Job Aid:
How to Assign and Remove Proxy Users
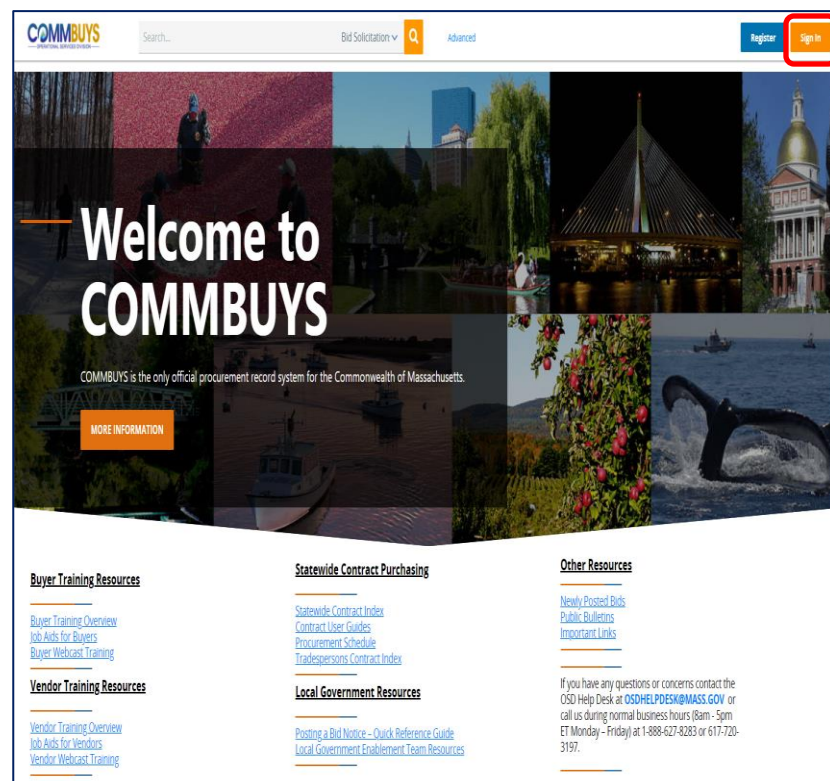
This Job Aid shows how to:

- Assign a Proxy user
- Remove a Proxy user

Of Special Note:

If an approver will be unavailable to approve documents for an extended period, a Proxy user can be activated. This Proxy user will be able to approve any document in place of the approver (across all applicable approval paths). The Proxy will receive the same approval notifications as the original approver.

NOTE: Proxies should only approve or disapprove documents and not take other actions on behalf of the original user.
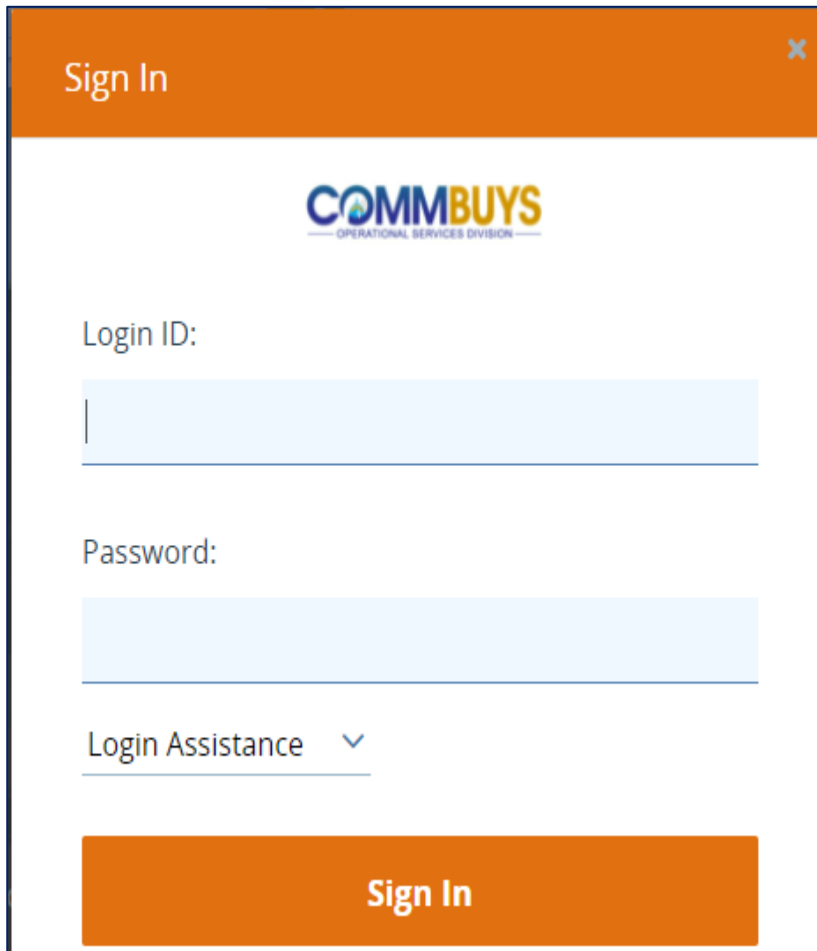
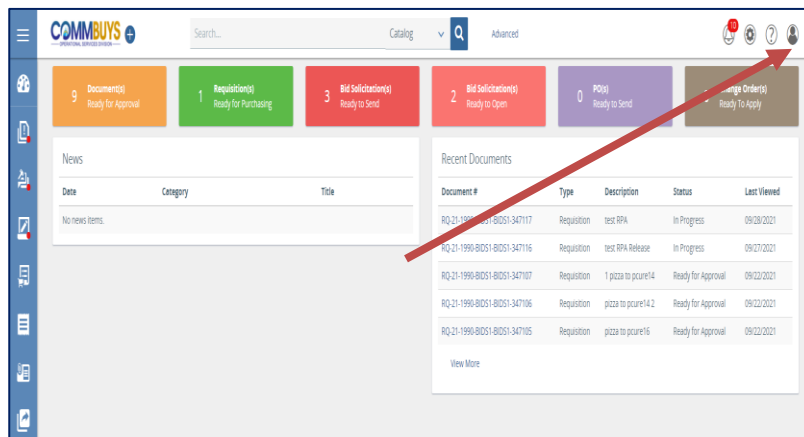| Screenshot	Directions
	Step 1: Logging in to COMMBUYS 1. Launch the COMMBUYS website by entering the URL (commbuys.com) in the browser or by clicking the hyperlink COMMBUYS. 2. Click on the orange **Sign In** button in the upper right-hand corner.

