



# DEMES Job Aid

## Register for DEMES Vendor Portal

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Updated June 3, 2024  
Version 1 – External Views



## Introduction

The purpose of this document is to provide users instructions on how to register to gain access to the Division of Emergency Management Enterprise Solution (DEMES) Vendor Portal.

## Register for the DEMES Vendor Portal

1. To access the DEMES Vendor Portal, please visit the DEMES website: [Login \(fdemportal.com\)](http://fdemportal.com).
2. On the main login page, click **Register**.

FDEM Vendor Management

Username

Password

Log in

Forgot your password? Register

3. **Enter** the requested information on the registration page and click **Sign Up**.
  - a. Requested information includes First and Last Name, Email, Username, Password

First Name

Last Name

Email

Username

Create Password

Confirm Password

Sign Up

Already have an account?



4. Search for the account (entity) you are associated with. Type your **Entity Name** into the Account field search bar and click **Enter**.
  - a. Entity refers to the company or agency you're associated with.
  - b. Can't find your entity name? Click the Account Not Found button. See page 8 for instructions

HOME

Use the box below to search for your entity's account. If you are unable to locate your entity's account choose "Account Not Found"

Account

Q

Previous **Next** Account Not Found

5. Select the account (entity) you are associated with.

HOME

Use the box below to search for your entity's account. If you are unable to locate your entity's account choose "Account Not Found"

Account

Q

"Test" in Accounts

- AF SMAA Test Account
- CB SMAA Test Account
- CC Test Account
- FDEM Test
- FHP Academy Testing
- Fiscal Ops Test Account
- ...

6. Click **Next** to associate with this entity and proceed to the next step.

HOME

Use the box below to search for your entity's account. If you are unable to locate your entity's account choose "Account Not Found"

Account

×

Previous **Next** Account Not Found



7. Enter the requested Contact Details and click **Next**.
  - a. Required fields include: Email, Business Phone and Reason for Requestion Access

HOME

Name	* Email
First Name	stephaniepeck@test.com
Stephanie	
Last Name	* Business Phone
Test	
Department	Phone Extension
Title	Mobile Phone
* Reason for Requesting Access	
I	
<input type="button" value="Previous"/> <input type="button" value="Next"/>	

## Accept User Agreement

1. Review the DEMES User Agreement.
  - a. Note: the User Agreement will only be present if this is your first time reviewing the service terms of use. If you have already completed this step, the User Agreement will not appear.

HOME

User Agreement

### Division of Emergency Management Enterprise Solution (DEMES)

#### Service Terms of Use

The Florida Division of Emergency Management (Division) conducts its e-commerce and e-procurement through the Division of Emergency Management Enterprise Solution (DEMES) (formally known as Salesforce).

DEMES modernizes and digitizes the Division's forms and processes so we can move faster, leverage grant funding more efficiently, negotiate and procure emergency supplies without delay, and provide an easier navigation experience for our agencies, partners, and internal staff. In order to engage in e-commerce and support the Division's goal of providing aid and emergency supplies to Floridians before, during, and after a disaster, you, the Vendor, at the time of registration in DEMES, will be given an opportunity to click 'I Accept,' which means you unequivocally agree to all of the terms set out herein. If you click 'I Decline,' your information will be retained for update by you; however, you will not be a registered Vendor in DEMES and will not be able to engage in e-commerce with the Division.

The Service Provider will provide customer support to you involving use of DEMES and for inquiries relating to the operation and hosting of DEMES, during the hours of 8 AM to 5 PM Eastern Standard Time. The following support services will be included: (i) a customer support telephone number (866-352-3776); (ii) a customer support email address (demes.support@em.myflorida.com); and (iii) an online training feature to instruct you on conducting procurement through the Service (<https://www.fdemportal.com/vendors>).



- After reviewing the content and you are ready to proceed, click **I Accept** to agree to the User Agreement terms.

**17. GOVERNING LAW AND VENUE** The laws of the State of Florida shall govern this Agreement. The Parties submit to the jurisdiction of the courts of Leon County, Florida, exclusively for any legal action related to this Agreement. Further, the Vendor hereby waives any and all privileges and rights relating to venue it may have under Chapter 47, Florida Statutes, and any and all such venue privileges and rights it may have under any other federal or state statute, rule, or case law, including, but not limited to those grounded on convenience. The Vendor hereby submits to venue in Leon County, Florida.

