

## Overview of eMACS Registration Steps for Nonpoint Source and Wetland Program Partners

For all nonpoint source grant applications, **all applicants will need to be registered ahead of time with the state's online platform eMACS (electronic Montana Acquisition and Contracting System).**

Because eMACS is typically used to manage the state's invitations for bids for things like janitorial services and building renovations, we recognize that some of the wording and processes may be unfamiliar. Below is an overview to assist with registration steps. For eMACS related questions, contact [emacs@mt.gov](mailto:emacs@mt.gov) or the eMACS Help desk at 406-444-2575.

- Click on: <https://spb.mt.gov/eMACS-Resources> (For full instructions see: [https://spb.mt.gov/\\_docs/eMACSResources/Vendor\\_Registration\\_Handbook.pdf](https://spb.mt.gov/_docs/eMACSResources/Vendor_Registration_Handbook.pdf))
- Go to the Vendors side of the page, click the 'Registration' dropdown, and then click the 'Vendor Portal' button.
- Enter your email address. If you don't have an account, it will prompt you to create one. The person creating an account should be the person authorized to submit grant applications on behalf of your organization.
- **Required fields are marked with a **
- Enter **Company Name** (i.e. organization name) and **Contact Info** to **create a Login**. Tax ID Number and DUNS Number (now UEI-Unique Entity Identifier number) are optional fields.
- You will receive an email to create your account and log in.
- Once logged in, you will be navigated to a "Manage Registration Profile" page. You can find the Manage Registration Profile page by clicking the gear icon on the left side of the screen.
- Follow the next several steps to complete the registration process
  - Company Overview (ie your organization)
  - Business Details: Enter at least one commodity code to list products and services your organization provides. This allows you to receive and access grant/solicitation opportunities. Please note the available codes may not fully reflect your work, just use your best judgment. Suggested codes related to Nonpoint Source work:
    - 1619 Environmental Services - Stream Restoration
    - 1402 Educational – Services
- For additional products and services  
see: [https://spb.mt.gov/\\_docs/eMACSResources/Commodity-Codes.pdf](https://spb.mt.gov/_docs/eMACSResources/Commodity-Codes.pdf)
- Addresses
- Contacts: The system requires you to enter a contact person for **Fulfillment** and **Sales**. Additional contact types are optional. For Nonpoint Source contract work, think of the Fulfillment role as "Contract Signatory" and the Sales role as "Contract Liaison". The contacts you provide will receive emails about grants and solicitation opportunities.
- Diversity: Optional, non-profits and government entities can decline or choose Do Not Qualify.
- Certify & Submit

## Next Steps

As a registered vendor with the State of Montana, the contacts listed in your profile will receive automated email notifications for posted Nonpoint Source and Wetland grant opportunities and other applicable solicitation opportunities, updates/changes, and important date reminders. It shouldn't be more than a couple email notifications per month. At the time of writing this guidance, there were 52 grant/solicitation opportunities (known as 'events'), two of which applied to the above recommended codes (1619 and 1402).

Email notifications will look something like this:

**From:** State of Montana eMACS <[noreply@emacs.montana.gov](mailto:noreply@emacs.montana.gov)>  
**Sent:** Wednesday, September 25, 2024 8:28 AM  
**To:** Smith, Suzanne <PCCWG@waters.org>  
**Subject:** [EXTERNAL] Invitation For Bid – FY2026 Nonpoint Source Call for Applications is now open

**Event Invitation For Bid – FY2026 Nonpoint Source Call for Applications is now open**

Dear Suzanne Smith,

The following Invitation For Bid is now open. You are invited to submit a bid.

**Project:** Department of Environmental Quality

**Event Number:** DEQ-IFB2025-123459

**Event Title:** FY2026 Nonpoint Source Call for Applications

**Bid Open Date:** 8/30/2025 at 2:00 PM MDT

**Bid Close Date:** 9/25/2025 at 2:00 PM MDT

**Issuing Entity:** MONTANA ACQUISITION & CONTRACTING SYSTEM (eMACS)

Please click the link to view the solicitation [app01.jaggaer.com]

Thank You,

MONTANA ACQUISITION & CONTRACTING SYSTEM (eMACS)

9/25/2024

Once you are registered as a vendor, you can log into the state's vendor portal [vendorportal.mt.gov](http://vendorportal.mt.gov) at any time to edit your vendor profile, view solicitation opportunities (events), submit grant applications, and check on the status of an application. For assistance responding to a solicitation, click "eMACS Resources" at the bottom of [emacs.mt.gov](http://emacs.mt.gov) and review the PDF under "How to Submit a Bid".

Once you are logged in, you can view different solicitation opportunities (events), and post questions to that event's Q&A Board. Within the Q&A Board you will be able to view all other posted questions and answers.

### Questions

Technical questions regarding eMACS may be directed to: [emacs@mt.gov](mailto:emacs@mt.gov) or the eMACS Help desk at: 444-2575.

For other questions, reach out to Hannah Riedl, Nonpoint Source and Wetlands Section Supervisor, at 406-444-0549 or [Hannah.Riedl@mt.gov](mailto:Hannah.Riedl@mt.gov), or any member of the Nonpoint Source and Wetlands Section during the Phase 1 process only. Once Phase 2 is posted, all communication must be through the Q&A Board or emailed to the Single Point of Contact.

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