COMMBUYS CLM
OPERATIONAL SERVICES DIVISION

Job Aid:
How to Access COMMBUYS CLM Using Single Sign-on (SSO)
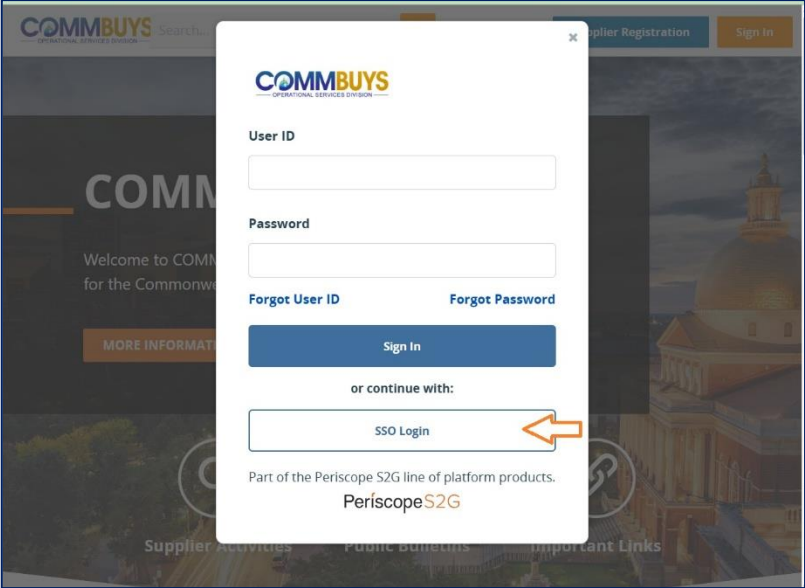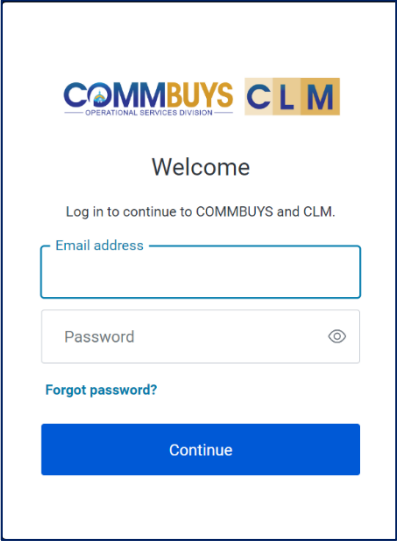
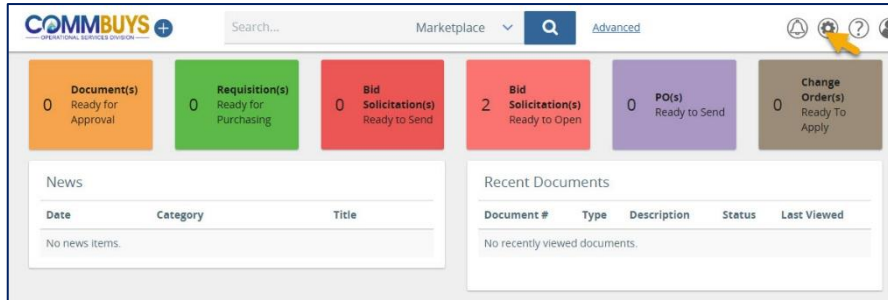**This Job Aid shows how to:**

Sign-in to COMMBUYS CLM.

Of Special Note:

The Contract Lifecycle Management (CLM) software is integrated with COMMBUYS. CLM + COMMBUYS provides complete management of the contract lifecycle including collaborative planning and development, evaluation, contract award, and contract management.
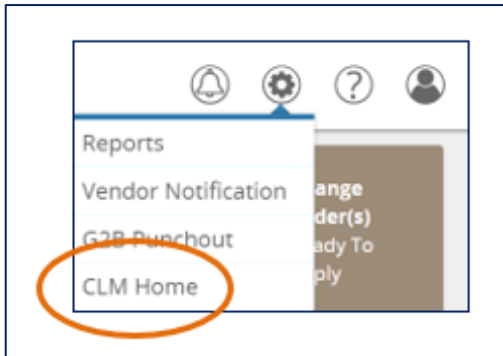
Access to CLM begins in COMMBUYS.

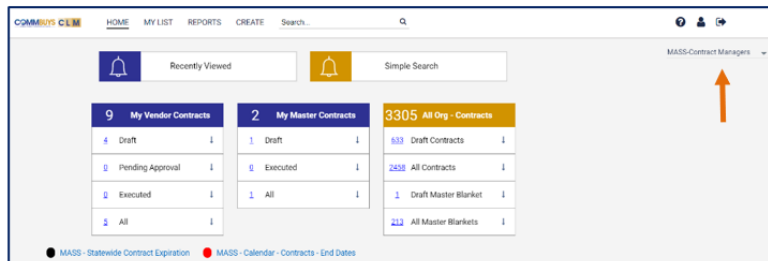| Screenshot	Directions
	Step 1: Launching COMMBUYS Enter the uniform resource locator (URL) address for COMMBUYS (https://www.commbuys.com) or (commbuys.com) in your browser. 1. Click on the orange **Sign In** button in the upper right-hand corner. 2. Click on the **SSO Login** button.
	3. Enter your **Email Address** and COMMBUYS **Password** and click on the **Continue** button. .

Screenshot	Directions

Step 2: You are now logged into COMMBUYS. For CLM Access

1. Click on the **Settings** icon at the top right of the COMMBUYS Home Page.

2. Select **CLM Home** from the dropdown menu.

The CLM Home Page opens in a new browser tab.

Step 3: To change your CLM role

1. Click on the down arrow to view the list and select the desired role.

2. The Home Page view changes to match the selected role.