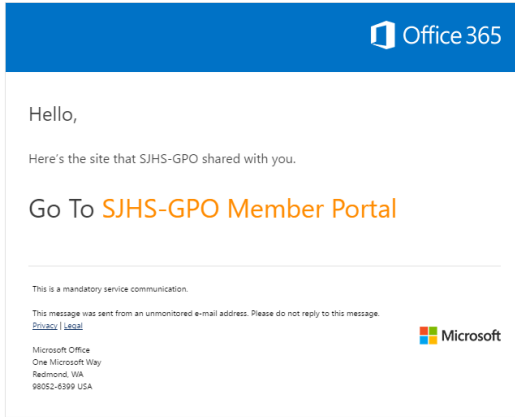


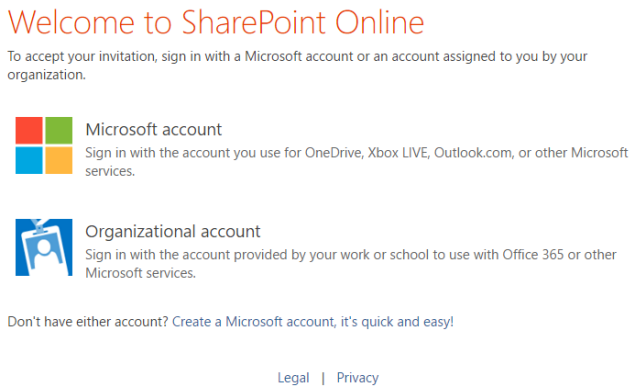
SJHS-GPO Member Portal – Initial Access

Create a new Microsoft account

- 1) You will receive an email invite from Microsoft Online Services Team

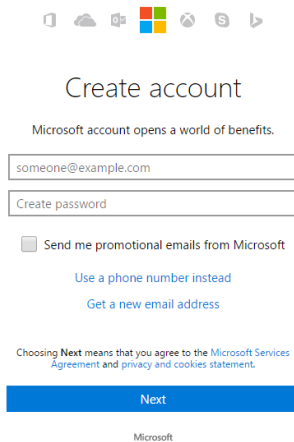


- 2) Click on the orange link in the invite
- 3) Choose the link at the bottom "Create a Microsoft account"

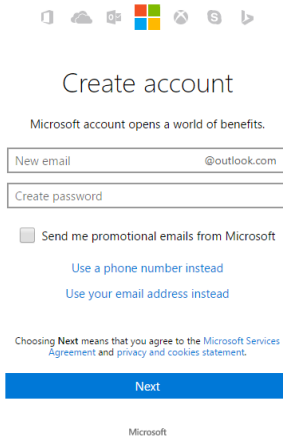


Note: If you already have a Microsoft account, choose the Microsoft Account tile and then skip to the Normal Login section at the bottom of this document

- 4) Click on the blue "Get a new email address" link.

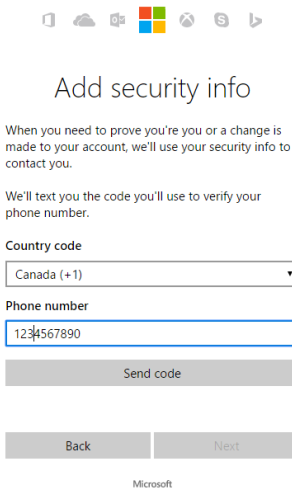


- 5) Choose an email address and enter a new password for your Microsoft account, click Next



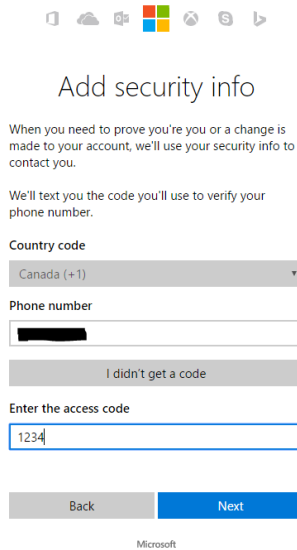
The screenshot shows the 'Create account' page. At the top, there are social media icons for Facebook, Twitter, LinkedIn, and YouTube. Below them is the heading 'Create account' and a sub-heading 'Microsoft account opens a world of benefits.' There are two input fields: 'New email' with '@outlook.com' and 'Create password'. A checkbox for 'Send me promotional emails from Microsoft' is present, along with links for 'Use a phone number instead' and 'Use your email address instead'. A note states 'Choosing Next means that you agree to the Microsoft Services Agreement and privacy and cookies statement.' A prominent blue 'Next' button is at the bottom, with the Microsoft logo below it.