Screenshot	Directions

Step 2: Signing In

1. Enter your **Login ID** and **Password.**

2. Click on the **Sign In** button.

NOTE: If you forget your User ID or Password, click on the **down arrow** next to **Login Assistance.**

Sign In

COMMBUYS
OPERATIONAL SERVICES DIVISION

Login ID:

Password:

Login Assistance ⌄

Sign In

Step 3: Clicking the My Account Icon

1. When the Main Menu displays, click on the **My Account** 👤 icon on the top right of the header bar.

Screenshot	Directions
	Step 4: Accessing Your Account Select **My Account** from the dropdown menu.
	Step 5: Editing Your Account 1. Click on the **Edit** button.

Screenshot	Directions

Step 6: Clicking the Proxy User Dropdown Arrow

My Information

Salutation: [v]

First Name*: Bill   Last Name*: O'Malley15

Job Title*: Buyer

E-mail*: commbuystraining@mass.gov

Phone*: (617) 999 - 9999   Ext.

Mobile Phone: (   )   -

Change Password: Confirm Password:

Login Question*: [v]

Login Answer*: test

Proxy User: (No Proxy) [v] ☐ Activate Proxy User

User Manual Version: [v]

Current Password*: [   ] **Please enter current password to confirm user profile changes**

[Save & Exit] [Save & Continue] [Reset] [Cancel & Exit]

1. Click on the **dropdown arrow** next to the **Proxy User** field and select a proxy user from the dropdown menu.

2. Select the **Activate Proxy User** checkbox.

3. Enter your current password in the **Current Password** field.

NOTE: If you have not previously set up a proxy user, click on the **dropdown arrow** next to the **Login Question** field and select a choice from the dropdown menu, then enter the answer to the Login Question in the **Login Answer** field.

4. Click on the **Save & Exit** button at the bottom of the page.

---

www.training.commbuys.com says

I am acknowledging that the proxy user being assigned has the appropriate agency rights to perform actions on behalf of the user specified.

[OK]   [Cancel]

5. Click **OK** when the popup acknowledgement message displays.

My Information [Edit]

Salutation

First Name Bill   Last Name O'Malley15

Job Title Buyer   Department BIDS1 - Procurement Department

Email commbuystraining@mass.gov

Phone 6179999999

Proxy User Renee O'Rourke (Activated)

[Exit]

6. When the screen re-displays, click on the **Exit** button and your COMMBUYS Home Page will display.

The proxy user is now established and can approve documents that are sent to you for approval.

NOTE: You must deactivate your proxy upon returning to work. In COMMBUYS, follow Steps 1-5 and on Step 6, de-select the **Activate Proxy User** checkbox.