

FORUM FAQ

Welcome to Forum, Colorado Judicial’s online marketplace forming the center of Judicial and public business.

This document provides quick answers on the most frequently asked questions about Forum.

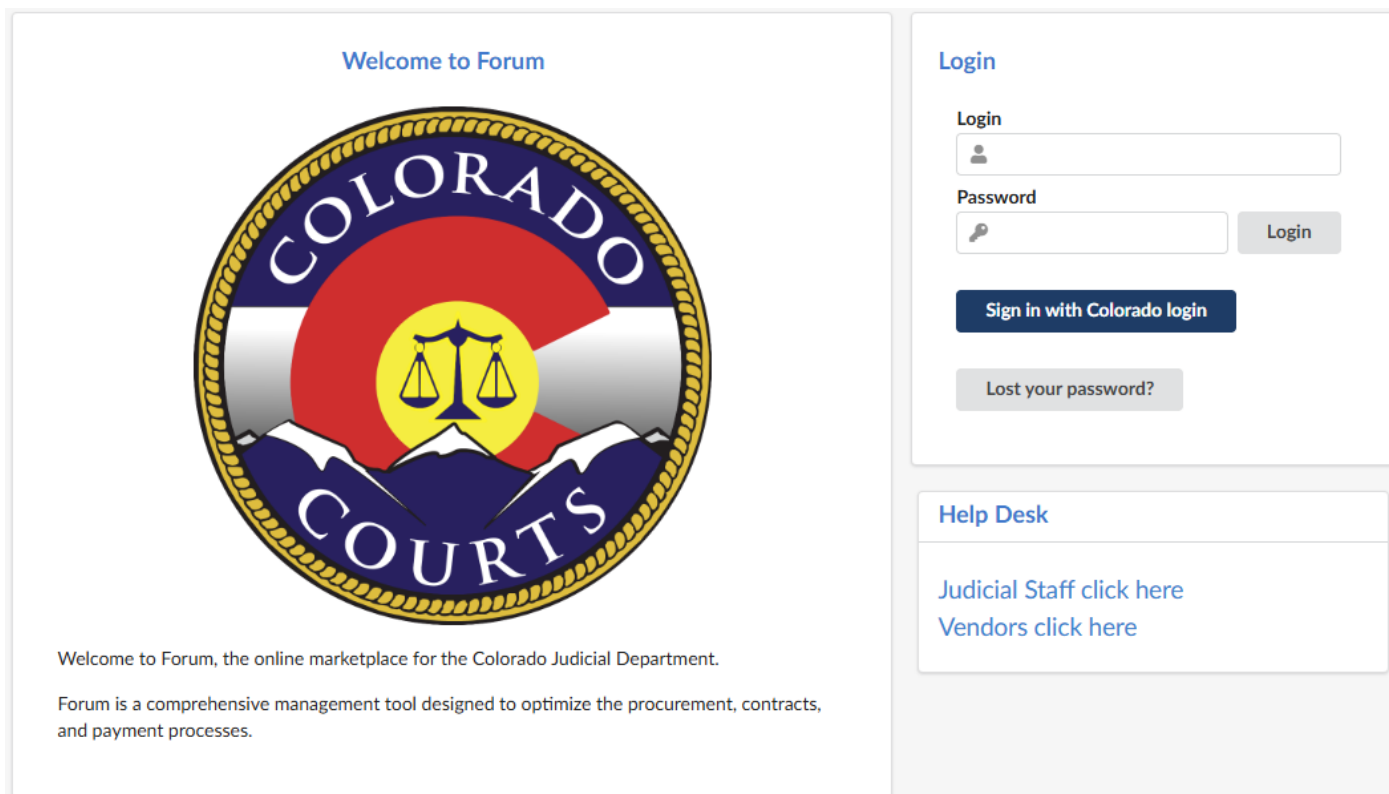
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LOGGING ON TO FORUM

All Judicial Vendors will be invited to join Forum via email sent from noreply@ivalua.com. Click the link in the email, and use the login credential and one-time password from the email to log in.

NOTE: For the best user experience, use Google Chrome as your browser.



Welcome to Forum



Welcome to Forum, the online marketplace for the Colorado Judicial Department.

Forum is a comprehensive management tool designed to optimize the procurement, contracts, and payment processes.

Login

Login

Password

Login

Sign in with Colorado login

Lost your password?

Help Desk

Judicial Staff [click here](#)

Vendors [click here](#)

Enter your username and one-time password from the email and click **Submit**.

FIRST USE: ACCEPTING TERMS & CONDITIONS

If you are logging on to Forum for the first time, you must review and accept the Terms & Conditions of Use.

You should review the Terms & Conditions, then select the checkbox **I accept terms and conditions** and click **Validate** to access the system. If you are unable to accept the terms and conditions, please contact the help desk.

FORGOT YOUR PASSWORD?

If you should lose your **login password**, you can request a new temporary password from the *Login* frame.

The image shows a login form titled "Login" in blue. It contains two input fields: "Login" with a person icon and "Password" with a key icon. To the right of the Password field is a grey "Login" button. Below these is a dark blue button labeled "Sign in with Colorado login". At the bottom, there is a grey button labeled "Lost your password?" which is highlighted with a red rectangular border.

In the window that displays, enter your email address and the secure field (captcha).

The image shows a "Password lost?" dialog box. It has a title bar with "Password lost?" and window control icons. Inside, there are two buttons: "Close" and "Confirm". Below them is a text prompt: "Forgot your password? Please fill your email address.*". This is followed by an empty text input field. Below the input field is a section titled "Security Control" in blue. Under this title, there is a "Security Control" label and a small input field, followed by a captcha image showing the characters "B5R9".

Click the **Confirm** button.

HOW TO RECEIVE HELP

While using Forum you may run into instances where you need help to proceed. Training documents have been created to cover general problems and solutions you may experience. To find the training documents first click Vendors Click Here in the Help Desk section of the login screen.

