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USER ENROLLMENT MANUAL

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Registered and Non-Registered User Lists
Updating Your Personal Profile
USER ENROLLMENT OVERVIEW

The User Enrollment System is designed to give the Supplier Administrators the ability to control which IAC web-based applications their users can access. There can only be one Supplier Administrator per supplier, and each Supplier Administrator is responsible for maintaining their list of users. These responsibilities include:

- Deleting users when they leave the company.
- Adding new users who are supporting one of the IAC business processes
- Resetting passwords, when needed
- Maintaining all user information such as names, phone numbers, titles, and email addresses
UNDERSTANDING THE INTERNET ACCESS REQUIREMENTS

To successfully access IAC’s web-based applications, you should verify that you have Microsoft Internet Explorer (browser) version 5.5 of higher installed on your workstation.

IMPORTANT

IAC does not support netscape or any other browser for accessing its web-based applications. If you use a browser other than Microsoft Internet Explorer, certain features in the web-based Applications may not function properly!
LOGGING INTO USER ENROLLMENT

After you have a USER ID to use IAC’s web-based applications, you can log in. Complete the following steps to access User Enrollment:

1. Access the internet. In the address line, type: https://srmaccess.iacna.com and press enter. You will see the following screen:

2. Select the button **Click Here to Enter System via Internet**. The *Enter Network Password* screen appears. Enter your case sensitive User Name and Password, then click **OK**.
3. The main Applications menu will appear. Select **User Enrollment** from the **Administration** menu.

4. The **User Enrollment** screen will display. This screen will show you the registered users assigned to your company, with the option to view those who are not registered.
REGISTERED AND NON-REGISTERED USER LISTS

The Registered user List displays the contacts for your company who have a profile and can use the IAC web-based applications. It is important to review this list frequently to ensure that persons listed are still with your company. Registered users can access your company information even after they have left your organization!

The Non-Registered user list shows the contacts for your company that do not have a profile. These contacts have received Requests for Quotations (RFQ’s) and/or Engineering Change notices (ECN’s) from IAC. Some of their information may have already been filled in by the IAC Buyer sending the RFQ/ECN and will be linked to these documents. Please make every effort to use these records when establishing profiles for these people. As a reminder, these users must have a profile created before they can login and access IAC online applications.

1. To view the non-registered user list, select Display Non-Registered User List.

NOTE: To create a profile for a non-registered user, see Chapter 2 – Creating A Profile for a Non-Registered User.
UPDATING YOUR PERSONAL PROFILE

The Update My Personal Info option on the main application menu enables you to change information associated with your user profile. Complete the following steps to update your personal information:

1. Click Update My Personal Info on the main application screen.

2. Modify any necessary information. **NOTE:** If you change your password, the system will require you to sign in again.

3. Click **Update** to save the information, or **Cancel** to exit.
SECTION 2
MANAGING YOUR COMPANY’S USER PROFILES

In This Chapter

Overview
Creating a Profile for a Non-Registered User
Updating a User Profile
Inactivating a User Profile
Creating a New Profile
Getting Help
OVERVIEW

The purpose of this chapter is to enable you to add and modify user profiles in the User Enrollment Application.

NOTE

A registered user already has a profile and can use IAC’s web-based Applications, while someone on the non-registered user list does Not have a profile and cannot use IAC’s applications.

<table>
<thead>
<tr>
<th>Table 2-1 If You Want to Perform Tasks List</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you want to:</td>
</tr>
<tr>
<td>Create a Profile For a Non-Registered User</td>
</tr>
<tr>
<td>Update a User Profile</td>
</tr>
<tr>
<td>Inactivate a User Profile</td>
</tr>
<tr>
<td>Create a New Profile</td>
</tr>
</tbody>
</table>
CREATING A PROFILE FOR A NON-REGISTERED USER

The Non-Registered User List on the User Enrollment screen lists the contacts for your company that do not have a profile. These contacts have received or will receive Request for Quotations (RFQ) and/or Engineering Change Notices (ECN) from IAC. Some of their information has already been filled in by the IAC Buyer sending the RFQ’s/ECN’s and will be linked to these documents. Please make every effort to use these records when establishing profiles for these people. As a reminder, these Users MUST have a profile created before they can log in and access the IAC applications. Complete the following steps to create a profile for a non-registered user:

1. **On the User Enrollment screen, click Display non-Registered User List.** A list of non-registered users within your company will display.

2. **Click the name for which you want to create a profile.** The Create New Personnel Profile screen will appear.
3. In the User ID Field, type a unique 10-character User ID (in UPPER CASE letters) with the user’s last name and then their first name. Click Verify.

