

Quick Reference Guide for Credential Manager

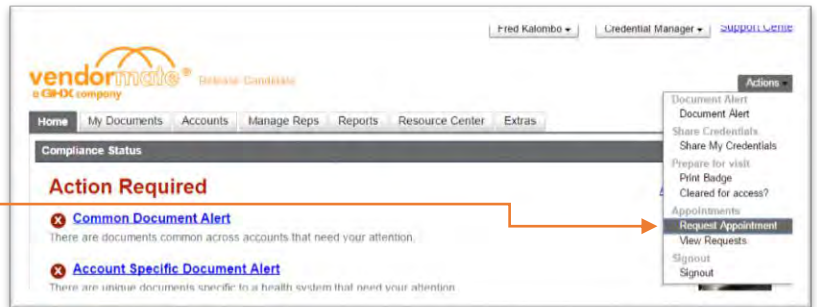
Request an Appointment

Vendormate Credential Manager makes it easy to request an appointment with staff members at any of your active accounts that has representative appointment requests enabled. Your credentials must be compliant to print a badge, even if you have an appointment. Appointments should be requested at least 48 hours in advance.

Follow these steps to request an appointment.

Login to your profile at <https://login.vendormate.com>.

Go to the **Actions** tab and select **Request Appointment**.



Add Appointment Details:

Frequency: Choose **One Time Appointment** or **Recurring Appointment**.

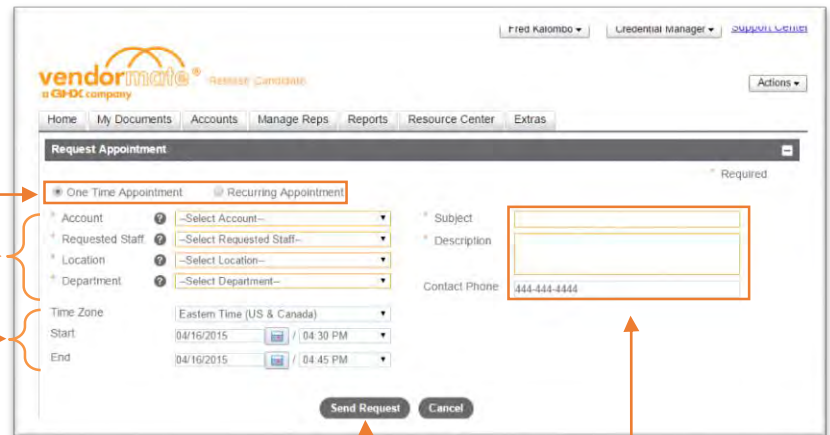
If recurring, a pop-up window will appear to select the recurrence pattern.

Attendees and Location: Select the **Account**, **Requested Staff**, **Location** and **Department**.

Time: Select the **Time Zone**, **Start** and **End Time**.

Additional Details: Enter a **Subject**, **Description**, and **Contact Phone**. This info will be included in the invitation sent to attendees.

Click **Send Request**. You will receive an email informing you whether the appointment is confirmed, denied or has been edited.



If you need assistance or if you would like additional information on Credential Manager, visit www.vendormate.com/providers/support, or contact our Customer Support Team at 404-949-1300.