Help Desk

Judicial Staff click here

Vendors click here

This will bring you to the Forum page of the Colorado Judicial Branch website. Here you can find prerecorded training videos, training documents, and a link to a document which shows Judicial contracts by district.

Forum

Forum is a dedicated tool for collaborative management of Judicial spend and allows users to access the life cycle of the procurement process. This includes the ability to request and manage contracts, place orders, receive order confirmations and invoices and approve payments.

The system also allows vendors to manage and update their profiles, submit certifications, insurance and tax information, upload catalog items, accept orders and invoice against orders.

Forum allows for greater collaboration, visibility and efficiency in the procurement, contract and payment process.

[Forum Contacts and Support](#)

Pre-recorded Vendor Training Sessions

[Registering and Onboarding for Vendors](#)

[Reviewing and Approving Contracts](#)

[Order Review and Acknowledgement](#)

[Creating and Submitting an Invoice](#)

[Navigating Forum](#)

Login to Forum 

Forum Training Documents

[Registering and Onboarding in Forum](#)

[Navigating Forum](#)

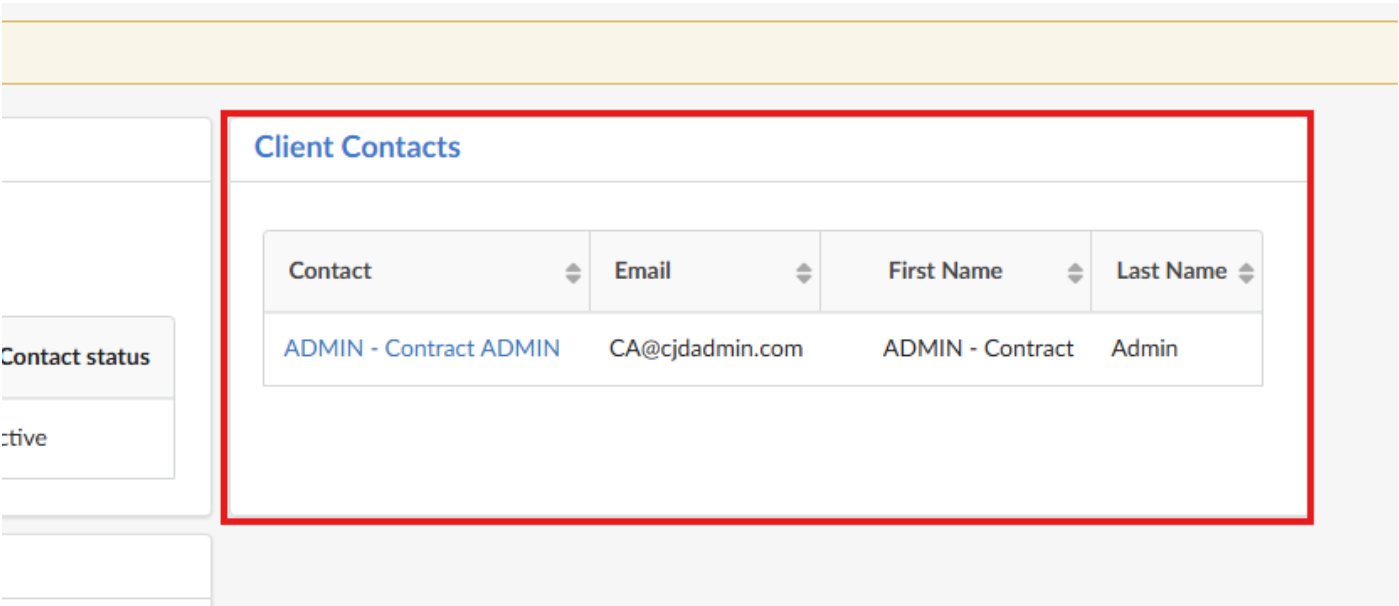
[Orders and Invoices in Forum](#)

[Reviewing and Approving Contracts in Forum](#)

[FAQ](#)

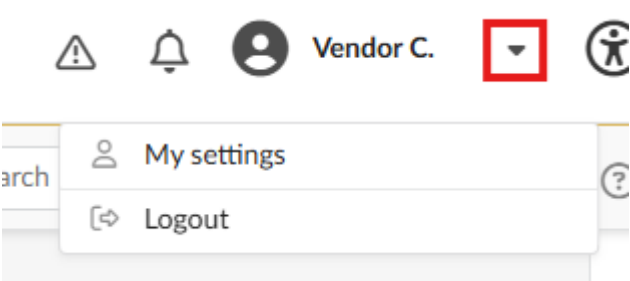
[Change Default Browser](#)

Another way to receive help is to reach out to your Judicial contact. To view who your Judicial contact is navigate to the Contacts screen of your company information. Your Judicial contact(s) will be listed under the Client Contacts section.



SETTING UP YOUR USER PREFERENCES

To view your user profile and update your preferences, click the *down arrow* to the right of your name in the upper right corner of your screen.



MENU OPTION	DESCRIPTION	MORE INFORMATION ON PAGE:
My Settings	View your Account Profile and Preferences	5
Logout	Click to exit Forum	

MY SETTINGS

My settings is divided into three pages Profile, General preferences, and Notifications

GENERAL PREFERENCES

Use the General preferences section to set your default Time Zone, as well as set any format, accessibility, or language preferences.

Accessibility Settings

☐ High contrast level

☒ Display passive notifications on pages

☒ Display the contrast settings button in header

My preferences

Default lang

English

Default country

Time Zone

Currency

USD

Format lang

English (United States)

Date format

9/2/2025 11:39:59 AM (M/d/yyyy h:mm tt)

PROFILE

Use the Identity section to add or update your contact information as well as updating your password.

