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

(Note: Login credentials can be requested from 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

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| **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. |