South Dakota Business to Business (B2B)

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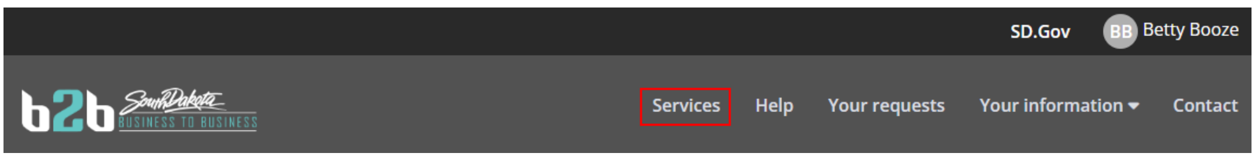
Logging into the B2B Portal

1. Navigate to https://b2b.sd.gov/
2. Click "Log in" in the upper right corner of the screen.

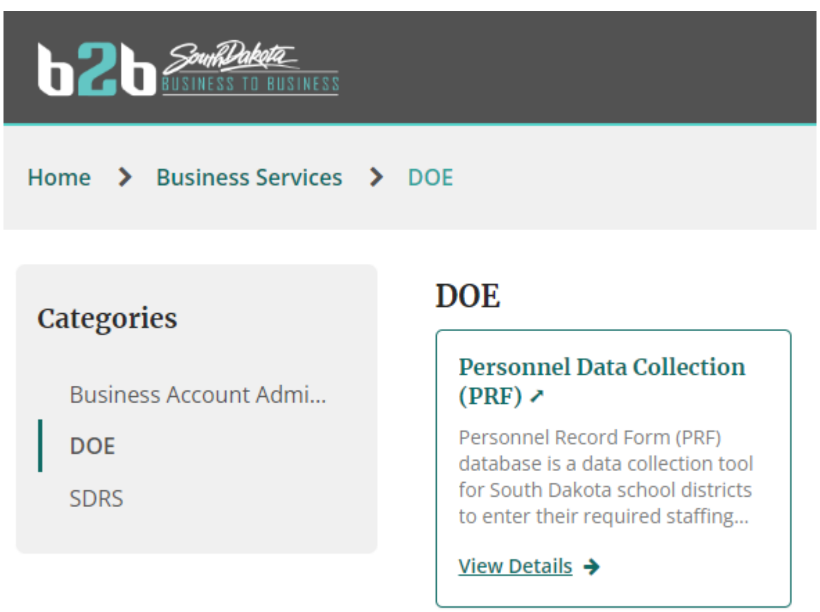
3. Enter your work email address (example: John.Smith@k12.sd.us) and click "Next".
4. Enter the password associated to your work account and click "Sign In". If you need the password reset, you'll have to reach out to your technology coordinator at your district.
5. The B2B portal does use the multi-factor authentication (MFA). If users need additional help setting this up, below is a knowledge article on MFA through the B2B portal: https://b2b.sd.gov/b2b?id=kb_article&sys_id=bd3da8a097234a10447ef64ef053afb9

Accessing the PRF Portal

1. After logging into the B2B Portal, click on "Services" in the menu bar.



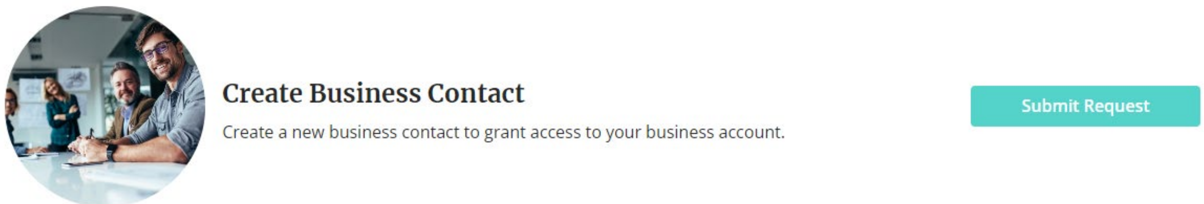
2. Under the Categories menu, select "DOE".
   a. Note: if you don't see "DOE" in your categories, contact DOE (DOEPRF@state.sd.us) to request access.
3. Select "Personnel Data Collection (PRF)" to open the PRF portal.



