

# HOW TO

## Customize user settings in PASS

Version UF200 v1

### **Purpose:**

To customize User settings within PASS for the procurement of products or services from District of Columbia suppliers.

### **Performed By:**

End User

1. Log into PASS by typing the user name and password and then click Log In. The Home screen will appear.
2. Click the Company eForm link located on the left side in the navigation panel. The Create Request Using Company eForm screen should appear.

*Note: An eForm is an electronic form that has a series of wizard screens that contain fields for specific data required for completion.*

3. The Add Title screen should appear.
4. Assign a title and select the radio button next to Maintain.
5. The current values will be displayed on the left hand column. The right hand column allows the user to update all desired fields.
6. Click Next. The User is taken to the User Maintenance Request summary screen.
7. Select submit. The User is taken to the Company Form Submitted screen.
8. Logout of PASS by clicking on the Logout link.

*Note: The User changes will require approval before taking effect.*