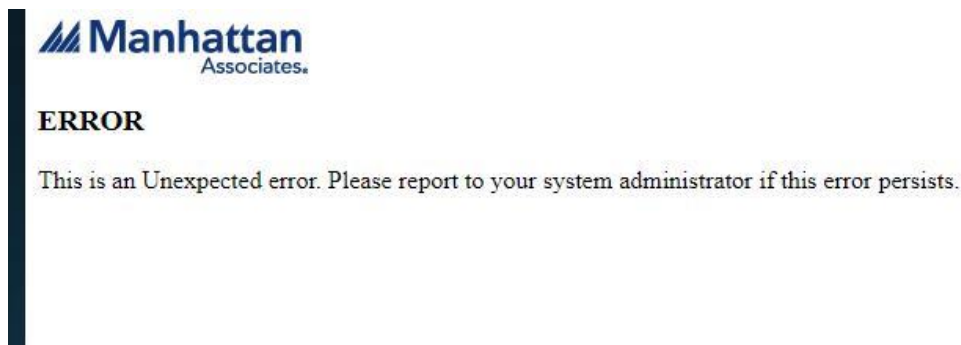
Username: New password: Confirm password:

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



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.





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.**