

## Vendor Registration

**This article provides instructions on how to become a registered vendor with the agency 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.**

**Jan 5, 2024•Knowledge**

Product Suite

Procurement

Content

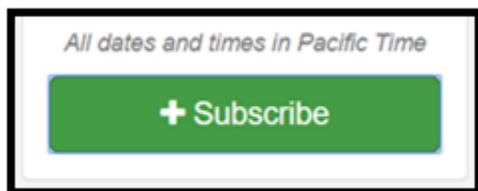
Sign up for FREE to become a registered vendor with the agency and receive notifications of upcoming opportunities!

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If you need OpenGov Procurement technical support, please type your request in the support chat feature on the agency's OpenGov Procurement Bidding Portal, and someone will be with you shortly!

VERY IMPORTANT TO NOTE: OpenGov Procurement does not offer a complete listing of our customers. If you've made it to this point, it will be due to your wanting to subscribe to one of our government agency customers and you are looking at their public bidding portal. The instructions below start from that point.

To register your business as a vendor to the agency, look for the green button that says "Subscribe". See below.



**Step 1:** 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.

## Log In ✕

*You must be logged in to subscribe to government projects. Please log in or create an account.*

**Email Address**

This field is required

**Password**

This field is required

[Forgot Password?](#)

[Log In](#)

Don't have an account yet? [Sign up](#)

**Step 2:** Enter your email address and click on "Sign Up".



Sign up with just an Email!

*We'll send you an email to activate your account*

Sign Up

[Already have an account?](#)

*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 3.** Check Your Inbox, and click the "Activate Account" button in the welcome email.



Thank you for signing up with OpenGov Procurement!

Please click the button below to complete registration and activate your account:

**Activate Account**

To ensure you continue receiving emails from us, please add [procurement-support@opengov.com](mailto:procurement-support@opengov.com) and [procurement-notifications@opengov.com](mailto:procurement-notifications@opengov.com) to your contacts or safe senders list.

Cheers,  
OpenGov Procurement Team

**Step 4.** Fill in Your Name and Your Company Name

A screenshot of a web form titled "Account Information". At the top, there is a progress bar with a blue and white striped segment on the left and a grey segment on the right. Below the progress bar are three input fields. The first is labeled "First Name" and contains the text "Imma" with a small green checkmark icon on the right. The second is labeled "Last Name" and contains the text "Soexcited" with a green checkmark icon on the right. The third is labeled "Company Name" and contains the text "ItsThatEasy" with a green checkmark icon on the right. At the bottom of the form are two buttons: a white button with a grey border labeled "< Previous" and a blue button labeled "Next >".

**Step 5:** Enter a password!

Set Password

✓ Completed

New Password

Confirm Password

< Previous    Next >

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

Thank you for setting up your account!

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!

Activate

Once you've activated your account, you'll be taken back to the agency'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 agency'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, we will force you to enter this before can submit ;).
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 agency as a vendor and you DO NOT designate a purchasing category, you will be notified about EVERY open bid opportunity.
4. Click "Follow" on any open projects that are of interest to you.
5. Click "Apply to Project" on any project you want to submit a proposal to.
6. Share, Share, Share! Hey, not all these projects may be right for you, but we bet you know someone it WILL be right for. Help each other, and share projects with our easy social media share links! See below.

Video: [Intro to the Vendor Experience Webinar - April 21, 2020](#)

### The "Network" of Open Opportunities

Vendors may also see a full listing of open opportunities across the entire OpenGov Procurement network, and it's all absolutely free.

Project Title	Organization	Release Date	Due Date
2022 Domestic Water & Sanitary Sewer Master Plan Updates	City of Santa Monica	3/22/2022	5/13/2022
2022 Recycled Water Master Plan	City of Santa Monica	3/22/2022	5/13/2022
Water Management Strategy	City of West Sacrame...	4/29/2022	5/13/2022
Request For Qualifications Construction Manager at Risk Services Sacramento International Airport Terminal A Restroom Rehabilitation Project	County of Sacramento	5/5/2022	5/13/2022
Greenville County Supplies and Pharmaceuticals	Greenville County	4/29/2022	5/16/2022
Rebuild of Pump 4 at Main Lift Sewer Pump Station	City of Milpitas	4/14/2022	5/16/2022