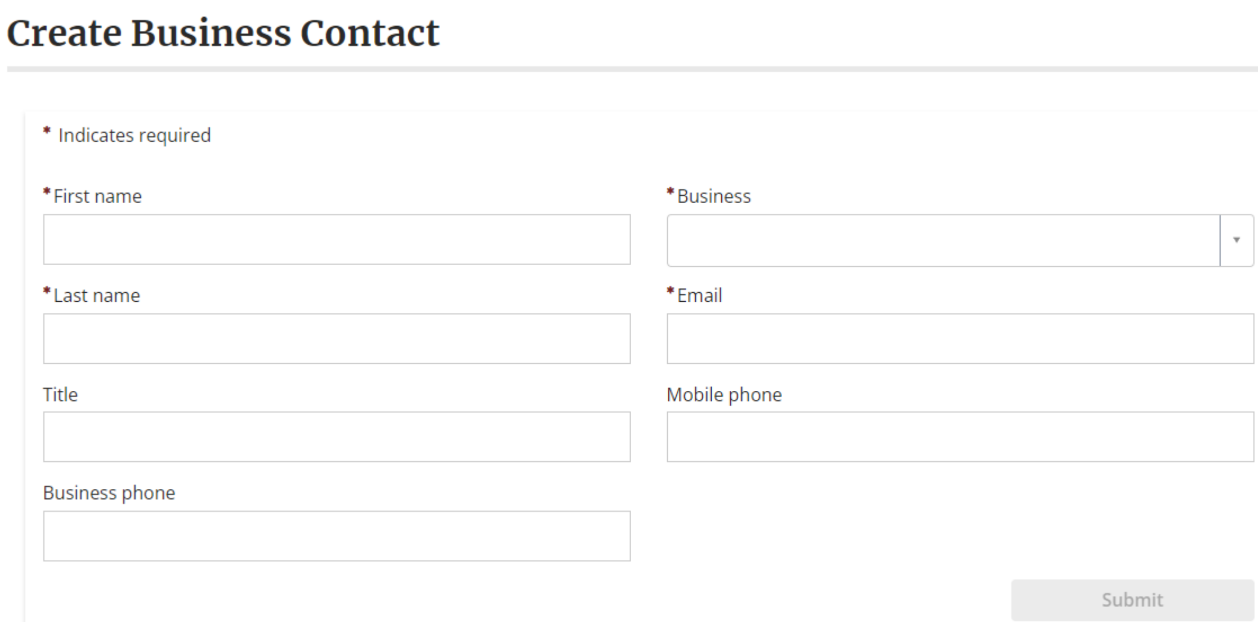
Creating a New Business Contact

Note: you will only be able to do this if you are an admin of the business account.

1. After logging into the B2B Portal, click on “Services” in the menu bar.
2. Under the Categories menu, select “Business Account Administration”.
3. Select “Create a Business Contact”.
4. Select “Submit Request”.



5. Complete the form and click “Submit”. You will need to enter the new contact’s work email in order for them to successfully log into the B2B portal.

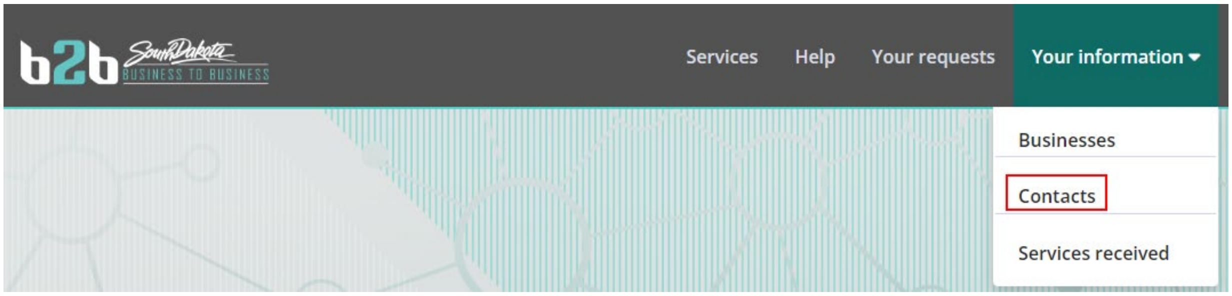


6. If this new contact needs access to the PRF portal, send an email to DOE (DOEPRF@state.sd.us) letting them know so they can grant permissions.

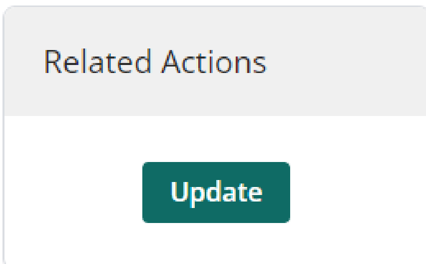
Updating Business Contacts

Note: you will only be able to do this if you are an admin of the business account.

