



Job Aid

Registering as a New Contact

Last Updated March 27, 2026

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Before You Begin

When to Use This Job Aid

Please use this job aid to help you register your user account under your organization for our supplier portal.

Prerequisites

The following prerequisites must be met before you can register as a new contact under your organization's supplier profile:

- Your organization must have a supplier profile already registered in AHA's instance of Oracle Cloud
- A member from your organization, with access to your supplier profile, has set you as a contact under your organization's supplier profile
 - or
 - An AHA Supplier Manager has set you as a contact under your organization's supplier profile

Related Training Materials

Reference the following job aids for additional guidance:

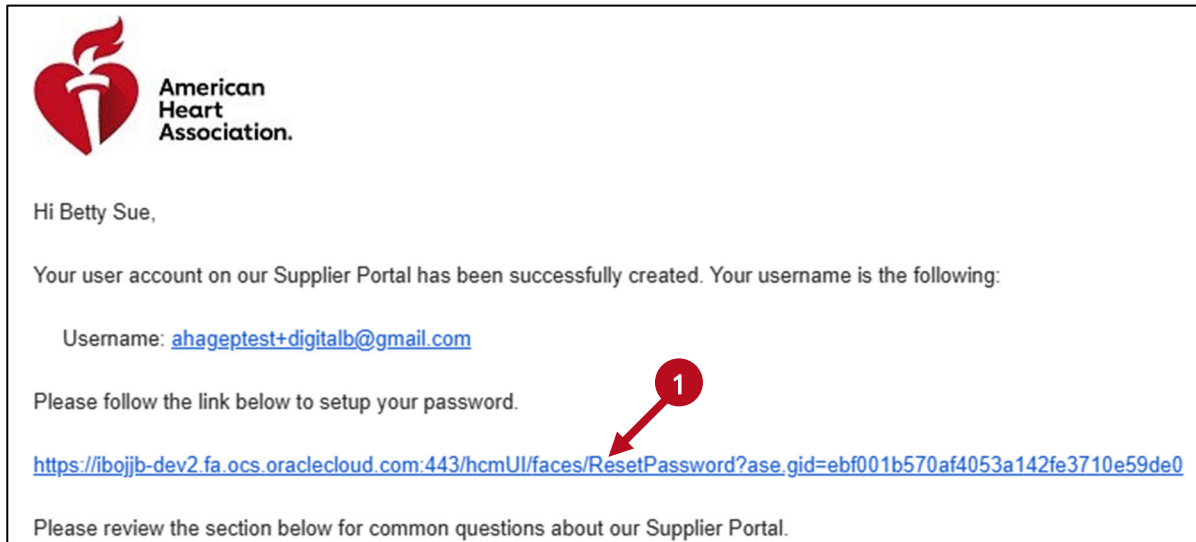
- Navigating the Supplier Portal
- Maintaining Your Supplier Profile
- Finding Purchase Orders
- Sending Invoices & Viewing Payment Status
- Participating in a Sourcing Event

Registering as a New Contact

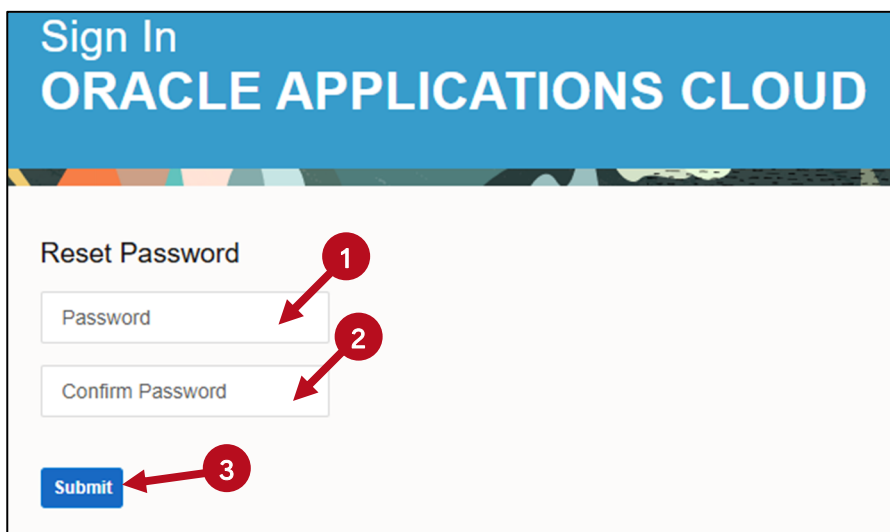
Register as a New Contact

Step Task Instructions

1. Once your contact information is set up on your organization's supplier profile, you will receive an email to set up a password for our Supplier Portal. Your username is the same as your email address. Click on the link to setup a password.



2. Create a password for your user account then press Submit



3. You can access our Supplier Portal at the following link:
<https://login-aha-ibojib.fa.ocs.oraclecloud.com/>



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