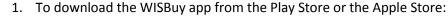# WISBuy's Jaggaer Mobile App Installation Guide

BEFORE DOWNLOADING THE APP

Before downloading the app to your mobile device, you will need to add your mobile device to your WISBuy profile and generate an activation code that you will need to enter into the mobile app the first time it's opened:

1. Log in to your WISBuy account at WISBuy.wi.gov.
2. Access your **User Profile** and go to **User Profile and Preferences** > **App Activation Codes**.
3. Click the **Add Mobile Device** button.
4. In the **Device Name** field, enter a name for the mobile device you want to add (e.g., "My iPhone").
5. Click **No** when asked if you would like WISBuy to **Email Activation Code**. The code will display on the next screen.
6. Click **Add Device**, then click the dropdown arrow and select **Mobile Device**.
7. The **Activation Code** will be displayed in the **Add Device** pop-up window. Write down this code and click the **Close** button to close the window. If you lose your code, you can view it again by checking the **App Activation Codes** screen under the **Pending Codes** heading. *The registration code is valid for 72 hours; if you do not activate your device within the time limit, you will need to repeat these steps and generate a new code.*

ACTIVATING YOUR MOBILE APP

Once you have added the mobile device to your WISBuy profile, you will need to download and activate the mobile app:

1. To download the WISBuy app from the Play Store or the Apple Store:
   a. Search for "Jaggaer" in the app store.
   b. Install the Jaggaer app.
2. Open the app on your mobile device. The **Register Device** screen will open. Enter the **Activation Code** you generated in step 7 above.
3. Enter the WISBuy password you normally use to log into WISBuy. *Note: If you change your WISBuy PCard Marketplace password, your mobile password will be changed as well.*
4. Click **Register Device**.

NOTE: While our goal is to have all enabled catalogs available on the WISBuy app, not all vendors are capable of linking to the mobile app at this time. Currently, all hosted catalogs and the following punchout catalogs are available on the mobile app: CDW-G, Dell NASPO, Dell State, Fastenal, Ferguson, Grainger, Medline, Henry Schein, HP, Lenovo and McKesson.

For questions or to troubleshoot issues, please contact:
doawispro@wisconsin.gov
(608) 264-7897 or (800) 482-7813