

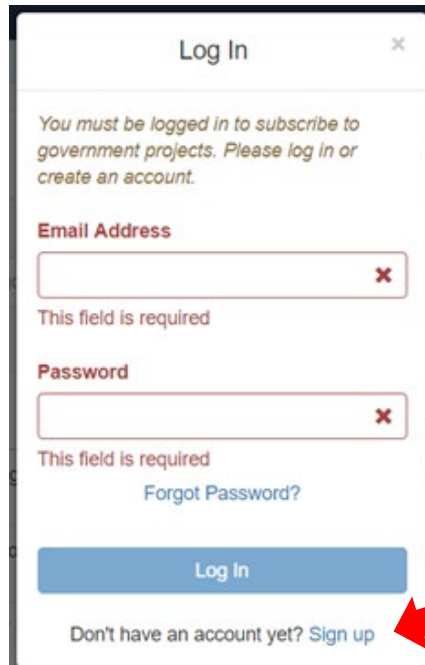
Vendor Registration

This article provides instructions on how to become a registered vendor with the County through the OpenGov Procurement platform. It explains the steps to sign up, enter email address, and activate the account. The article also mentions that if someone from the same organization has already registered, the request to join will be sent to the organization's admin for approval. Overall, the article guides vendors on how to complete their registration process.

Step 1: To register your business as a vendor to the agency, you can access this Link ([Procurement Portal \(opengov.com\)](#)) and look for the green button that says "Subscribe". See below.



Step 2: Make sure you click the "Sign up" Link (<https://procurement.opengov.com/signup>). If this is your first time creating an account with OpenGov Procurement. See below.

A screenshot of the OpenGov Procurement "Log In" form. The form has a title "Log In" and a close button (X) in the top right corner. Below the title is a message: "You must be logged in to subscribe to government projects. Please log in or create an account." There are two input fields: "Email Address" and "Password". Both fields have a red border and a red "X" icon in the top right corner, indicating they are required. Below each field is the text "This field is required". Below the "Password" field is a link that says "Forgot Password?". At the bottom of the form is a blue button labeled "Log In". Below the "Log In" button is a link that says "Don't have an account yet? Sign up". A red arrow points from the right side of the image towards the "Sign up" link.

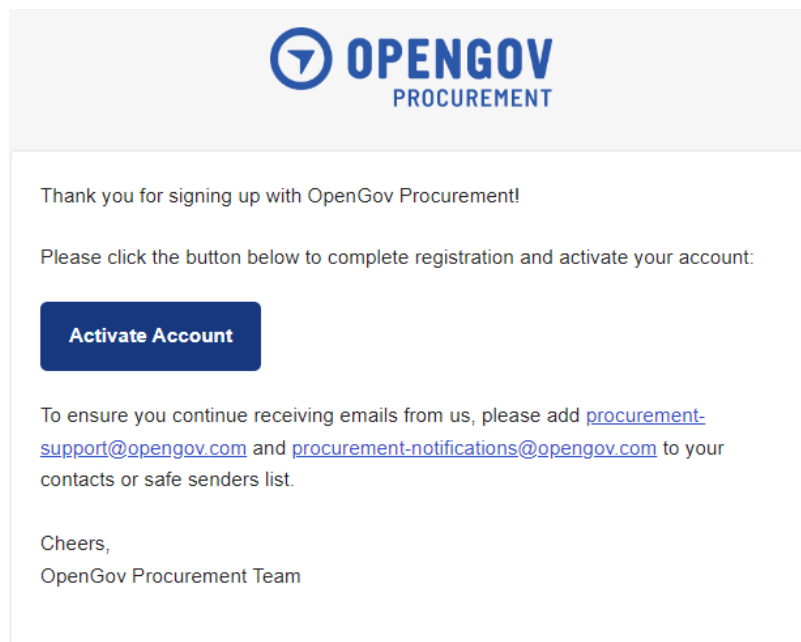
Step 3: Enter your email address and click on Sign Up.



