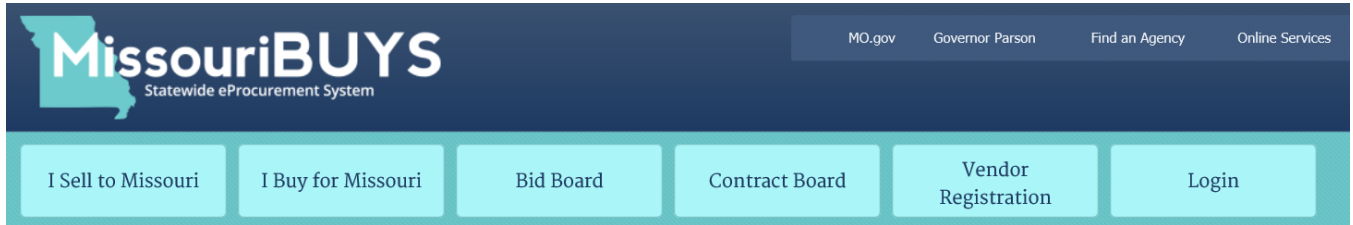# Edit Company's Vendor Profile to Add the "Access to Contract Management" Permission to User(s)
(Updated 7/13/20)

To edit your company's vendor profile in **MissouriBUYS**, go to the **MissouriBUYS** website (https://missouribuys.mo.gov) and click **Login**.


Enter your established Username and your Password and click **Login**. **MissouriBUYS** is powered by Web**Procure**, through the state's partner, Perfect Commerce (a Proactis Company).
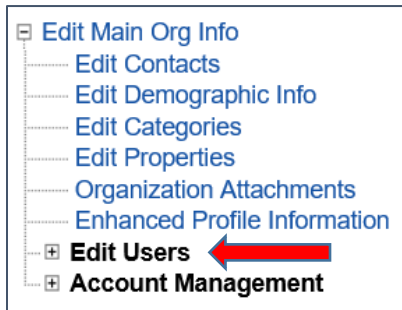

From the **Home** page, select the User Menu dropdown (located by your name in top right corner) to add or edit user and organization information. Select **My Account**.
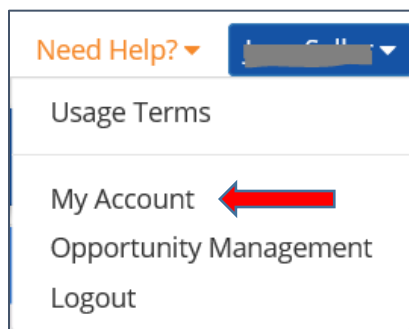
The **Profile Administration** page will display.
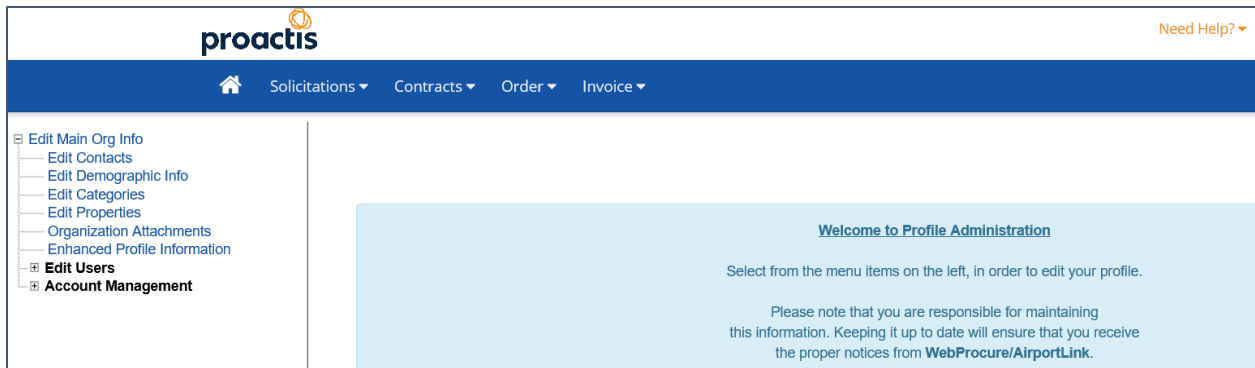
Click on the plus sign to expand the **Edit Users** option and click on the User's name that you wish to add the '**Access to Contract Management'** permission.

The User's profile will populate. In the upper right corner, two links are available: **Permissions** and **Status**. Click **Permissions**.

The user's currently assigned permissions will display. Under **Contract Management**, check the box to the left of the **Access to Contract Management** permission. Click **Save** to maintain the change. Repeat to add the permission to other users in your company.