1. To begin registration, click "Register" button at top of page
2. Create a User Name

3. Enter a valid email address
4. Follow instruction on "reCAPTCHA" screens and click "Verify".
5. Click "Register"
6. When you click "Register" the system will email you a temporary password with which you can sign in. Note: It can take up to 15 minutes or so to receive this temporary password. Click "OK" to move to the next screen.
7. This is an example of the email you will receive with the temporary password. Note that the password expires in 4 hours.
8. Upon receipt of the temporary password, enter the user name you created in step 2 above.

9. Enter the temporary password you received in the email in the "Current Password" field above. If you choose to copy and paste the temporary password, be sure to remove any spaces that might exist.

10. Create a new password and enter it in the "New Password" field as well as the "Confirm New Password" field.

11. Click "Continue"
Complete vendor information fields. Items marked with * are required.
* At least one commodity/service is required. To avoid data lost please save your data before editing commodities.

No records to display.

* Denotes required field. All required fields must be saved before submitting the registration.

TO AVOID LOSS OF DATA, CLICK SAVE BUTTON BEFORE SELECTING COMMODITIES!
At least one commodity/service is required. To avoid data lost please save your data before editing commodities.

No records to display.

* Denotes required field. All required fields must be saved before submitting the registration.

13. After clicking "Save", click "Add Commodities"
14. If you fail to click "Save" prior to selecting commodities, you will receive the error message above
15. After clicking "Add Commodities", enter a description of the desired commodity or service into the "description" field, click the funnel-shaped symbol to the right and select "contains".
17. Select as many commodities/services as needed. Hold "ctrl" button to select multiple items. Note that selected items turn red as they are selected. Note also that true commodities are in the 000-899 range and that services are identified with codes of 900 and above.

18. For additional help with determination of correct commodity codes, click the link below:
   
   
19. When all commodities are selected, click "Add Selected Commodities" at bottom of page and click "Return".
20. Look for "Vendor Commodities added successfully" message, as seen above
Once all information is entered and ready to submit, "Register" button changes from light gray to darker gray color and now reads "Complete Registration". Click "Complete Registration" button to complete the process.
* At least one commodity/service is required. To avoid data lost please save your data before editing commodities.

* Denotes required field. All required fields must be saved before submitting the registration.

22. Click "OK" to submit information.
23. After submission, you should see the screen above.
23. Shortly after submission, you will receive an email similar to the one above, confirming that your information has been received and is awaiting approval by City staff. Once the City has reviewed your information and approved your registration, you will receive another similar email stating that your current status is "Approved". Once that email has been received, you are all done!