Identity

First Name *

Hammerhead

Last Name *

Shark

Email *

hammerhead@oldshark.com

Internal Identifier

Position ⓘ

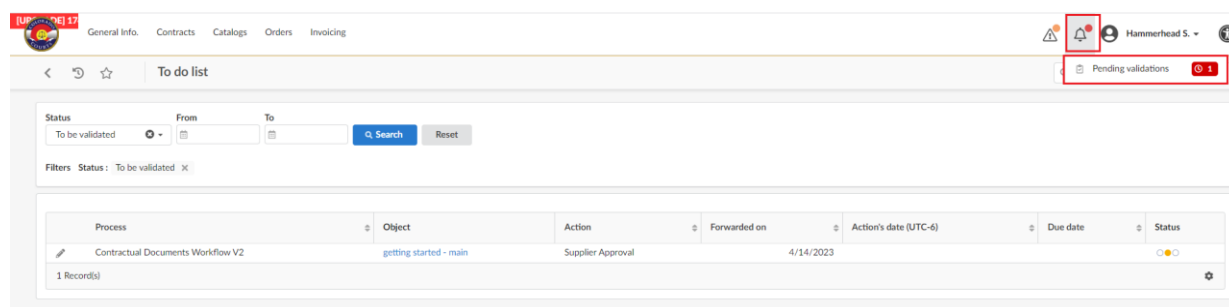
Supplier

Discovery Channel

Daily Working Time (hours)

MY PENDING VALIDATIONS

Pending Validations is your “To do list”. Any items requiring action on your part will be displayed here. Click the edit (pencil) icon  to the left of the process name to complete the process.

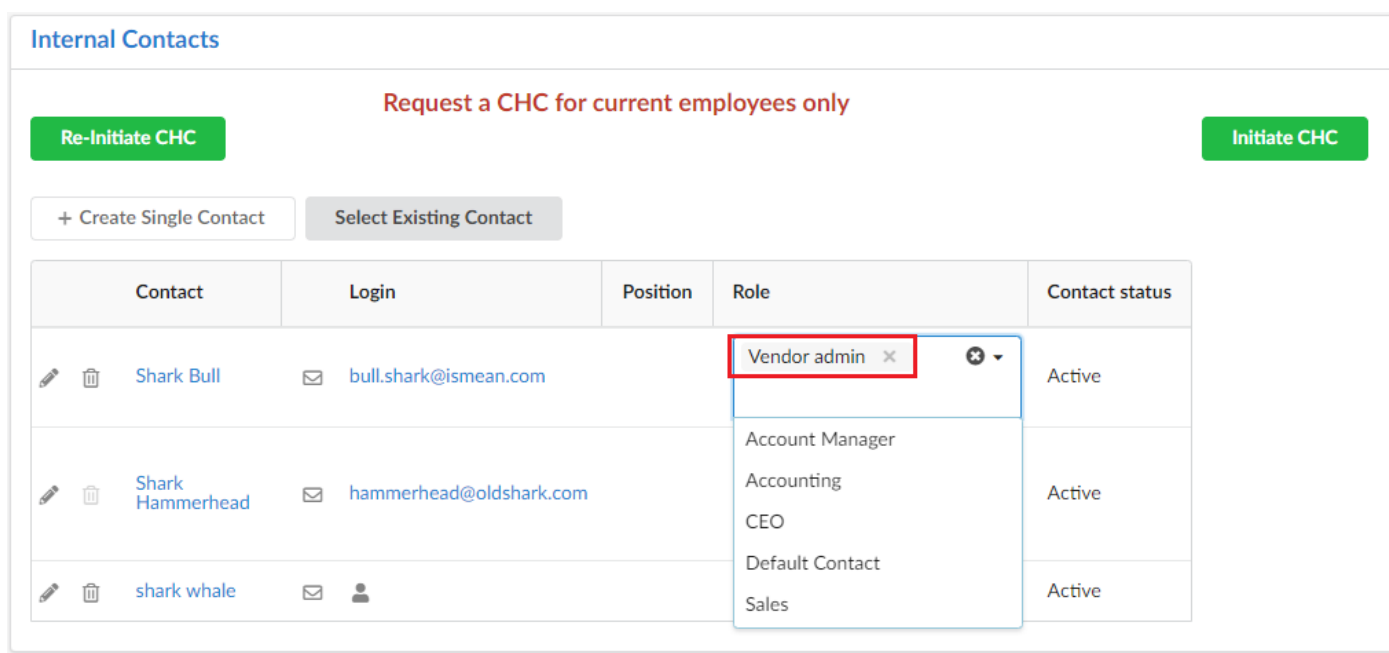


ADDING STAFF AND USERS

From the left-side menu, click the **Contacts** link.

You will see a list of your company contacts. Review this list and assign roles to staff as appropriate. All of your staff members that require a criminal history check (CHC) must be added in Forum.

NOTE: You must be assigned the Vendor Admin role to add staff for system access and criminal history checks



ADDING NEW USERS

To add a new user to the system, click **Create Single Contact**.

Internal Contacts

Request a CHC for current employees only

Re-Initiate CHC

Initiate CHC

+ Create Single Contact

Select Existing Contact

Contact	Login	Position	Role	Contact status
Shark Bull	bull.shark@ismean.com		Vendor admin	Active
Shark Hammerhead	hammerhead@oldshark.com		Default Contact Vendor admin	Active
shark whale				Active

Fill in the appropriate information for this user. First Name, Last Name, and email are required.

You can save your information as you go by clicking **Save**, when you are finished click **Save & Close**.

Supplier Contact Management

Save

Save & Close

Close

Identity

First Name *

Middle Name

Last Name *

Email *

Position ⓘ

Internal Identifier

List of languages

English

Phone

Phone

Cell Phone

Fax

Photo

Login Information

To invite users to login to Forum, click the envelope to the right of their name. Forum will send an email with a username and a one-time password allowing the user to register.

