

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 Judicial login

Lost your password?

Help Desk

Judicial Staff Support Portal

Vendor Support Portal

To request accessibility accomodation in Forum please email vendorsupport@judicial.state.co.us

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". 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 "Login" button. Below these fields are two buttons: "Sign in with Judicial login" and "Lost your password?". The "Lost your password?" button is highlighted with a red rectangular border.

In the window that is displayed, enter your email address.

The image shows a "Forgot Password" dialog box. It has a title bar with standard window controls. Below the title bar are "Close" and "Confirm" buttons. The main area contains a text input field with the placeholder text "Forgot your password? Please fill your email address. *". An email icon is visible on the left side of the input field.

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.

The image shows a "Help Desk" section. It has a title "Help Desk" in blue. Below the title are two links: "Judicial Staff Support Portal" and "Vendor Support Portal". The "Vendor Support Portal" link is highlighted with a red rectangular border. At the bottom of the section is a line of text: "To request accessibility accomodation in Forum please email vendorsupport@judicial.state.co.us".

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 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

Login to Forum

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](#)

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](#)
- [Updating Your Password in Forum](#)

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.

Client Contacts			
Contact	Email	First Name	Last Name
ADMIN - Contract ADMIN	CA@cjdadmin.com	ADMIN - Contract	Admin

UPDATING YOUR PASSWORD

All users must update their password every 90 days. Users will see an alert after logging in if their password is within 14 days from expiring. This alert will be present until your password is updated and will provide a link to your settings page to update your password. Your password can be updated after you have logged in or by following the steps in the Forgot your Password? section of this document.

UPDATING YOUR PASSWORD ONCE LOGGED IN

Your password can be updated from your My settings page.

In the upper right corner first click your name, then click My settings. In the password section enter your current password in the current password field and your new password in the new password and confirm new password fields.

The screenshot shows the 'My settings' page for a 'Training VENDOR'. The page has a top navigation bar with links for General Info, Contracts, Catalogs, Orders, and Invoicing. The user's name 'Training V.' is in the top right corner, with a dropdown menu showing 'My settings' and 'Logout'. The main content area has a 'Save' button and a 'Supplier' field. Below this are sections for 'Phone', 'Photo', and 'Last Connection'. The 'Password' section is highlighted with a red box and contains fields for 'Current password', 'New password', and 'Confirm new password', along with 'Update password' and 'Cancel' buttons. The 'Two-Factor Authentication' section shows it is currently 'DISABLED' and provides a button to 'Enable Two-Factor Authentication'.

The new password must follow the same rules as described in the Updating Your Password From the Login Page section. After you have entered your new password click Update password.

UPDATING AN EXPIRED PASSWORD

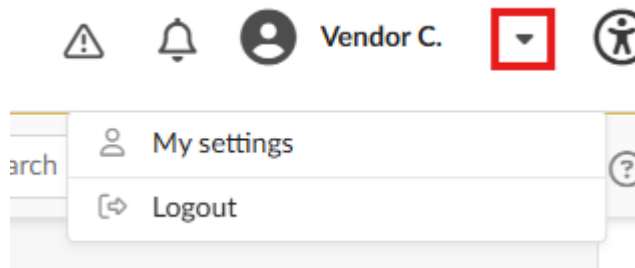
If your password has expired, you will see a message to reset it when you log in.

The screenshot shows a login page with a 'Home' button. A yellow warning banner at the top states: 'Your password expires in 0 day(s). Please click here to reset.' Below the banner, the text 'Access denied connect' is displayed.

Click the reset link and enter your new password.

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.



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.

A screenshot of the 'My preferences' settings page. The page is divided into two main sections. The top section is titled 'Accessibility Settings' and contains three checkboxes: 'High contrast level' (unchecked), 'Display passive notifications on pages' (checked), and 'Display the contrast settings button in header' (checked). The bottom section is titled 'My preferences' and contains several settings: 'Default lang' set to 'English', 'Default country' (empty dropdown), 'Time Zone' (empty dropdown), 'Currency' set to 'USD', 'Format lang' set to 'English (United States)', and 'Date format' set to '9/2/2025 11:39:59 AM (M/d/yyyy h:mm tt)'. Each dropdown menu has a small 'x' icon and a downward arrow.