**18. COOPERATION WITH THE INSPECTOR GENERAL** Pursuant to section 20.055(5), Florida Statutes, the Vendor, and/or its contractors and/or any subcontractors understand and will comply with their duty to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing.

**I Decline** **I Accept**

Note: If you click, **I Decline** (above photo) you will not be able to access the DEMES Vendor Portal. Use the **Go Back** or **Confirm Denial** buttons to return to the User Agreement page.

HOME

**WARNING:**

Warning: Declining the user Agreement will prevent you from using the Vendor Portal. Please confirm you wish to decline the user agreement.

**Go Back** **Confirm Denial**

## Designate Role in Vendor Portal

- Review the roles and descriptions outlined for the Vendor Portal: **Procurement, Finance, Authorized Signatory**.
  - Roles are defaulted off (unassigned) when you first see them.

Please review your Roles below. Click the toggles to Assign or Remove that role from your record.

<b>Name:</b> Stephanie Test	<b>Account:</b> Stephanie Test
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<b>Procurement</b> <input type="checkbox"/> Unassigned	<b>Finance</b> <input type="checkbox"/> Unassigned	<b>Authorized Signatory</b> <input type="checkbox"/> Unassigned
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*The Procurement Role identifies you as a user responsible for working with and on RFQs and Quotes. You will receive the following notifications:*

- New RFQ Invitation
- New RFQ Change Order
- Quote Return

*The Finance Role identifies you as a Financial Point of Contact responsible for verifying the veracity of Purchase Orders. You will receive the following notifications:*

- Purchase Order Status Changes
  - Acknowledged
  - Released
  - Canceled
  - Rejected

*The Authorized Signatory Role identifies you as a user who is able to sign binding agreements for your Agency, including the required Terms & Conditions for use of this platform. You will also receive the following notifications:*

- Purchase Order Status Changes
  - Acknowledged
  - Released
  - Canceled
  - Rejected



2. **Select the Role(s)** (toggle button) associated with your duties and daily activities for your entity. Click **Next** to assign roles.
- a. **Procurement** and **Finance** roles are associated with system notifications.
  - b. **Authorized Signatory** role is associated with signing and agreeing to the FDEM's Terms and Conditions for the entity. If no one at your Account/Company has signed the Terms & Conditions, and you serve in this role, you will sign them to gain full access to Procurement. By checking the **Confirm Attestation** checkbox as an Authorized Signatory, you agree that you are bound by the Terms & Conditions. Please see the next page for additional guidance.

Please review your Roles below. Click the toggles to Assign or Remove that role from your record.

Name: Stephanie Test Account: Stephanie Test

<p>Procurement <input checked="" type="checkbox"/> Assigned</p> <p>The Procurement Role identifies you as a user responsible for working with and on RFQs and Quotes. You will receive the following notifications:</p> <ul style="list-style-type: none"><li>• New RFQ Invitation</li><li>• New RFQ Change Order</li><li>• Quote Return</li></ul>	<p>Finance <input checked="" type="checkbox"/> Assigned</p> <p>The Finance Role identifies you as a Financial Point of Contact responsible for verifying the veracity of Purchase Orders. You will receive the following notifications:</p> <ul style="list-style-type: none"><li>• Purchase Order Status Changes<ul style="list-style-type: none"><li>◦ Acknowledged</li><li>◦ Released</li><li>◦ Canceled</li><li>◦ Rejected</li></ul></li></ul>	<p>Authorized Signatory <input checked="" type="checkbox"/> Assigned</p> <p>The Authorized Signatory Role identifies you as a user who is able to sign binding agreements for your Agency, including the required Terms &amp; Conditions for use of this platform. You will also receive the following notifications:</p> <ul style="list-style-type: none"><li>• Purchase Order Status Changes<ul style="list-style-type: none"><li>◦ Acknowledged</li><li>◦ Released</li><li>◦ Canceled</li><li>◦ Rejected</li></ul></li></ul>
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THESE TERMS AND CONDITIONS MUST BE EXECUTED BY AN AUTHORIZED REPRESENTATIVE OR DESIGNEE OF THE CONTRACTOR. THE AUTHORIZED REPRESENTATIVE IS A MANAGER, A MEMBER, AN AGENT, OR AN OFFICER OF THE CONTRACTOR WHO IS GRANTED THE AUTHORITY TO EXECUTE CONTRACTS THAT BIND THE CONTRACTOR. THE AUTHORIZED AGENT HAS THE AUTHORITY TO TAKE ANY OTHER ACTION REQUIRED OR AUTHORIZED UNDER THE PURCHASE ORDER. THE INDIVIDUAL WHO SIGNS BELOW ATTESTS UNDER PENALTY OF PERJURY TO BEING AN AUTHORIZED REPRESENTATIVE OF THE CONTRACTOR. IF A CHANGE IN AUTHORIZED REPRESENTATIVE BECOMES NECESSARY, THE CONTRACTOR SHALL NOTIFY THE DIVISION AND PROVIDE A DELEGATION OF AUTHORITY TO A REPLACEMENT AUTHORIZED REPRESENTATIVE. FAILURE TO COMPLY WITH THIS PROVISION IS GROUNDS FOR UNILATERAL REVOCATION/TERMINATION OF THE PURCHASE ORDER.

