

# HOW TO

## Enter a new user in PASS

Version UF100 v1

### **Purpose:**

To create a new User within PASS for the procurement of products or services from District of Columbia suppliers

### **Performed By:**

End User

### **Tools Used:**

Procurement Automated Support System (PASS)

eForm  
SOAR

1. Determine the need to add a new User profile in PASS.  
*Note: A User profile in PASS may be required to change due to an individual's relocation to a different Agency, change in an employee's job status, or similar changes.*
2. Login as a new User. The User is taken to the PASS Swoosh screen.
3. Click the Company eForm link on the left hand column. The User is taken to Create Request Using Company eForm screen.
4. Click on the User Maintenance Request. The User is taken on the Add Title screen.
5. Assign a title, select the radio button next to Add and then click Next. The user is taken to the User Maintenance Request screen.
6. Fill in all required fields. Make note of the Login that is assigned and then click Next.
7. Review information on the Summary screen, add a comment if desired.  
*Note: Notice the approval flow, including the SOAR District Security Manager's requirement for approval. The SOAR User profile database must be updated to reflect User changes within PASS.*
8. Click the Approval Flow tab and make note of all the approvers.
9. Select Submit and the Company Form Submitted screen appears.
10. Logout of PASS by clicking on the Logout link.