PROFILE

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

Identity

First Name*

Training

Last Name*

Vendor

Email

test1@test.com

Internal Identifier

Position ⓘ

Daily Working Time (hours)

Supplier

test vendor

Internal Contacts

Select Existing Contact

Contact	Login ⓘ	Position	Role	Contact status
  Vendor Training	 test1@test.com		Vendor admin  	Active
			Account Manager Accounting CEO Default Contact Sales	

Criminal History Check

CHC Requirement

Judicial Provided

ADDING NEW USERS

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

Internal Contacts

+ Create Single Contact

Select Existing Contact

Contact	Login ⓘ	Position	Role	Contact status
  Vendor Training	 test1@test.com		Vendor admin  	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

Add a picture

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

Select Existing Contact + Create Single Contact

Contact	Login ⓘ	Position	Role	Contact status
Contact Vendor				Active
Vendor Training test1@test.com			Vendor admin x	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

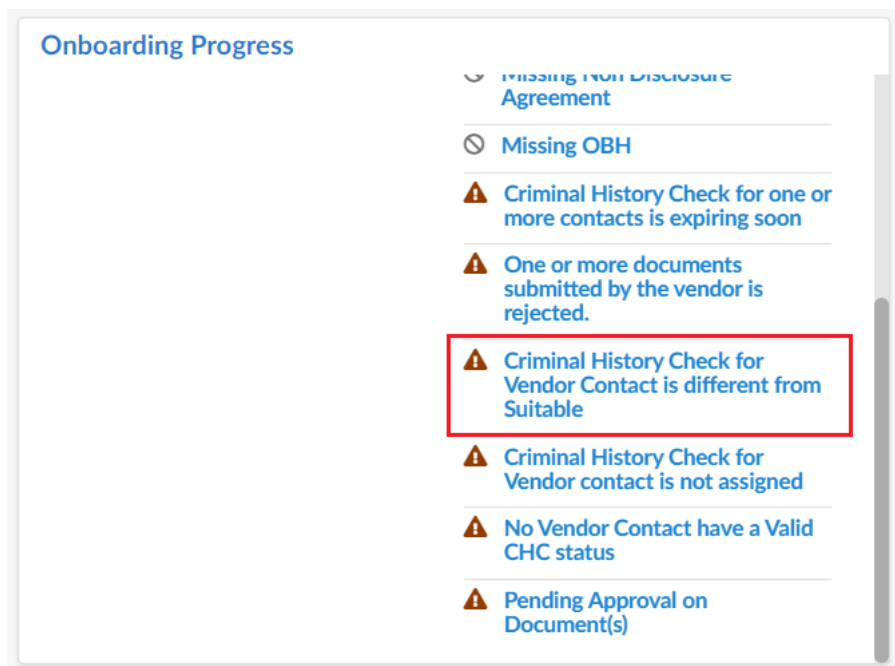
To view your CHC requirement click on the Contacts link in the left-side menu and look in the Criminal History Check section.