Internal Contacts

Request a CHC for current employees only

Re-Initiate CHC

Initiate CHC

+ Create Single Contact

Select Existing Contact

Contact	Login	Position	Role	Contact status
  Shark Bull	 bull.shark@ismean.com		Vendor admin  	Active
  Shark Hammerhead	 hammerhead@oldshark.com		Default Contact   Vendor admin 	Active
  shark new	 			Active
  shark whale	 			Active

INCLUDING EXISTING STAFF MEMBERS

If you have a staff member who is already present in the system (for example, a staff member that works for your company in a different location), click **Select Existing Contact** and select the user from the list of names provided.

CHC (CRIMINAL HISTORY CHECK) REQUIREMENTS

Criminal History Checks (CHC) may be performed and managed by Judicial, by the vendor, or not required at all. How Criminal History Checks are managed and performed is determined by Colorado Judicial.

CHC Requirement	Process
Judicial Provided	Judicial determines how CHC are performed
Vendor Provided	The vendor determines how CHC are performed
N/A	No Criminal History Check is required

To view your CHC requirement click on the Contacts link in the left-side menu and look in the Criminal History Check section.

Save | Request Information Change

Criminal History Check

CHC Requirement
Judicial Provided

Request a CHC for current employees only

Initiate CHC

Re-Initiate CHC

To view the CHC status for your users, from the left-side menu, click the **Criminal History Check Status** link.

First Name	Middle Name	Last Name	Criminal History Check Status	Start Validity Date	End Validity Date
Bull		Shark	Required	4/14/2023	4/15/2023
Hammerhead		Shark	Required	4/14/2023	4/15/2023
Ann		Test	Required		

3 Record(s) ⚙️

When one or more person's CHC is not in Suitable or Suitable (upon appeal) status, the following warning will appear on the Home Page

Onboarding Progress

Missing Non Disclosure Agreement

Missing OBH

Criminal History Check for one or more contacts is expiring soon

One or more documents submitted by the vendor is rejected.

Criminal History Check for Vendor Contact is different from Suitable

Criminal History Check for Vendor contact is not assigned

No Vendor Contact have a Valid CHC status

Pending Approval on Document(s)

Work may not commence on many Judicial contracts until all required background checks are complete. The status for background checks are shown below:

Page | 11

CHC Status	CHC Status definitions
Required	The default status of CHC for everyone. Link to CHC will be sent via email from no-reply-colorado@ivalua.com.
Pending	The individual's authorization form has been received and the CHC is in progress.
Suitable	The individual may access information and perform services for Colorado Judicial.
Not Suitable	Not suitable finding.
Expired	CHC validity has expired. CHC are generally valid for two years.
N/A	Not Applicable status to be determined by Judicial based on contract terms.

NOTE: You must have at least one eligible staff member with a "Suitable" CHC status before your services or goods can be purchased by Colorado Judicial.

CHC REQUIREMENT: JUDICIAL PROVIDED

When the CHC Requirement is set to Judicial Provided you will be responsible for initiating the CHC process and Colorado Judicial will perform the CHC as the authorization forms are received. You can view the status and validity date of your staff's CHC as they are completed.

Vendors will not receive copies of the background check form from Judicial. Instead, an email will be sent directly to your employee. The employee will follow a link and can submit the information and authorization to perform a criminal history check.

INITIATING A CHC FOR JUDICIAL PROVIDED CRIMINAL HISTORY CHECKS

When a new user is added to Forum the CHC process needs to be initiated. To initiate the CHC process click **Company Profile** under the **General Info.** tab at the top of the screen then navigate to the **Contacts** tab.

On the Contacts tab click the green **Initiate CHC** button in the Criminal History Check section.

General Info. Contracts Catalogs Orders Invoicing

Company Profile Company Info Discovery Channel (UNITED STATES / Colorado / Denver)

Save

Contacts

- Criminal History Check Status
- Documents & Certs.
- Qualifications
- Addresses

Internal Contacts

+ Create Single Contact Select Existing Contact

Contact	Login	Position	Role	Contact status
Shark Bull	bull.shark@ismean.com		Vendor admin	Active
Shark Hammerhead	hammerhead@oldshark.com		Vendor admin	Active
Test Ann	anntest@email.com		Default Contact Vendor admin	Active

Criminal History Check

CHC Requirement

Judicial Provided

Request a CHC for current employees only

Initiate CHC

Re-Initiate CHC

This will bring up a window with a drop down where you can select the user(s) who need to have their CHC initiated. Once you have selected the required user(s) click **Notify**.

Initiate CHC

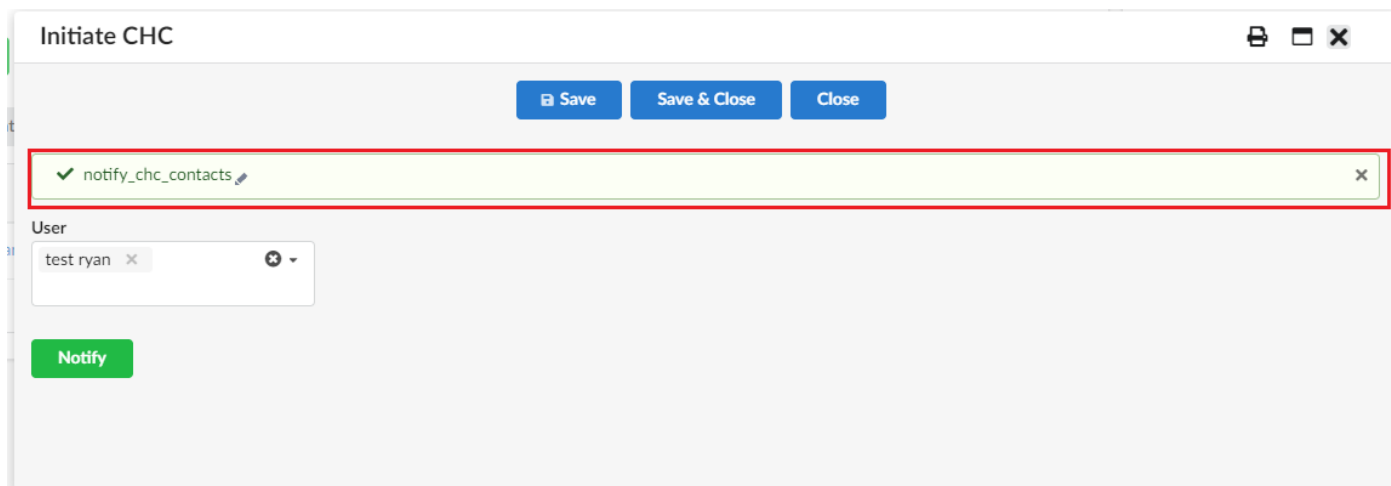
Save Save & Close Close

User

test ryan

Notify

You will know that the notification has been sent if this message appears in the window.

