

QUICK REFERENCE GUIDE

Supplier Portal Screen Reader Accessibility

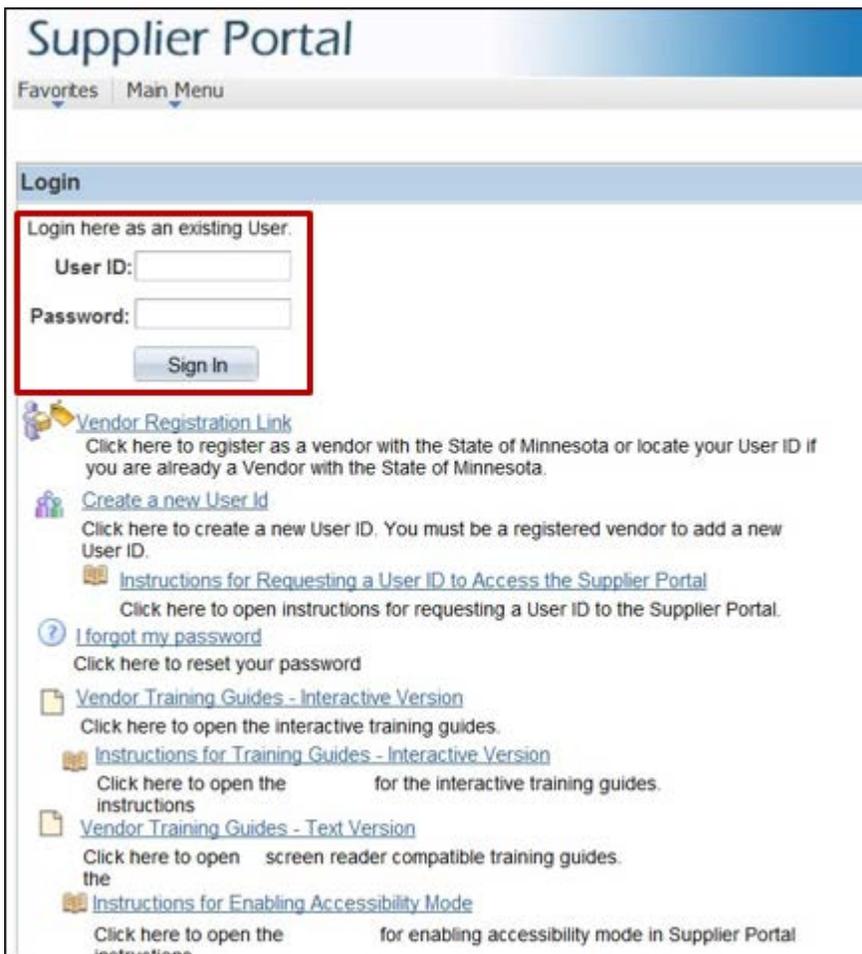
April 15, 2013

Screen Reader Accessibility Mode

If necessary, the SWIFT Supplier Portal can be configured to be more compatible with screen readers. In order to set this option, you must have a User ID and password and be logged in to the supplier portal

Begin by Navigating to the SWIFT Supplier Portal: <http://supplier.swift.state.mn.us>

1. Log into the SWIFT Supplier Portal using your User ID and Password



Supplier Portal

Favorites | Main Menu

Login

Login here as an existing User.

User ID:

Password:

Sign In

[Vendor Registration Link](#)
Click here to register as a vendor with the State of Minnesota or locate your User ID if you are already a Vendor with the State of Minnesota.

[Create a new User Id](#)
Click here to create a new User ID. You must be a registered vendor to add a new User ID.

[Instructions for Requesting a User ID to Access the Supplier Portal](#)
Click here to open instructions for requesting a User ID to the Supplier Portal.