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



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

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

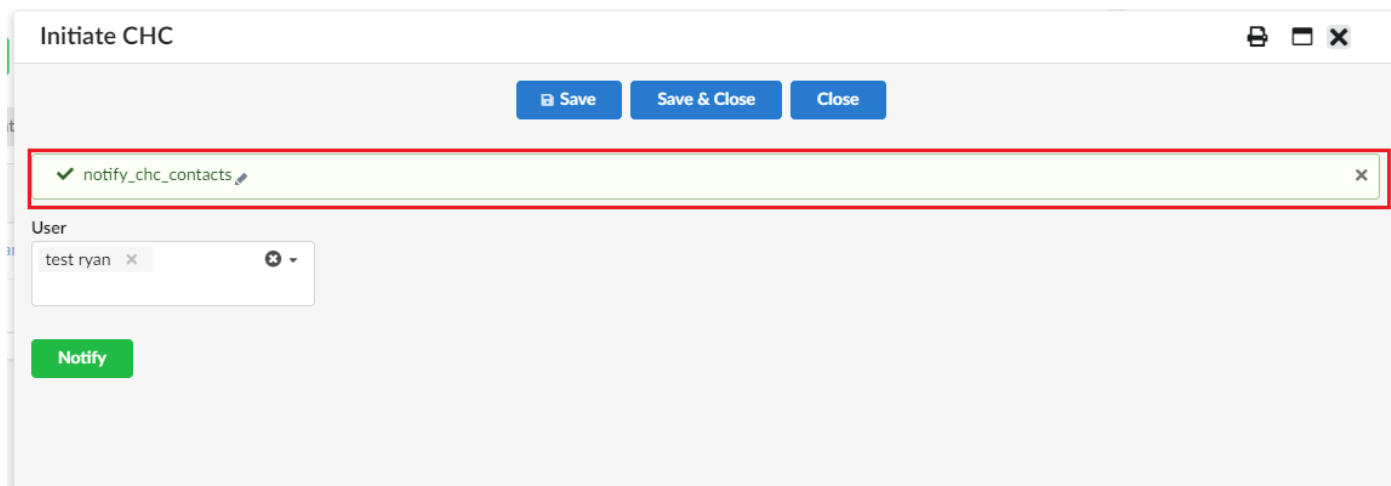
Save Save & Close Close

User

test ryan

Notify

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

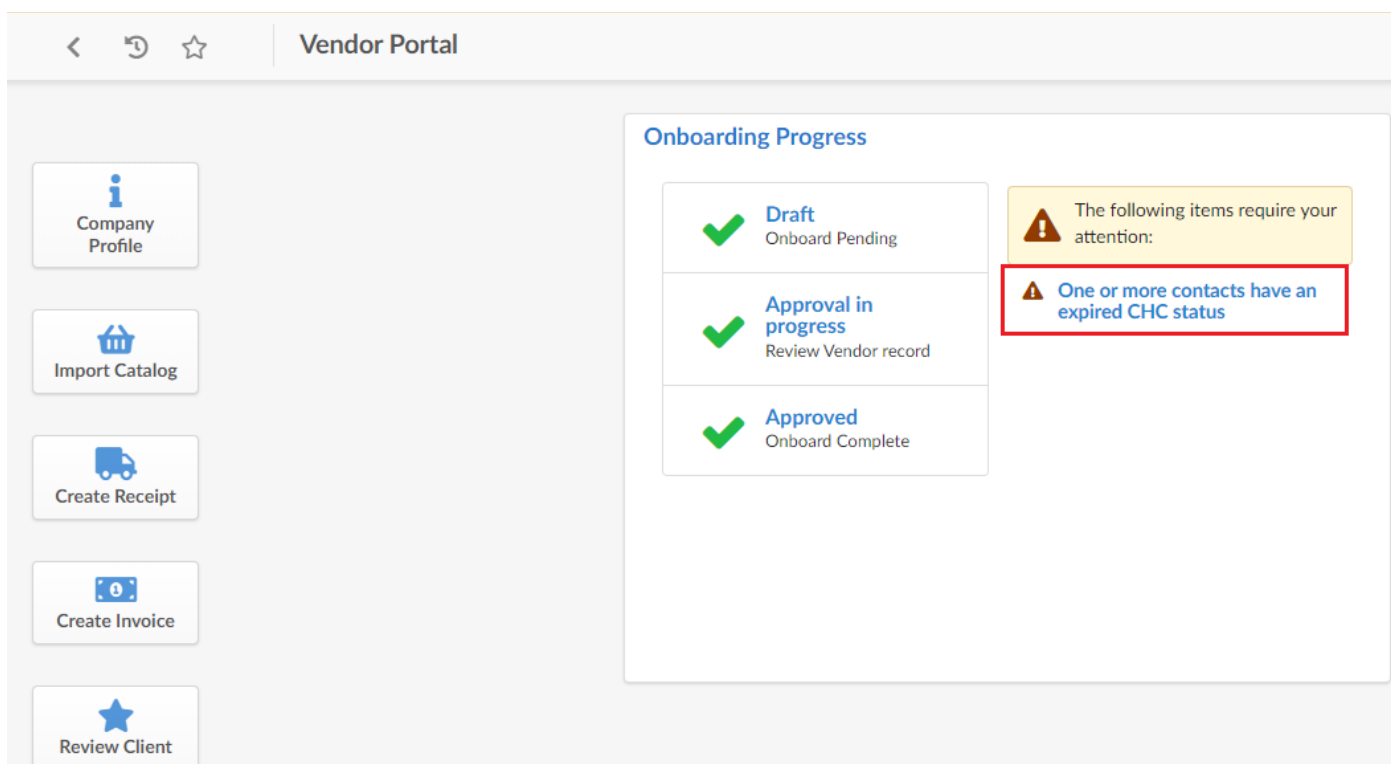


The 'Initiate CHC' dialog box features a title bar with standard window controls. Below the title bar are three buttons: 'Save', 'Save & Close', and 'Close'. A red rectangle highlights a green notification bar at the top of the main content area, which contains a checkmark icon, the text 'notify_chc_contacts', and a small edit icon. Below this bar is a 'User' section with a text input field containing 'test ryan' and a dropdown arrow. At the bottom of the dialog is a green 'Notify' button.

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

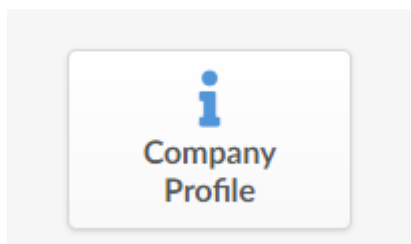
RENEWING AN EXPIRED CHC

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.