Confirm Attestation

**Next**

3. After clicking **Next**, users will see the below message and FDEM will be contacted once access is granted.

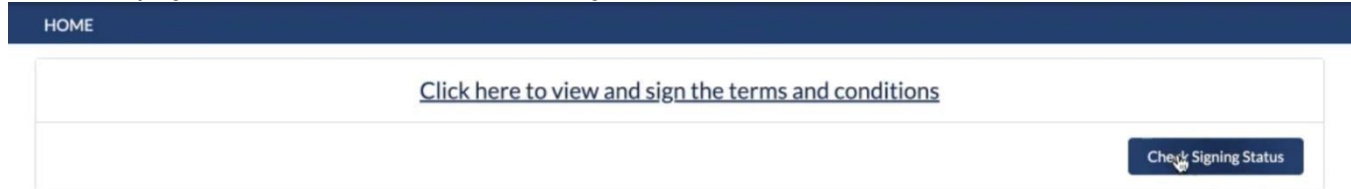
Thank you for submitting your request for access and contact information, we will contact you via email shortly once your request is approved.

Note: Authorized Signatory roles will need to complete the steps outlined on pages 7-8 to access the vendor portal.

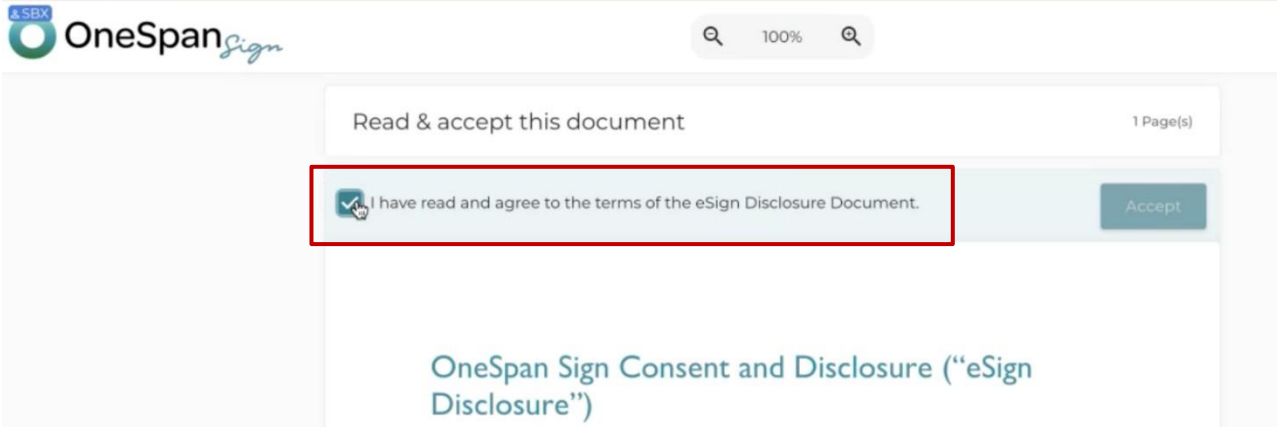


## Authorized Signatory

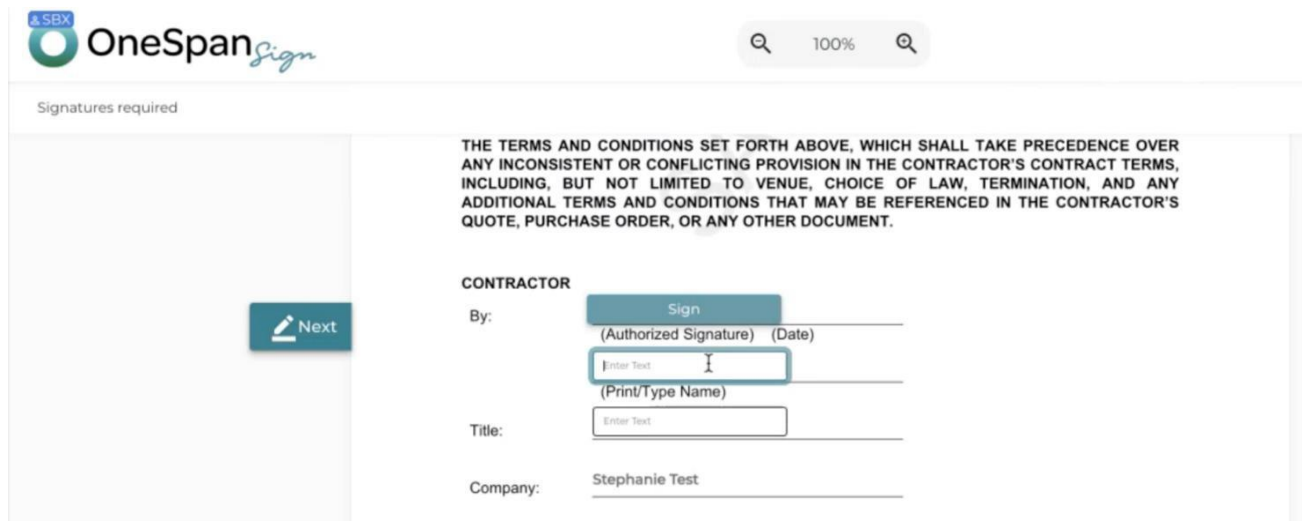
1. If, as an Authorized Signatory, you need to review and sign the Terms and Conditions agreement, you will see a [click here to view and sign the terms and conditions](#) link at the top of the page. [Click the link](#) to review and sign the document.



2. OneSpan will open in a separate tab. The Authorized Signatory will need to **check** that they agree to the terms of the eSign Disclosure Agreement and click the **Accept** button.



3. Scroll down to the signature section to eSign the Terms and Conditions agreement.
  - a. Click the **Sign** button
  - b. Enter your **Name and Title**.
  - c. Click the **Confirm** button.





- The Authorized Signatory will be provided with a page that allows them to review and download the signed Terms and Conditions agreement after they click confirm.
- Once you are approved by FDEM, an email, providing a link to access the DEMES Vendor Portal, will be sent to the email provided.