A dialog box titled "Initiate CHC" with a light gray background. At the top right are icons for print, maximize, and close. Below the title bar are three blue buttons: "Save", "Save & Close", and "Close". A green bar with a checkmark and the text "notify_chc_contacts" is highlighted with a red border. Below this is a "User" section with a search bar containing "test ryan" and a dropdown arrow. At the bottom is a green "Notify" button.

Initiate CHC

Save Save & Close Close

✓ notify_chc_contacts

User

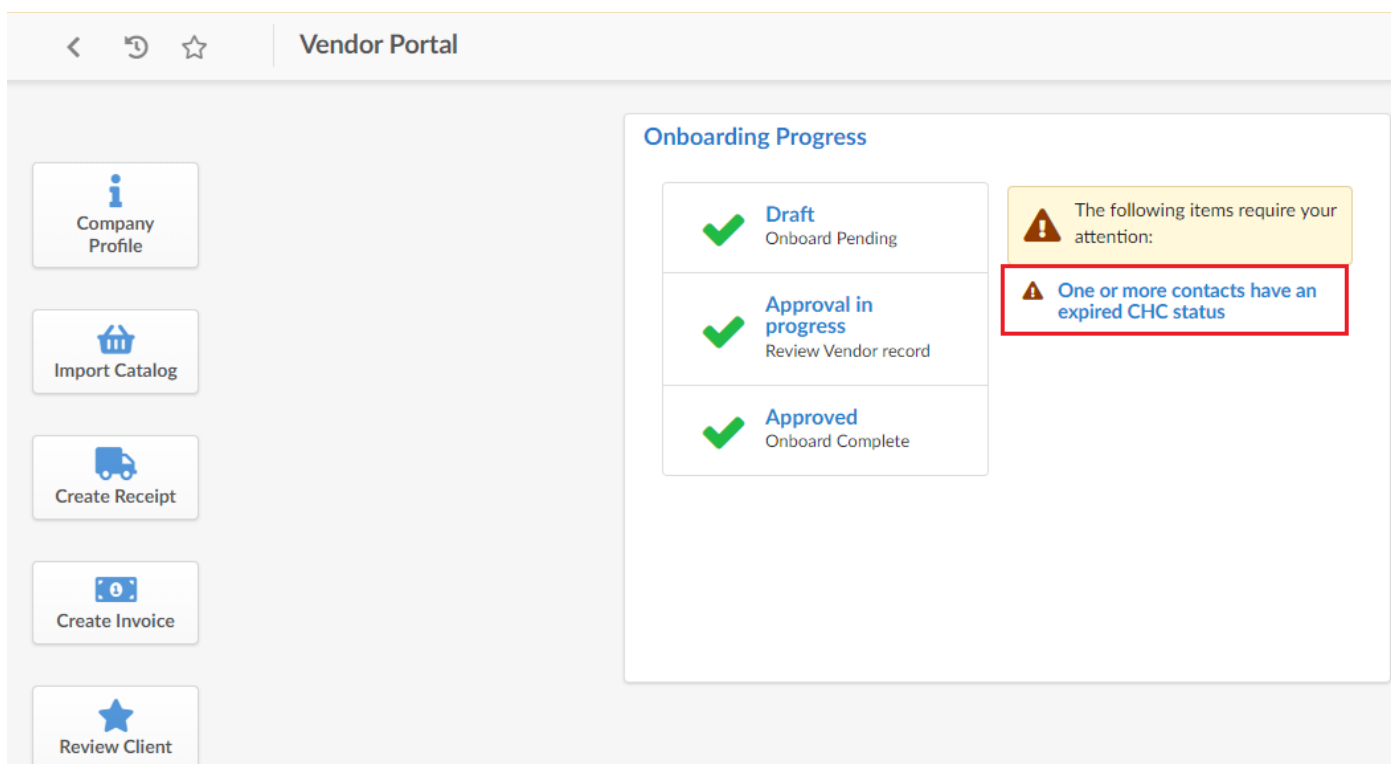
test ryan

Notify

You can now click **Save & Close**, **Close**, or the X in the corner of the screen.

RENEWING AN EXPIRED CHC

When one of your staff members has a CHC about to expire, or that has expired, you will see a notification on your home page.

A screenshot of the "Vendor Portal" home page. The header includes navigation icons and the title "Vendor Portal". The left sidebar contains five buttons: "Company Profile", "Import Catalog", "Create Receipt", "Create Invoice", and "Review Client". The main content area is titled "Onboarding Progress" and shows three steps: "Draft" (Onboard Pending), "Approval in progress" (Review Vendor record), and "Approved" (Onboard Complete). A yellow warning box on the right states "The following items require your attention:" and a red-bordered box highlights the message "One or more contacts have an expired CHC status".