4. The following screen will appear. Type or select information in the fields as per the table 1-4, Enrollment Form Field Descriptions. For information on each of the available systems, please see Table 1-5. Click add to add the profile or cancel to exit.
### Table 2-2. Enrollment Form Field Descriptions

<table>
<thead>
<tr>
<th>Field</th>
<th>Type This</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Name</td>
<td>The first and last name of the user. <em>(required)</em></td>
</tr>
<tr>
<td>Password</td>
<td>A unique, case-sensitive password for the user. <em>(required)</em></td>
</tr>
<tr>
<td>Verify</td>
<td>The user's password. <em>(required)</em></td>
</tr>
<tr>
<td>Phone Number</td>
<td>The area code and phone number of the user's work phone. <em>(required)</em></td>
</tr>
<tr>
<td>Fax</td>
<td>The area code and phone number of the user's fax. <em>(required)</em></td>
</tr>
<tr>
<td>Email Address</td>
<td>The user's email address at work. <em>(required)</em></td>
</tr>
<tr>
<td>Pager</td>
<td>The user's work pager number.</td>
</tr>
<tr>
<td>Mobile Phone Number</td>
<td>The user's work mobile phone number.</td>
</tr>
<tr>
<td>Title</td>
<td>The user's title at work.</td>
</tr>
<tr>
<td>Online Quote</td>
<td>Select Supplier if the user is to have access to the system. <em>(required)</em></td>
</tr>
<tr>
<td>SAVE System</td>
<td>N/A indicates that the user does not have access to the system.</td>
</tr>
<tr>
<td>Supplier Rating System</td>
<td>Retrieval of Supplier Rating Scorecards and Metric Charts</td>
</tr>
<tr>
<td>Purchase Order Retrieval</td>
<td>Retrieval of Purchase Orders generated by IAC Corporate Purchasing to your company</td>
</tr>
<tr>
<td>Profile</td>
<td>Submission of required documents and maintenance of program APQP timing</td>
</tr>
<tr>
<td>Diversity Reporting</td>
<td>Quarterly reporting of products &amp; services from Certified Minority Business Enterprises. <em>(For North American Suppliers Only.)</em></td>
</tr>
<tr>
<td>SQTS</td>
<td>Responding to Quality Notices (QN’s) issued by IAC plants. A minimum of (2) people at each of your manufacturing plants must be enrolled into this application. Check your Supplier Rating System Scorecard for a listing of these plants.</td>
</tr>
<tr>
<td>Test Lab</td>
<td>Submission of test results.</td>
</tr>
</tbody>
</table>

### Table 2-3. Application Descriptions

<table>
<thead>
<tr>
<th>Application Name</th>
<th>Access is Required For:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Online Quoting</td>
<td>Responding to Requests for Quotations (RFQs) sent via email by the IAC Corporate Buyers</td>
</tr>
<tr>
<td>2 SAVE System</td>
<td>Entering cost savings suggestions for production parts</td>
</tr>
<tr>
<td>3 Supplier Rating System</td>
<td>Retrieval of Supplier Rating Scorecards and Metric Charts</td>
</tr>
<tr>
<td>4 Purchase Order Retrieval</td>
<td>Retrieval of Purchase Orders generated by IAC Corporate Purchasing to your company</td>
</tr>
<tr>
<td>5 Profile Supplier (APQP)</td>
<td>Submission of required documents and maintenance of program APQP timing</td>
</tr>
<tr>
<td>6 Diversity Reporting</td>
<td>Quarterly reporting of products &amp; services from Certified Minority Business Enterprises. <em>(For North American Suppliers Only.)</em></td>
</tr>
<tr>
<td>7 Supplier Quality Tracking (SQTS)</td>
<td>Responding to Quality Notices (QN’s) issued by IAC plants. A minimum of (2) people at each of your manufacturing plants must be enrolled into this application. Check your Supplier Rating System Scorecard for a listing of these plants.</td>
</tr>
<tr>
<td>8 Test Lab</td>
<td>Submission of test results.</td>
</tr>
</tbody>
</table>
UPDATING A USER PROFILE

If a user’s information changes, the user must change their user profile to include the most current information available. Complete the following steps to update user profile information:

1. One the User Enrollment screen (1 of 3) click on the user ID you wish to update.

2. Modify the necessary information. Use the scroll bar (if necessary) to view the bottom of the screen. Click Update to update the system or cancel to exit without saving.
INACTIVATING A USER PROFILE

When an employee no longer requires access to IAC’s web applications, (due to a change in job responsibilities or termination) it is the responsibility of the Supplier Administrator to inactivate the user ID. Complete the following steps to inactivate a user profile:

1. On the User Enrollment screen (1 of 3), click on the User ID you wish to modify.

2. Select N/A for each system the user has access to. If all of the fields are not changed to N/A the person WILL STILL HAVE ACCESS and will be able to view your company information, regardless of whether or not they are still employed at your facility! Click Update to save the changes.
3. The User Enrollment screen (3 of 3) will reappear to display the user with an inactive status.
CREATING A NEW PROFILE

When you have a new employee or someone is taking on the responsibilities of using the IAC web applications, you must create a new profile for that employee. Complete the following steps to create a new profile:

1. On the User Enrollment Screen, click on Display Non Registered User List.

2. Verify the employee’s name is not in the Non-Registered User List. If the employee’s name appears in the list, go to the section “Creating a Profile for a Non-Registered User” to complete the registration.

   If the employee’s name does not appear in the list, click Create New Profile.
3. In the User ID field, type a unique 10-character User ID (in UPPER CASE letters) with the user’s last name and then their first name. Click **Verify** to continue.

4. If the username you selected is currently available, you will be prompted to complete the required fields on the User Enrollment screen as shown below. Refer to table 1-4 for more information on these fields. If the username is NOT available you will be prompted to enter a new name. Click **Add** when you are finished or **Cancel** to exit without saving your changes.
GETTING HELP

If you have questions or concerns regarding the above functionality, please send an email to IACNASysAdmin@IACNA.com.