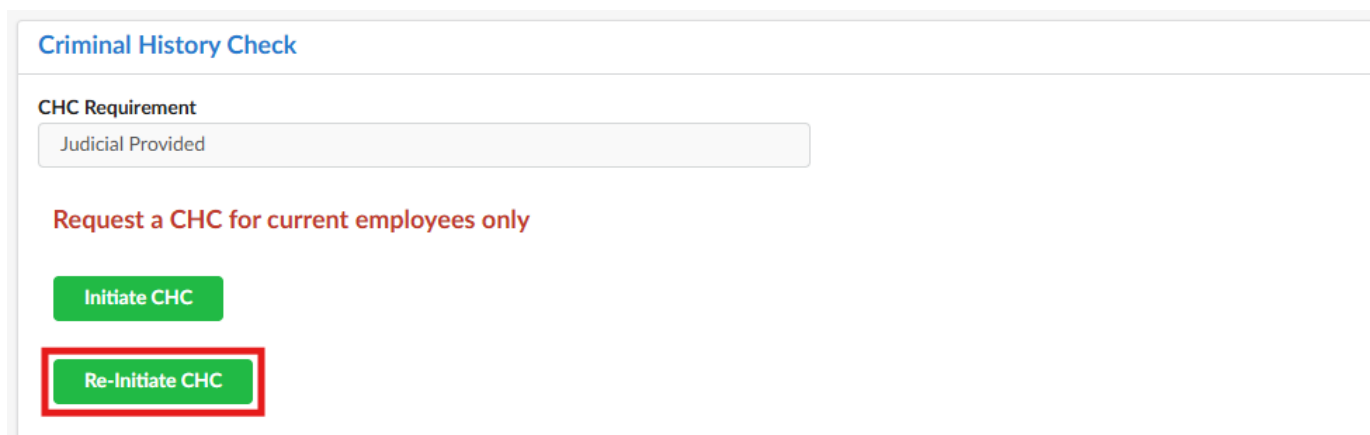
The 'Vendor Portal' home page includes a top navigation bar with back, refresh, and star icons, and the text 'Vendor Portal'. On the left is a sidebar with five buttons: 'Company Profile' (with an 'i' icon), 'Import Catalog' (with a building icon), 'Create Receipt' (with a truck icon), 'Create Invoice' (with a document icon), and 'Review Client' (with a star icon). The main content area is titled 'Onboarding Progress' and contains a list of three items, each with a green checkmark: 'Draft Onboard Pending', 'Approval in progress Review Vendor record', and 'Approved Onboard Complete'. To the right of this list is a yellow warning box with a red border. It contains a warning icon and the text 'The following items require your attention:'. Below this, a red rectangle highlights a specific notification: '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 single button labeled 'Company Profile' with a blue 'i' icon, set against a light gray background.