< ↺ ☆ Vendor Portal

Company Profile

Import Catalog

Create Receipt

Create Invoice

Review Client

Onboarding Progress

✓ Draft
Onboard Pending

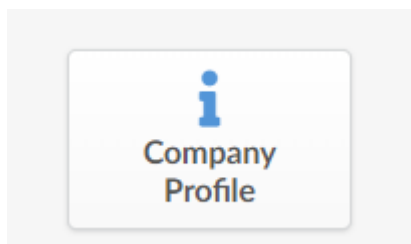
✓ Approval in progress
Review Vendor record

✓ Approved
Onboard Complete

⚠ The following items require your attention:

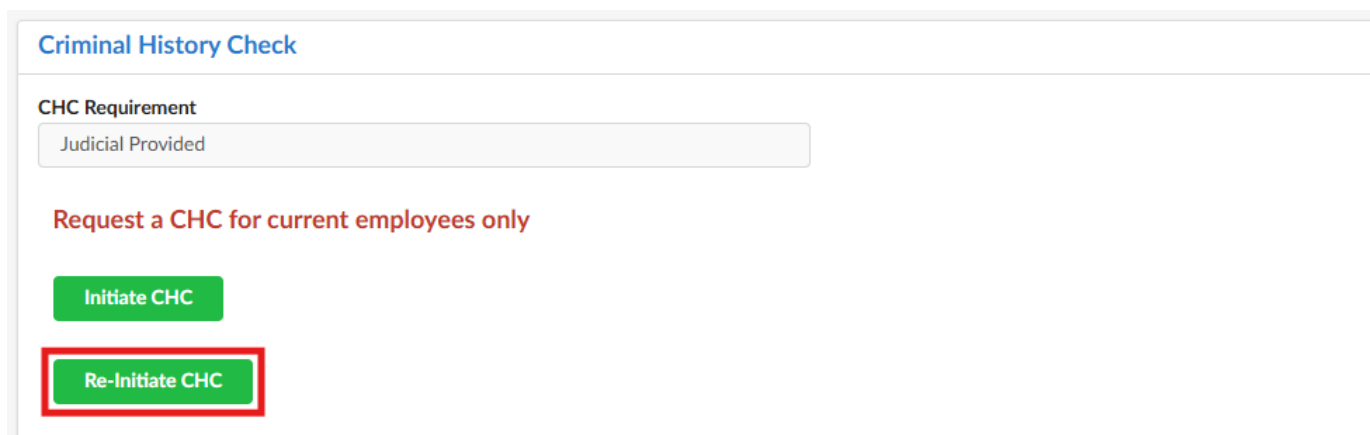
⚠ One or more contacts have an expired CHC status

For vendors with Judicial Provided CHC, you can re-initiate a CHC by selecting **Company Profile**

A button with a blue information icon and the text "Company Profile".

Company Profile

from the left-hand menu, then **Contacts**. From the Contact screen, in the Criminal History Check section, click **Re-Initiate CHC**.

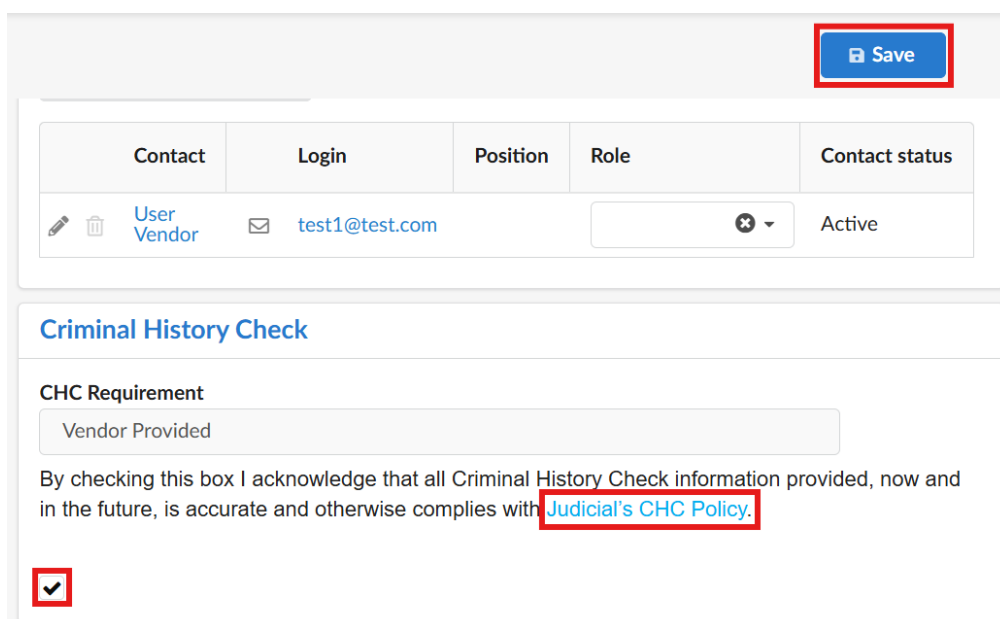


The screenshot shows the 'Criminal History Check' section of a web application. At the top, there is a header 'Criminal History Check'. Below it, a dropdown menu for 'CHC Requirement' is set to 'Judicial Provided'. A red text message states 'Request a CHC for current employees only'. There are two green buttons: 'Initiate CHC' and 'Re-Initiate CHC'. The 'Re-Initiate CHC' button is highlighted with a red rectangular border.

From the next screen, select your contact and click **Notify**.

CHC REQUIREMENT: VENDOR PROVIDED

If your CHC Requirement is set to Vendor Provided you will be responsible for maintaining your CHC records. Before you can edit your CHC records you must first accept Judicial's CHC Policy. This can be done by going to the Contacts page and then clicking the checkbox in the Criminal History Check section. After clicking the checkbox click save. The policy can be viewed by clicking the Judicial's CHC Policy link.



The screenshot shows the 'Criminal History Check' section. At the top right, a blue 'Save' button is highlighted with a red rectangular border. Below it is a table with contact information:

Contact	Login	Position	Role	Contact status
  User Vendor	 test1@test.com			Active

Below the table, the 'Criminal History Check' section is shown. The 'CHC Requirement' dropdown is set to 'Vendor Provided'. A text block states: 'By checking this box I acknowledge that all Criminal History Check information provided, now and in the future, is accurate and otherwise complies with [Judicial's CHC Policy](#).' The checkbox is checked and highlighted with a red rectangular border.

