

Set-up a WISBuy Account

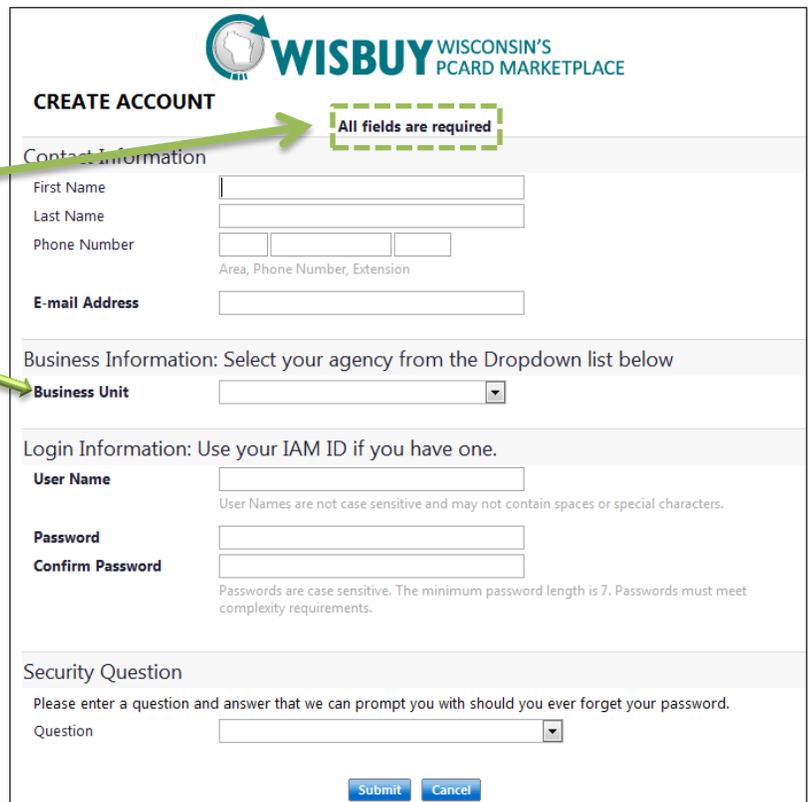
Step 1: go to: <https://solutions.sciquest.com/org/WisconsinMarketPlace>

Step 2: On the right side of your screen you will see “Are you a new user?” You will need to click on the **CREATE ACCOUNT** button.



Step 3: Once you click on the **CREATE ACCOUNT** button, you will be brought to the screen (shown on right) where all fields are required.

*NOTE: Your **Business Unit** is a drop down box. Once you click on it, it will list several State of Wisconsin Departments for you to select the department that you work for; i.e. Department of Administration (ADMIN).*



Step 4: Once you complete the form, click the **Submit** Button at the bottom of the page.

Step 5: Your registration will be sent to your Business Unit Administrator for approval and you will receive email notification (sample below).

Re: NEW REGISTRATION FOR USER ID: [REDACTED]

Dear [REDACTED],

Your registration has been forwarded for review to an administrator with the State of Wisconsin PCard Marketplace. You will receive an email notification as soon as your registration has been reviewed.

If you have any questions about your registration, please visit the Sequoia Marketplace FAQ at <http://www.sequoiamarketplace.com>.

Additional Support Team Contact Information:

+1 (919) 555-5555 ext.123

nobody@scquest.com

Thank you for registering.

State of Wisconsin PCard Marketplace

Once you are approved, you will receive a confirmation email.

From: support@scquest.com Sent: Mon 12/2/2013
To: [REDACTED]
Cc:
Subject: State of Wisconsin PCard Marketplace - [REDACTED] our Registration has been Approved!

Re: NEW REGISTRATION APPROVED FOR USER ID [REDACTED]

Dear [REDACTED],

Your registration has been approved. You now have access to the SelectSite application for State of Wisconsin PCard Marketplace.

You can access the SelectSite application at <https://usertest.scquest.com/apps/Router/Start?AuthUser=1189742&Tmstmp=1386013561684293>.

If you have any questions on accessing the SelectSite application or its use, please contact your SelectSite Support Team.

Additional Support Team Contact Information:

+1 (919) 555-5555 ext.123

nobody@scquest.com

Thank you,

State of Wisconsin PCard Marketplace

Once you receive email notification, you can login with your username and password at: <https://solutions.scquest.com/org/WisconsinMarketPlace>



State of Wisconsin PCard Marketplace



SIGN IN

Please enter the login credentials in the fields below to sign in to the application.
Password is case-sensitive.

Are you an existing user?

User Name

Password

[Forgot your Password?](#)

SIGN IN

Powered by
sciQuest

Are you a new user?

This application is accessible only to registered users.

With your account you will:

- Be able to shop from multiple suppliers at State of Wisconsin contracted prices
- Be able to search, find, and compare products

CREATE ACCOUNT

This concludes the lesson on Set-up a WISBuy Account. For further assistance, please contact WISBuy@Wisconsin.gov or visit the website at wisbuy.wi.gov.