The screenshot shows the OpenGov Procurement sign-up interface. At the top is the logo with a blue circle containing a white arrow pointing down and to the right, followed by the text "OPENGOV" in large blue letters and "PROCUREMENT" in smaller blue letters below it. The main content area is a white box with a light blue border. Inside, it says "Sign up with just an Email!" followed by "We'll send you an email to activate your account". Below this is a text input field labeled "Email Address". Underneath the input field is a prominent blue button with the text "Sign Up" in white. Below the button is a link that says "Already have an account?". At the bottom of the white box, there is a small line of text: "By clicking 'Sign Up' you agree to our [Terms and Privacy Policy](#)."

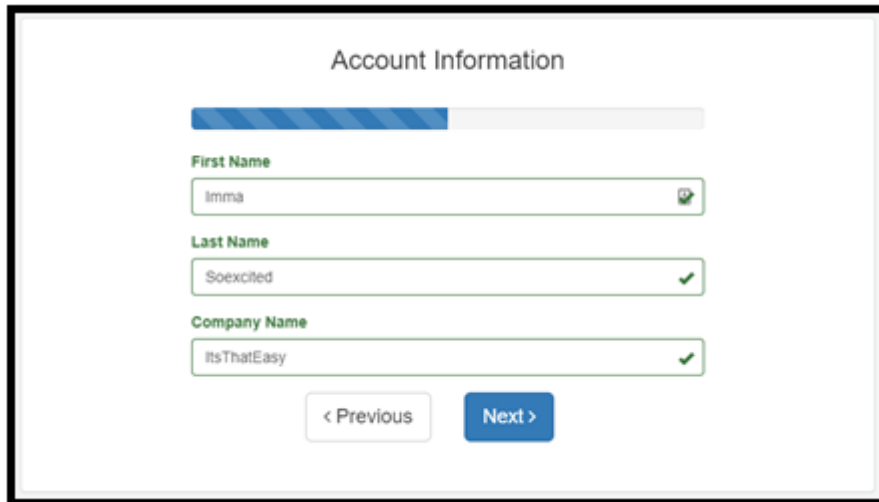
*****If someone shares the same email domain with you and has already registered your organization with OpenGov Procurement, your request to join will be sent to your organization's Admin(s). The Admin of the existing account will be notified by email of your pending request. The Admin will then need to log into their OpenGov Procurement account in order to approve your request. Once you are approved, you can continue to complete your registration as outlined in the steps below.**

Step 4: Check your Inbox and click the "Activate Account" button in the welcome email.



The screenshot shows a welcome email from OpenGov Procurement. At the top is the logo with a blue circle containing a white arrow pointing down and to the right, followed by the text "OPENGOV" in large blue letters and "PROCUREMENT" in smaller blue letters below it. The main content area is a white box with a light blue border. Inside, it says "Thank you for signing up with OpenGov Procurement!". Below this is the text "Please click the button below to complete registration and activate your account:". Underneath is a dark blue button with the text "Activate Account" in white. Below the button is the text "To ensure you continue receiving emails from us, please add procurement-support@opengov.com and procurement-notifications@opengov.com to your contacts or safe senders list." At the bottom, it says "Cheers, OpenGov Procurement Team".

Step 5: Fill in Your Name and Your Company Name



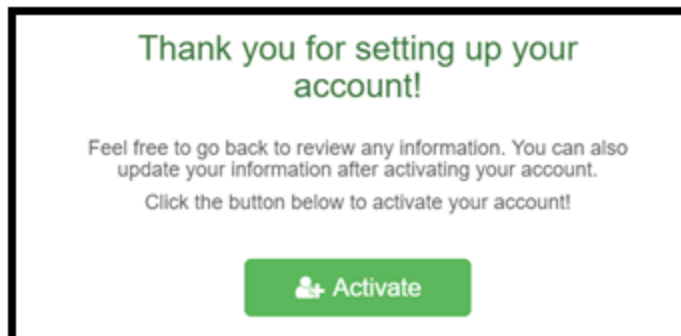
The screenshot shows a registration form titled "Account Information". At the top, there is a progress bar with a blue segment on the left and a grey segment on the right. Below the progress bar are three input fields: "First Name" with the value "Imma", "Last Name" with the value "Soexcited", and "Company Name" with the value "ItsThatEasy". Each input field has a green checkmark icon on the right side, indicating that the information is valid. At the bottom of the form, there are two buttons: a light blue button labeled "< Previous" and a dark blue button labeled "Next >".