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



Criminal History Check

CHC Requirement

Judicial Provided

Request a CHC for current employees only

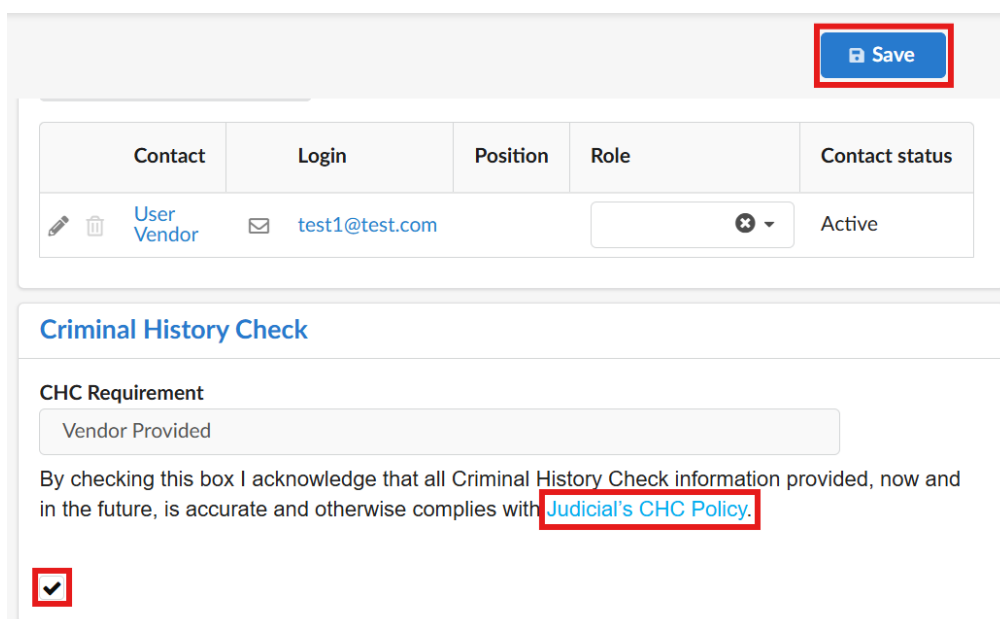
Initiate CHC

Re-Initiate CHC

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.



Save

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

Criminal History Check

CHC Requirement

Vendor Provided

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](#).

☒

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.

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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

OPTIONAL: DECLARING VENDOR ATTRIBUTES

Vendor Attributes are quick tags that showcase what your organization offers—like Medicaid eligibility, languages, service delivery formats, and populations served—so Judicial users can easily find the right fit. Add attributes at the organization or location level in Forum to accurately highlight what each site provides.

ADDING ATTRIBUTES

Attributes can be added from the Contacts page of your vendor record. Select one or more attributes from the Attributes dropdown in the Other Information section.

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Contacts

Internal Contacts

+ Create Single Contact | Select Existing Contact

Contact	Login	Position	Role	Contact status
Contact Training	test1@test.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

Client Contacts

Contact	Email	First Name	Last Name
Ryan ZIEHR	ryan.ziehr@judicial.state.co.us	Ryan	Ziehr

Other Information

Attributes: In-Person and Telehealth, In-Person Only, Juvenile, Medicaid, Spanish Speaking, Telehealth Only

Save | Request Information Change

After you have selected your attributes click Save.

Contacts

Company Info Training Vendor (UNITED STATES / Colorado / Denver)

Note that at least one warning exists on this object. [Click here to review it.](#)

Internal Contacts

+ Create Single Contact | Select Existing Contact

Contact	Login	Position	Role	Contact status
Contact Training	test1@test.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

Client Contacts

Contact	Email	First Name	Last Name
Ryan ZIEHR	ryan.ziehr@judicial.state.co.us	Ryan	Ziehr

Other Information

Attributes: Juvenile, Spanish Speaking

Save | Request Information Change

The selected attributes will remain in the dropdown. You do not need to use the Request Information Change option to update your attributes list.

