

EEM Account Setup

The following document will help suppliers and carriers set up 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 image shows the Manhattan Associates login interface. At the top, the company logo is displayed in white on a dark blue background. Below the logo, there are two input fields: one for the username and one for the password. To the right of the password field is a yellow button with a right-pointing arrow. At the bottom of the login area, there are two links: "Forgot Username?" and "Forgot Password?".

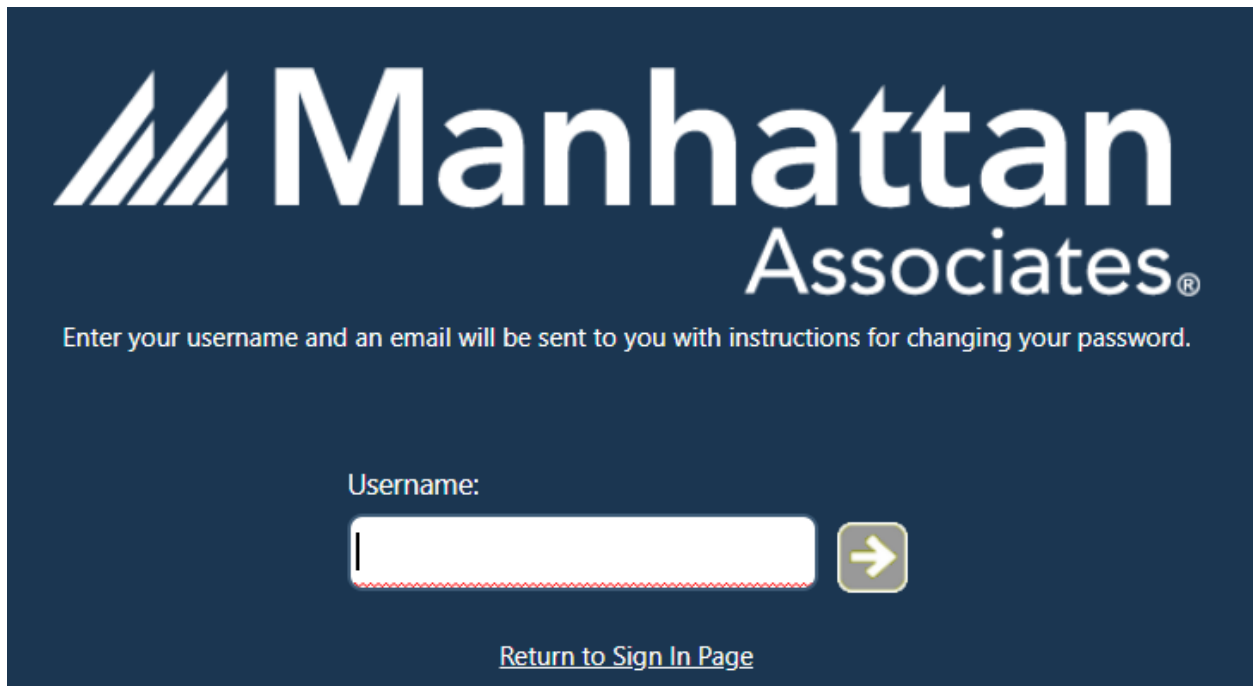
Manhattan Associates®

Username:

Password:

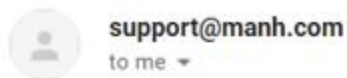
[Forgot Username?](#) | [Forgot Password?](#)

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



The image shows a dark blue background with the Manhattan Associates logo at the top. Below the logo, there is a text prompt: "Enter your username and an email will be sent to you with instructions for changing your password." Underneath this, the label "Username:" is followed by a white text input field with a red dashed border. To the right of the input field is a grey button with a white right-pointing arrow. Below the input field and button, there 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.

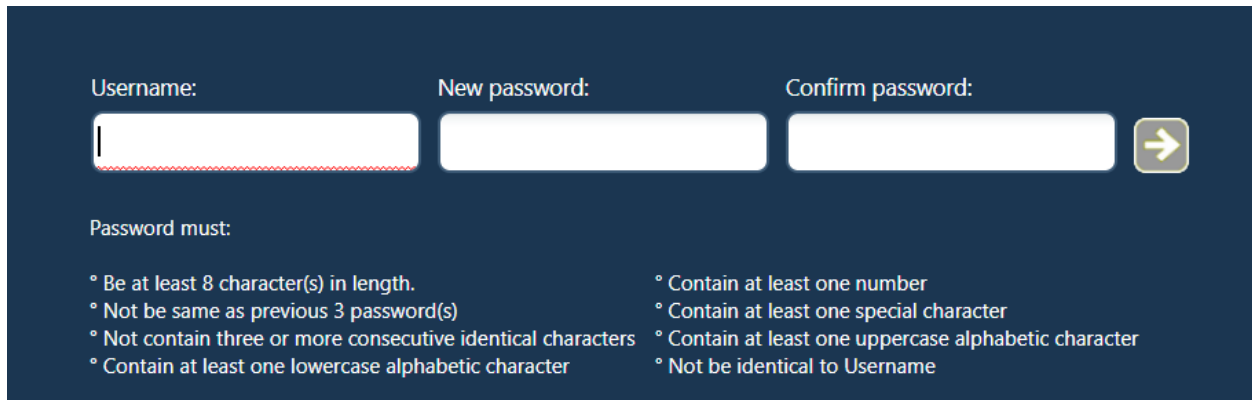


A password reset has been requested for Jacob Urban (Username

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

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

6. 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.

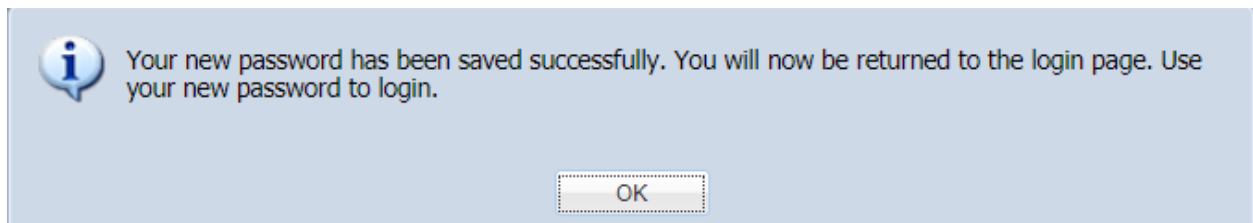


A dark blue form for password reset. It contains three input fields labeled 'Username:', 'New password:', and 'Confirm password:'. The 'Username' field has a red dashed border. To the right of the 'Confirm password' field is a yellow button with a right-pointing arrow. Below the fields, the text 'Password must:' is followed by two columns of requirements, each preceded by a small circle icon.

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 log in. 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 begin scheduling your first appointment.