

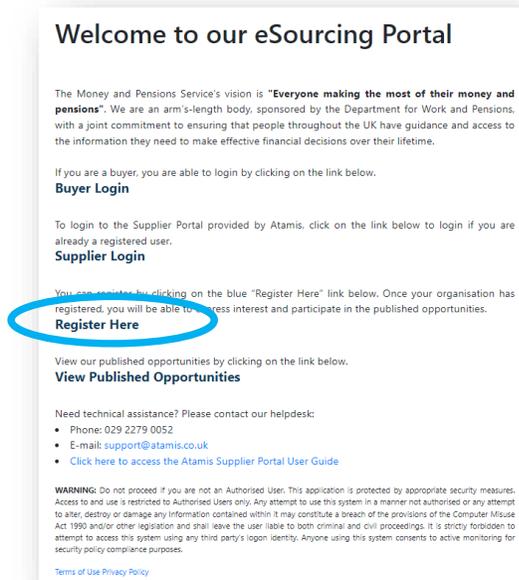
# Registering on the MaPS Supplier Portal:

## A quick reference guide



1 Use the following link to start your registration journey:  
<https://atamis-maps.my.site.com/s/Welcome>

2 Select 'Register Here'



3 Enter your details below, including the captcha validation and select 'Submit'

Please enter all fields below to register, then click Submit (mandatory fields are marked red)

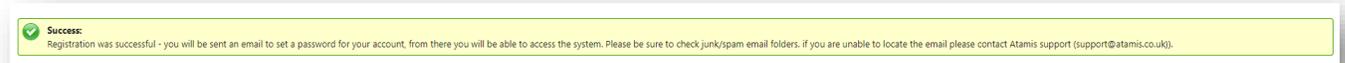
First Name  Last Name

Company Name  Email

Please enter the characters in the image below (not case sensitive):

Submit

4 A success message will appear, and you can now close this page.



5 A welcome email will be sent to your registered email address from 'MaPS Supplier Portal [notifications@atamis.co.uk](mailto:notifications@atamis.co.uk)'.

Please check your junk/spam email folder. If you do not receive this email, please contact [support@atamis.co.uk](mailto:support@atamis.co.uk) and they will be able to assist you.

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6 Your welcome email will contain a link to the Atamis platform where you will be asked to create a secure password.

7 Follow the instructions to enter a new password and select **'Change Password'**

The screenshot shows a 'Change Your Password' form with the Money & Pensions Service logo at the top. Below the logo, the text reads 'Change Your Password'. The form includes a section for 'Enter a new password for' with a note to 'Make sure to include at least:' followed by three radio button options: '8 characters', '1 letter', and '1 number'. There are two input fields: '\* New Password' and '\* Confirm New Password'. A 'Change Password' button is located at the bottom of the form.

8 As soon as you have selected changed password you will be redirected to the Supplier Portal home page:

The screenshot shows the Supplier Portal home page with the heading 'Welcome to the Supplier Portal. Please select from one of the following options:'. There are three main sections: 'My Proposals and Quotes' (with a 'Click Here' button), 'Find Opportunities' (with a search icon and a 'Click Here' button), and 'Message Centre' (with a 'Click Here' button). Below these is a 'Manage your account' section with a 'Company Details' sub-section, which contains the text 'Make changes to your company information.' and 'This function is currently unavailable'.