**How to Set-up a Contract in Bonfire Contract Load**

(Note: Login credentials can be requested from [contractadministration@algonquincollege.com](mailto:contractadministration@algonquincollege.com) )

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| **Adding and Setting Up a New Contract** | |
| **Step 1:**  **Adding a New Contract** |  |
| **Step 2:**  **Setting Up a New Contract-Part 1** |  |
| **Step 2:**  **Setting Up a New Contract-Part 2** |  |
| **Step 2:**  **Setting Up a New Contract-Part 3** |  |
| **Step 2:**  **Setting Up a New Contract-Part 4** |  |
| **Step 2:**  **Setting Up a New Contract-Part 5** | When updating the contract, put in the main Contract Contact Person in the field of Budget Manager   * This will enable you to search by the persons name |
| **Step 2:**  **Setting Up a New Contract-Part 6** | Under the People category put in your name as well as the main Contract Contact Person. This will ensure that the auto reminders go out to the appropriate people. |