After clicking the box and clicking Save you can go to the Criminal History Check Status page where the Criminal History Check Status, Start Validity Date, and End Validity Date fields can be updated.

First Name	Middle Name	Last Name	Criminal History Check Status	Start Validity Date	End Validity Date
Vendor		User	Required		
1 Record(s)					

CHC REQUIREMENT: N/A

When the CHC Requirement is set to N/A this means that no Criminal History Check is required.

Criminal History Check

CHC Requirement

N/A

ADDING REQUIRED DOCUMENTS

From the left-side menu, click the **Documents & Certs** link.

Contacts

Criminal History Check Status

Documents & Certs

Qualifications

Change Log

Addresses

Save

Request Information Change

Add On-boarding Documents

Att.	Type	Document Name	Validity begin date	Validity end date	Owner	Status
	Non Disclosure Agreement *					
	Certificate of Insurance *					
	W9	W-9		4/13/2023	Hammerhead Shark	

3 Record(s)

MWBE Certifications

Add MWBE Certifications

0 Record(s)

Certifications

Add Certifications

Att.	Type	Document Name	Validity begin date	Validity end date	Owner	Status
	OBH *					
	SOMB *					
	DVOMB *					
	Sober Living *					

4 Record(s)

Select the document type you want to upload.

Contacts
Criminal History
Check Status
Documents & Certs.
Qualifications
Change Log
Addresses

Save Request Information Change

Add On-boarding Documents

Att.	Type	Document Name	Validity begin date	Validity end date	Owner	Status
	Non Disclosure Agreement *					
	Certificate of Insurance *					
	W9	W-9		4/13/2023	Hammerhead Shark	

3 Record(s)

MWBE Certifications

Add MWBE Certifications

0 Record(s)

Certifications

Add Certifications

Att.	Type	Document Name	Validity begin date	Validity end date	Owner	Status
	OBH *					
	SO MB *					
	DVOMB *					
	Sober Living *					

4 Record(s)

W9 documents are required for all vendors. Other documents may or may not be required based on the terms of your contract. If a Non-Disclosure Agreement or a Certificate of Insurance is required, they will be added in the On-boarding Documents section.

You may click in the *Document* box and browse for a document, or you may drag-and-drop the document from your computer. If you use drag-and-drop, make sure a green frame appears around the *Document* box before you “drop” the document.

Edit document : On-boarding Documents

Close Save Save & Close Archive

Description

Type: On-boarding Documents / W9

Status: Draft

Supplier: ryan's test vendor

Validity

Document Name

Validity begin date *

Validity end date

Owner: ZIEHR Ryan

Document: Click or drag to add a file

Supplier Status: Approved

Follow up

Validation Date

Notification Date

Archive Date

Request Date

Link to external document: + Copy

Comments

Add a comment here

Add the *Document Name* and enter the *Validity begin date*. Enter any additional information or comments.

Edit document : On-boarding Documents

Close Save Save & Close Archive

Description

Type: On-boarding Documents / W9

Supplier: ryan's test vendor

Document Name: W9

Owner: ZIEHR Ryan

Document: Click or Drag to add a file

Adding and Onboarding Vendors in Forum (1).docx

Link to external document

Status: Draft

Validity: Validity begin date: 11/20/2023

Validity end date

Supplier Status: Approved

Follow up

Validation Date

Notification Date

Archive Date

Request Date

Comments

Add a comment here

Click **Save**.

You will now see a screen with **Cancel** and **Submit** buttons.

Edit document : On-boarding Documents

Close Save Save & Close Cancel Submit Archive

Description

Type: On-boarding Documents / W9

Supplier: ryan's test vendor

Document Name: W9

Owner: ZIEHR Ryan

Document: Click or Drag to add a file

Adding and Onboarding Vendors in Forum (1).docx

Link to external document

Status: Draft

Validity: Valid

Validity begin date: 11/20/2023

Validity end date

Supplier Status: Draft

Follow up

Validation Date

Notification Date

Archive Date

Request Date

Comments

Add a comment here

Tracking

If you have completed all required information and are ready to submit this document to Judicial, click **Submit**. If you have not completed all required information and would like to come back to complete later, click **Save & Close**.

If there is an issue with the document and you would like to delete it and start again, click **Cancel**.

Once you have submitted your document, you will see a confirmation message at the top of the screen. Click **Save & Close** or the **X** in the upper right corner to close the dialog box.

Edit document : On-boarding Documents

Close

Save

Save & Close

Reject

Publish

Archive

✓ Data has been saved

Validated successfully

Description

Type

On-boarding Documents / W9

Status

Approval in progress

Supplier

ryan's test vendor

Validity

Valid

Document Name

W9

Validity begin date

11/20/2023

Owner

ZIEHR Ryan

Validity end date

Document

Supplier Status

Draft

Adding and Onboarding Vendors in Forum (1).docx

Link to external document

Follow up

Validation Date

Notification Date

Archive Date

Request Date

Comments

Add a comment here

You will note that the document status will show as an orange x.

W9

W9

4/14/2023

Hammerhead Shark

Once Judicial reviews and approves the document, the status will change to a green checkbox, indicating the document was approved. All required documents must be approved before your services or products can be purchased.

W9

W9

4/14/2023

Hammerhead Shark

If your document is rejected, the person who added the document will receive an email indicating why the document was rejected. The user will also see a notification in the Onboarding Progress section of the Vendor Portal.

<

Vendor Portal

Q

Se

Company Profile

Import Catalog

Create Receipt

Create Invoice

Onboarding Progress

✓ Draft

Onboard Pending

✓ Approval in progress

Review Vendor record

✓ Approved

Onboard Complete

The following items require your attention:

Missing Sober Living

Missing Certificate of Insurance document

Missing OBH

Criminal History Check for one or more contacts is expiring soon

One or more documents submitted by the vendor is rejected.