REMOVING ATTRIBUTES

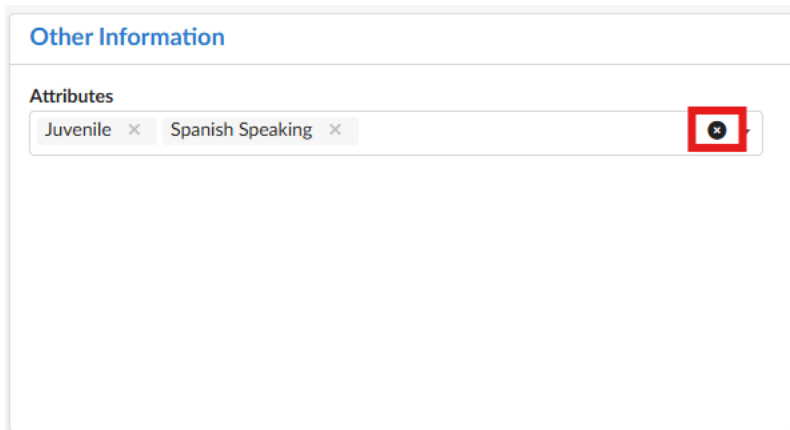
Attributes that were previously selected can be removed if they were added by mistake or are no longer applicable. To remove a single attribute, click the X icon to the right of the attribute's name.

Other Information

Attributes

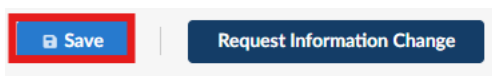
Juvenile X Spanish Speaking X

All attributes can be removed at once by clicking the X icon in the dropdown.



The screenshot shows a form titled "Other Information". Under the "Attributes" section, there is a horizontal list of two attributes: "Juvenile" and "Spanish Speaking", each followed by a small "x" icon. To the right of these attributes is a dropdown menu. A red rectangular box highlights the "x" icon inside the dropdown menu, indicating that clicking it will remove all attributes.

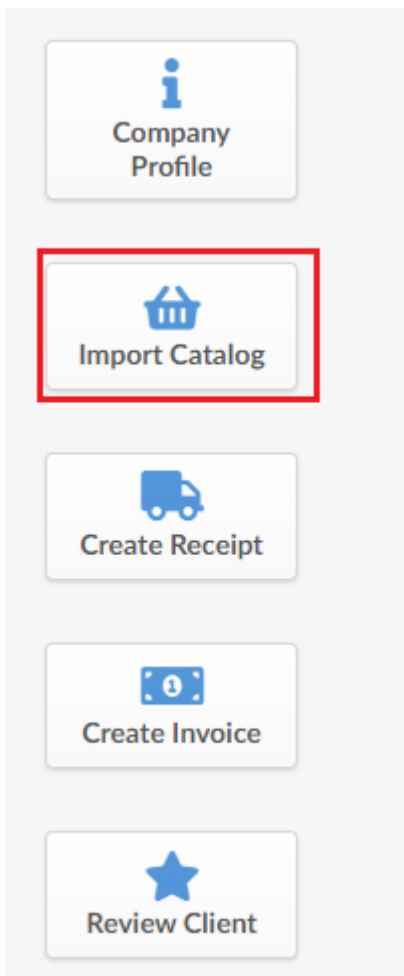
After removing one or more attributes click Save.



The screenshot shows the bottom of the form with two buttons. The first button is blue with a white "Save" label and a small icon of a floppy disk. It is highlighted with a red rectangular box. The second button is dark blue with a white "Request Information Change" label.

LOADING YOUR CATALOG

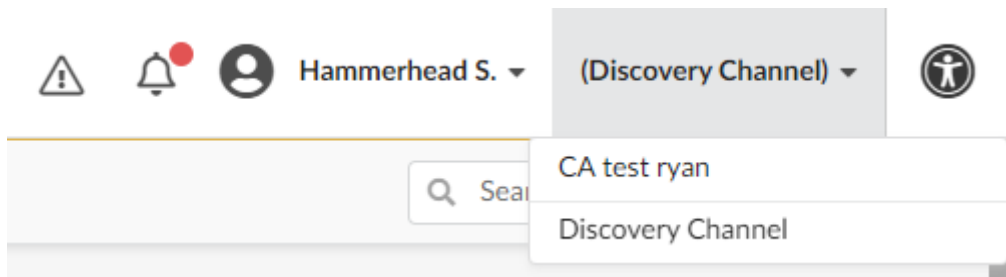
From the Home Page, click the **Import Catalog** link.



The screenshot shows a vertical list of five buttons on a light gray background. The buttons are: "Company Profile" with an information icon, "Import Catalog" with a shopping cart icon (highlighted with a red rectangular box), "Create Receipt" with a truck icon, "Create Invoice" with a document icon, and "Review Client" with a star icon.

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.