

# South Dakota Business to Business (B2B)

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## Logging into the B2B Portal

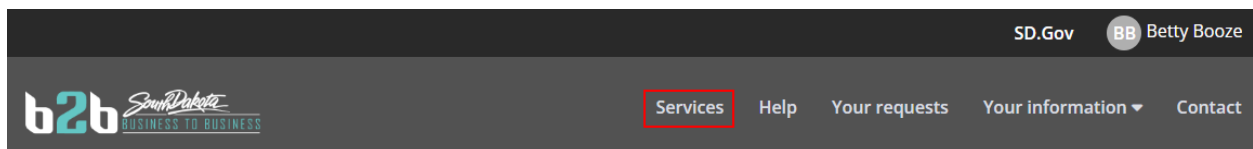
1. Navigate to <https://b2b.sd.gov/>
2. Click “Log in” in the upper right corner of the screen.



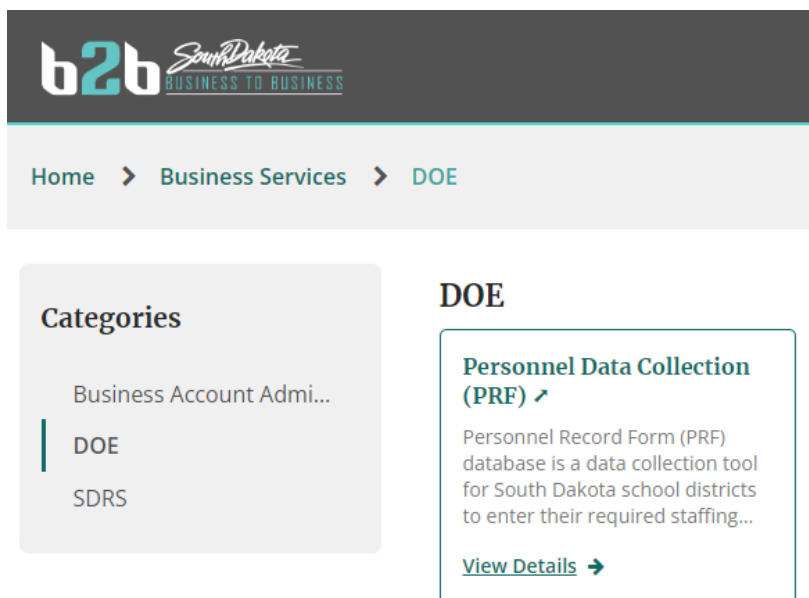
3. Enter your work email address (example: [John.Smith@k12.sd.us](mailto:John.Smith@k12.sd.us)) and click “Next”.
4. Enter the password associated to your work account and click “Sign In”. If you need the password reset, you’ll have to reach out to your technology coordinator at your district.
5. The 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](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](mailto: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”.



### Create Business Contact

Create a new business contact to grant access to your business account.

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.

## Create Business Contact

\* Indicates required

* First name	* Business
<input type="text"/>	<input type="text"/>
* Last name	* Email
<input type="text"/>	<input type="text"/>
Title	Mobile phone
<input type="text"/>	<input type="text"/>
Business phone	
<input type="text"/>	

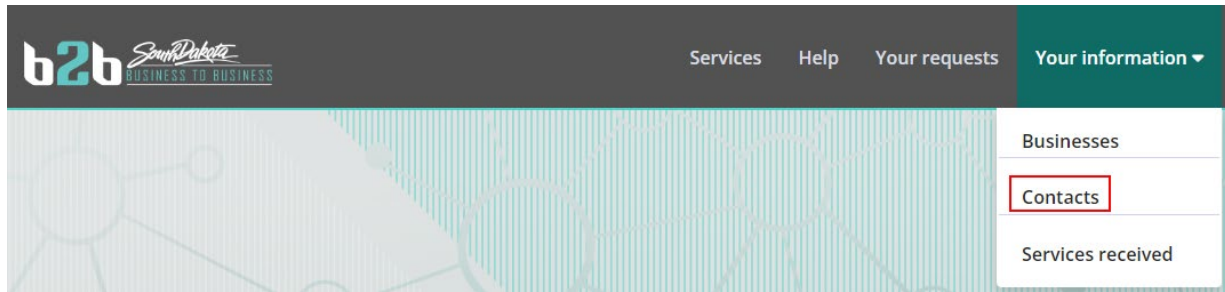
Submit

6. If this new contact needs access to the PRF portal, send an email to DOE ([DOEPRF@state.sd.us](mailto: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.

### Related Actions

Update

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.

bell kopsida #1-1

### Contact

First name

bell kopsida #1-1

\*Last name

Title

Example Creative Contact

☐ Locked out

\*Business

bell kopsida #1-1

\*Email

bell kopsida@example.com

Business phone

Mobile phone

Save (Ctrl + s)

### Actions

• Edit Roles

• Disable Login

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.

Edit Role

Available

⋮ sn\_customerservice.customer\_admin

Selected

⋮ sn\_customerservice.customer

Update