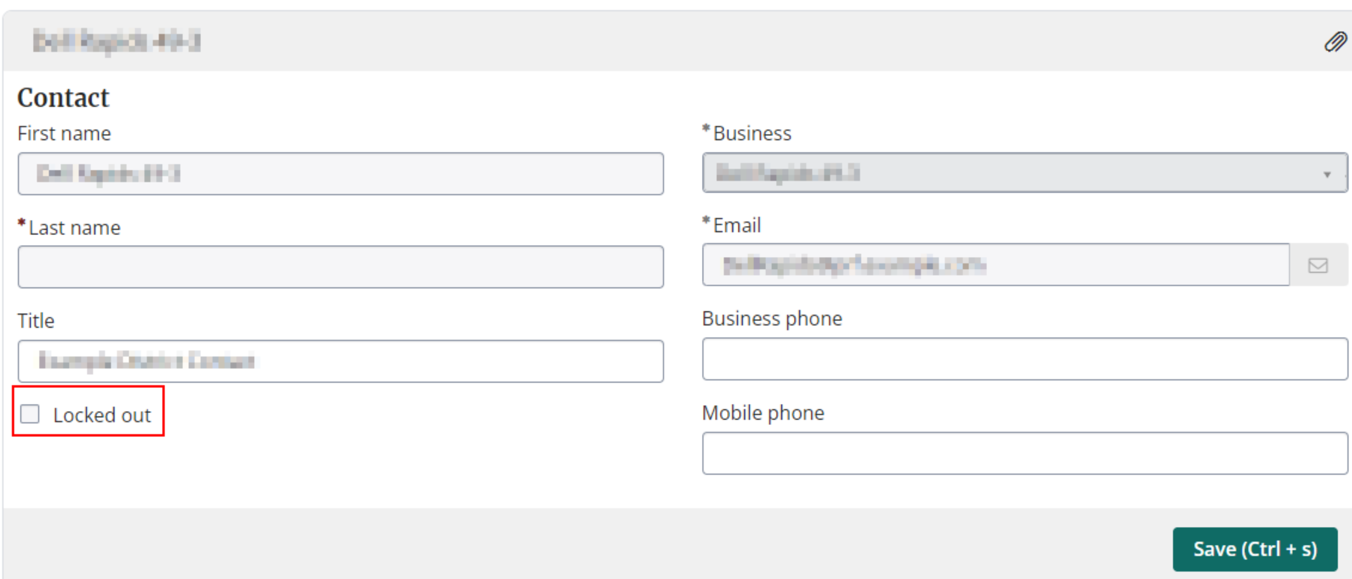
1. After logging into the B2B Portal, click on “Your Information” and then “Contacts” in the menu bar.

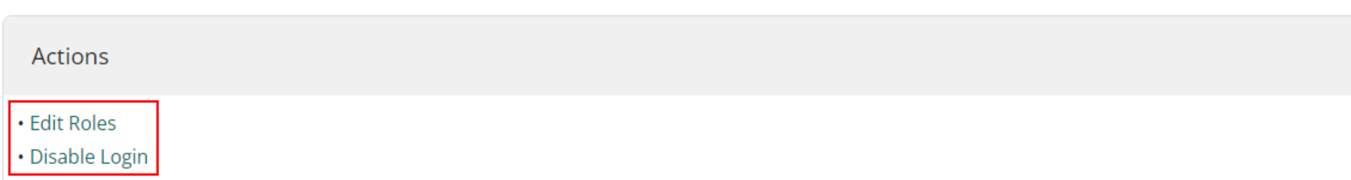


2. Click on the name of the contact you'd like to update.
3. Click the "Update" button on the right side of the screen.



4. You'll be taken to the below screen where you can:
    a. lock the account which will prevent the user from signing into their account.
    b. edit roles allows you to change the permissions for a user (see #5 for more information).
    c. disable login which will prevent the user from signing into their account.





5. Clicking on “Edit Roles” allows you to grant or revoke admin permissions from the selected user by dragging the “sn_customerservice.customer_admin” permission.
    a. If the admin permission is in the “Available” category, that means the user don’t have admin permissions.
    b. If the admin permission is in the “Selected” category, that means the user does have admin permissions and can add contacts or change permissions for contacts.