- 6) You will be asked to confirm your account via text message. Enter your Country and phone number and click Send Code



The screenshot shows the 'Add security info' page. It includes the heading 'Add security info' and explanatory text: 'When you need to prove you're you or a change is made to your account, we'll use your security info to contact you.' and 'We'll text you the code you'll use to verify your phone number.' There is a 'Country code' dropdown menu set to 'Canada (+1)' and a 'Phone number' input field containing '1234567890'. A grey 'Send code' button is below the phone number field. At the bottom, there are 'Back' and 'Next' buttons, with the Microsoft logo centered below them.

- 7) Enter the code sent to you via text message and click Next



This screenshot is similar to the previous one but shows the next step. The 'Phone number' field is now redacted with a black box. A grey button labeled 'I didn't get a code' is visible. Below it is an 'Enter the access code' input field containing '1234'. The 'Next' button is now highlighted in blue, while the 'Back' button remains grey. The Microsoft logo is at the bottom.

- 8) You will be redirected to the [SJHS-GPO Member Portal](#) page (use this link if it does not automatically open the page).

The screenshot shows the top navigation bar of the portal. On the left, it says "Office 365". On the right, there are icons for settings and help, and the user email "sjhs-msuser2@outlook.com". Below the navigation bar, there are logos for "CAPsource" and "MEALsource" followed by the text "SJHS-GPO Member Portal". A search bar is located on the right side of the page with the placeholder text "Search this site".

On the left side of the page, there is a sidebar menu with the following categories:

- Archived Newsletters
- Bonfire Sourcing Software
 - MEALsource Contracts
 - PACT Agreements
 - RFP Evaluations
- Brochures
 - CAPsource
 - MEALsource
 - SJHS-GPO
 - CAPsource Program

In the center of the page, there is a "News" section with a table of recent news items:

✓	Title	Modified
	Congratulations to our legal counsel, Mark Fecenko of BLG, on his latest Client Choice Award!	... March 1
	Newly launched Nourish program aims to shape the future of food in healthcare	... February 2
	News Release - Yukon Territory joins CAPsource	... October 18, 2016
	Welcome to your new Member Portal!	... June 29, 2016

On the right side of the page, there is a "Latest Newsletter" section featuring a circular graphic and the text:

The Source (Jan. 31, 2017)
Capital Equipment and Nutritional Procurement News

- 9) Once you have accessed the site for the first time, your Contract Specialist will be notified and then will give your account permission to access the RFPs that you are participating in

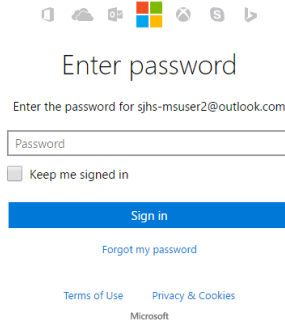
SJHS-GPO Member Portal

Normal Login

- 1) Browse to the [SJHS-GPO Member Portal](#) page



- 2) Enter your email address
- 3) Once you have entered your email address, you will be redirected to another page to enter your password and then click Sign In.



- 4) You will arrive on the [SJHS-GPO Member Portal](#) page

✓ Title	Modified
Congratulations to our legal counsel, Mark Fecenko of BLG, on his latest Client Choice Award!	... March 1
Newly launched Nourish program aims to shape the future of food in healthcare	... February 2
News Release - Yukon Territory joins CAPsource	... October 18, 2016
Welcome to your new Member Portal!	... June 29, 2016

RFP Link	Year	SJHS-GPO Program	Capital Category	Status
	2017	MEALsource	Soups, Sauces and Gravies	Developing