Step 6: Enter a password.



The screenshot shows a registration form titled "Set Password". At the top, there is a green progress bar with a white checkmark and the word "Complete". Below the progress bar are two input fields: "New Password" and "Confirm Password". Both input fields are filled with asterisks and have a green checkmark icon on the right side, indicating that the passwords are valid. At the bottom of the form, there are two buttons: a light blue button labeled "< Previous" and a dark blue button labeled "Next >".

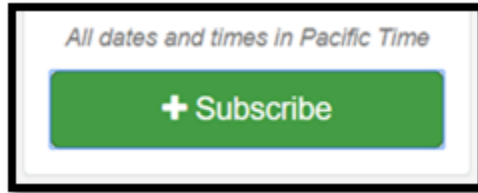
Last Step! Press the "Activate" button, and you're in!



The screenshot shows a confirmation screen with the text "Thank you for setting up your account!" in green. Below this text, there is a paragraph: "Feel free to go back to review any information. You can also update your information after activating your account. Click the button below to activate your account!". At the bottom of the screen, there is a green button with a white checkmark icon and the text "Activate".

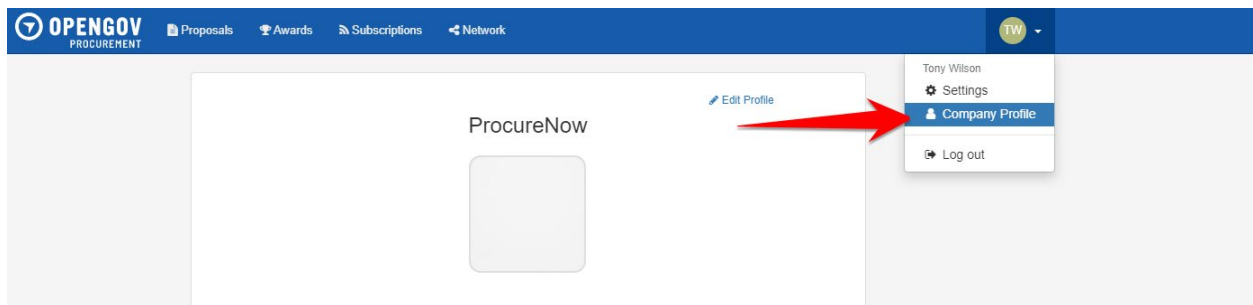
Once you've activated your account, you'll be taken back to the County's OpenGov Procurement bid portal. Here are a few things you'll probably want to do:

1. **Make sure you've hit the Subscribe button from the County's public bid portal. This will ensure you receive notifications about new bid opportunities from the agency.**

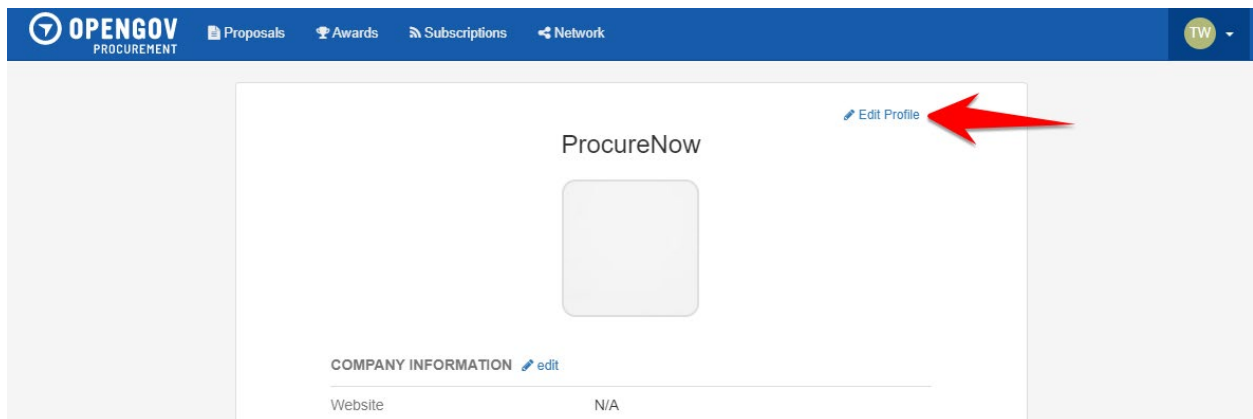


2. **Update Your Contact Information and Company Profile. Doing it now is a great idea. If you ultimately submit a bid proposal, you will be required to enter this before can submit.**

In the upper right-hand corner of your screen, click on your name, and then select "Company Profile"



Click "Edit Profile"



3. Make sure you fill in the purchasing categories you want to be notified about. This is found under your company profile. NOTE: If you subscribe to the County as a vendor and you do not designate a purchasing category, you will be notified about every open bid opportunity.