Sandbox: Welcome to Vendor Portal



Vendor Portal <donotreplyfdemgrants@em.myflorida.com>  
To: Stephanie Peck

Today at 10:03 AM

**This message came from outside your organization.**

Dear Katie,

You have been added as a user to Vendor Portal! To get started, go to  
[https://urldefense.com/v3/ https://fdem--testprod.sandbox.my.site.com/vendors\\_!Jrgwm\\_wKFTPpVg!!ZQuhzPjYN4FEduA6s-Qoq9hphpvQsTIDSRZqNBrQQNJpBrxt52KcfOKRR\\_UB6ap3AfTRyLSXTKP96TfjCgf6K5vH-JCfWD4vpv\\$](https://urldefense.com/v3/https://fdem--testprod.sandbox.my.site.com/vendors_!Jrgwm_wKFTPpVg!!ZQuhzPjYN4FEduA6s-Qoq9hphpvQsTIDSRZqNBrQQNJpBrxt52KcfOKRR_UB6ap3AfTRyLSXTKP96TfjCgf6K5vH-JCfWD4vpv$)

Username: [stephanie.peck@slalom.com](mailto:stephanie.peck@slalom.com).vpvpvp

Thanks,  
Florida Division of Emergency Management





## Entity Not Listed

If, during the registration process, you find that your Account/Company does not appear in the search listing, click the can't find account button and enter the following information. This step will establish your entity in DEMES.

HOME

\* Organization Name

Enter FEIN

Enter Duns

Is this a Private Non-Profit

**Shipping Address**

Is the Shipping Address the same as the Billing Address?

Address

Street

City  State/Province

Postal Code  Country

\* County

**Billing Address**

Address

Street

City  State/Province

Postal Code  Country

## Support

Having trouble or need assistance? Contact [DEMES.Support@em.myflorida.com](mailto:DEMES.Support@em.myflorida.com) for support.