[I forgot my password](#)
Click here to reset your password

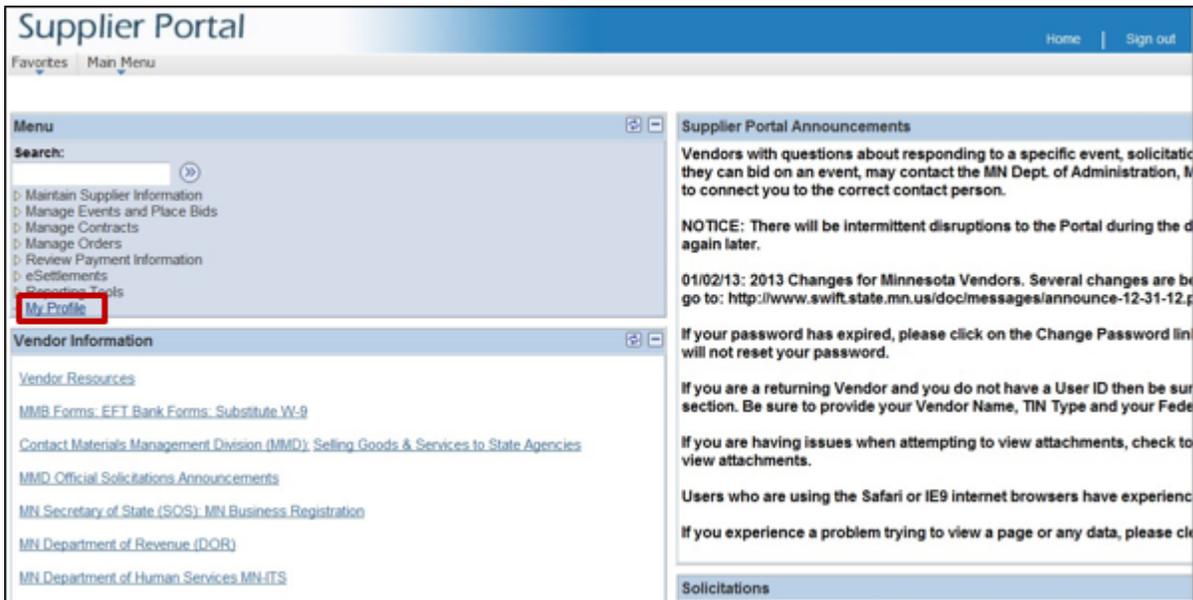
[Vendor Training Guides - Interactive Version](#)
Click here to open the interactive training guides.

[Instructions for Training Guides - Interactive Version](#)
Click here to open the instructions for the interactive training guides.

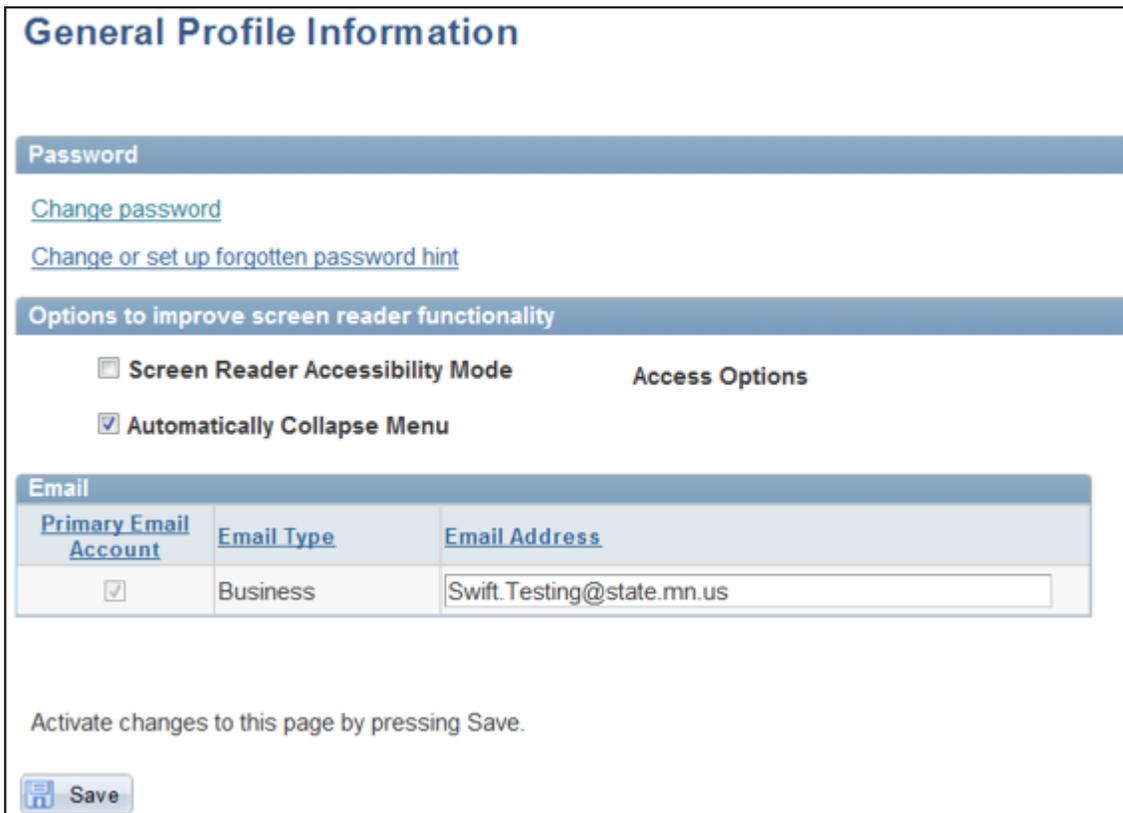
[Vendor Training Guides - Text Version](#)
Click here to open the screen reader compatible training guides.

[Instructions for Enabling Accessibility Mode](#)
Click here to open the instructions for enabling accessibility mode in Supplier Portal

2. Click the **My Profile** Link



3. Locate and check the **Screen Reader Accessibility Mode** checkbox
4. Click **Save**



Continue with additional tasks as needed.