The screenshot shows the ProcureNow profile page. At the top, there is a navigation bar with the OPENGOV PROCUREMENT logo and links for Proposals, Awards, Subscriptions, and Network. The main content area is titled "ProcureNow" and includes an "Edit Profile" link. Below the title is a placeholder for a profile picture. The "COMPANY INFORMATION" section contains the following details:

Website	N/A
Phone Number	(303) 718-6279
Address	530 Divisadero St #797 San Francisco, CO 94117
State of Incorporation	CO
Company Type	N/A
Company Description	None

The "CATEGORY CODES" section is highlighted with a red arrow pointing to the "edit" link. It contains the following information:

NIGP Codes	None
NAICS Codes	None
UNSPSC Codes	None

The "CERTIFICATIONS" section shows:

Certified Small Business	No
Disabled Veteran Business Enterprise	No

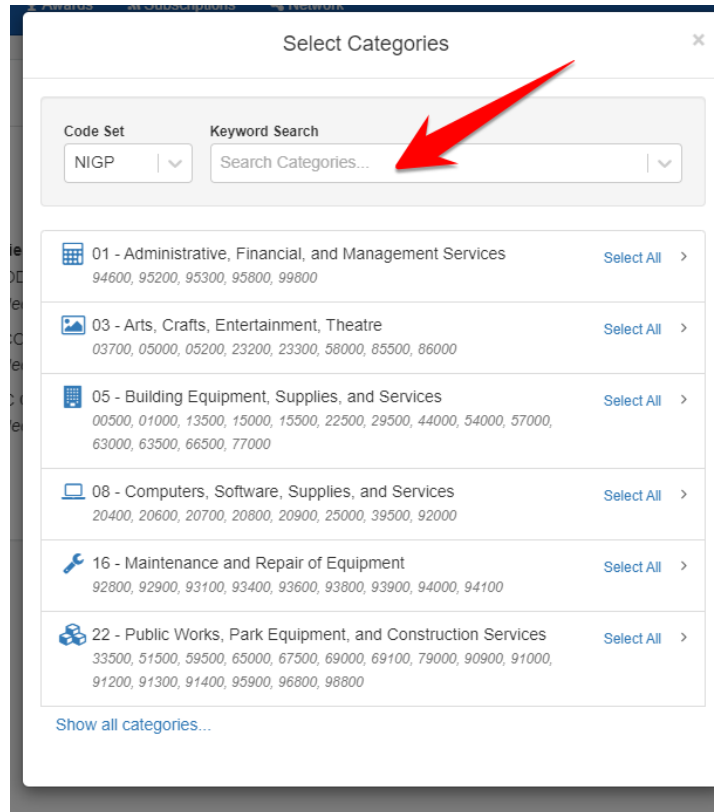
Use the "+ add" button to find the codes that match the lines of business you belong to.

The screenshot shows the "Category Codes" selection interface. At the top, there is a navigation bar with the OPENGOV PROCUREMENT logo and links for Proposals, Awards, Subscriptions, and Network. The main content area has tabs for "Company Information", "Category Codes", "Certifications", and "Documents". The "Category Codes" tab is selected, and the page title is "Category Codes". Below the title, there is a prompt: "Select the category codes that your company responds to". The "Categories + add" link is highlighted with a red arrow. Below this link, there are three sections:

- NIGP CODES
None selected
- NAICS CODES
None selected
- UNSPSC CODES
None selected

At the bottom of the page, there is a "Save" button.

You can use the search field to find the correct codes for your line(s) of business.



4. Click "Follow" on any open projects that are of interest to you. Click "Apply to Project" on any project you want to submit a proposal to.