Please submit the missing mandatory document(s) from associated contract(s) : Certificate of Insurance, OBH, Sober Living

Validations

See 2 results

Process	Object	Action	Due date
Supplier Documents	Discovery Channel - W9 - W-9	Initialization	
Contractual Documents Workflow V2	getting started - main	Supplier Approval	

To archive a document, or to review the data entered, click the edit (pencil) icon to the left of the document name. Then click the Archive button.

Page | 19

Edit document : On-boarding Documents

Document

Save Save & Close Close Cancel Submit Archive

Description

Type On-boarding Documents / W9 Status Non-compliant

Document Name W-9 Begin Date 4/13/2023

Document Click or Drag to add a file Validity end date

W9.docx

Link to external document

Document's owner SHARK Hammerhead Validity

Follow up

Notification Date

Archive Date

Request Date

Comments

Add a comment here

To download the document for viewing, click the document icon  to the left of the document name.

				W9	W-9	4/13/2023	Hammerhead Shark	
--	---	---	---	----	-----	-----------	------------------	---

Other certifications such as DVOMB, OBH, Sober Living, and SOMB are uploaded using the same process described above but are added to the Certifications section and not the On-boarding Documents section.

On-boarding Documents

Add On-boarding Documents

Att.	Type	Document Name	Validity begin date	Validity end date	Owner	Status		
				W9	W-9	4/13/2023	Hammerhead Shark	

1 Record(s)

MWBE Certifications

Add MWBE Certifications

0 Record(s)

Certifications

Add Certifications

0 Record(s)

ARCHIVING DOCUMENTS

If you have a document that is no longer valid, you can archive it. When a document is archived, the validity end date is filled in with the current date and the document is removed from the list of available documents. Archiving is done by viewing the document information and clicking the **Archive** button.

Save

Save & Close

Close

Cancel

Submit

Archive

OPTIONAL: DECLARING YOUR QUALIFICATIONS

From the left-side menu, click the **Qualifications** link.

Qualifications list the districts and services and/or goods that you are approved to provide for Colorado Judicial. Colorado Judicial will add and update these for you based on your contract. If you wish to declare your suitability to provide additional goods and/or services, you may add them here.

Additional Information

Vendor Commodities

JV14 - JV14 CYDC - Domestic Violence Treatment

Comment (Vendor)

Customer References

Add Reference

Additional Information

Vendor Commodities

JV14 - JV14 CYDC - Domestic Violence Treatment

G2 - G2 Goods

IT01 - IT Goods

IT02 - IT Services

JV01 - JV01 CYDC - Administrative Expenditures

JV18 - JV18 CYDC - Drug Testing Services & Supplies

JV21 - JV21 CYDC - Education & Vocation Assistance

JV25 - JV25 CYDC - Emergency Food, Housing, & Utilities

JV32 - JV32 CYDC - General Medical & Dental Assistance

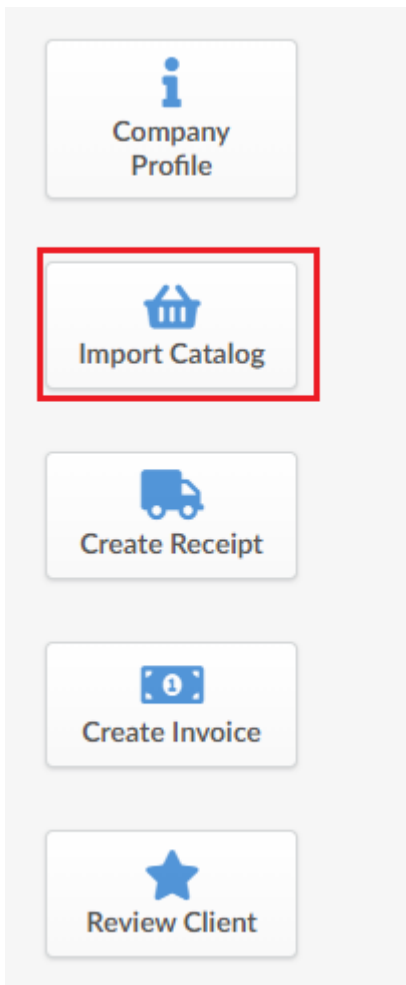
JV36 - JV36 CYDC - Incentives / Reinforcements For Offenders

JV40 - JV40 CYDC - Juvenile Sex Offender Assessment

See All

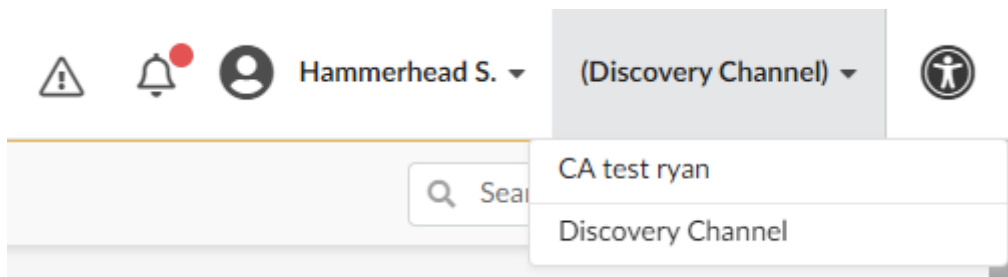
LOADING YOUR CATALOG

From the Home Page, click the **Import Catalog** link.



MANAGING MULTIPLE LOCATIONS

In Forum, vendors are identified by their distinct physical location. Each location will have a distinct Forum Vendor ID. If you are a contact for multiple locations, you will see them in a drop down in the upper right corner of the screen. Select the location you wish to manage from the list.



NOTE: You must be assigned the Vendor Admin role to manage multiple locations.