ProcureWare Help

Search 🔍

How do I register my company?

Registration is a 2 step process.

Step 1 - Initial Registration

1. Navigate to the ProcureWare website you want to register with and click the "Register" button in the upper right corner of the screen OR

2. Locate the "Register" section on the login screen and click the "Register" button under the "Create New Company Account" section.

3. Fill out the required information on the screen. (Required fields are indicated with *.)

4. Click the "Next" button.

5. A message will then be sent to the email address you provided with instructions on how to continue the registration process. *If you do not receive the email, see Why am I not receiving my password reset email?*
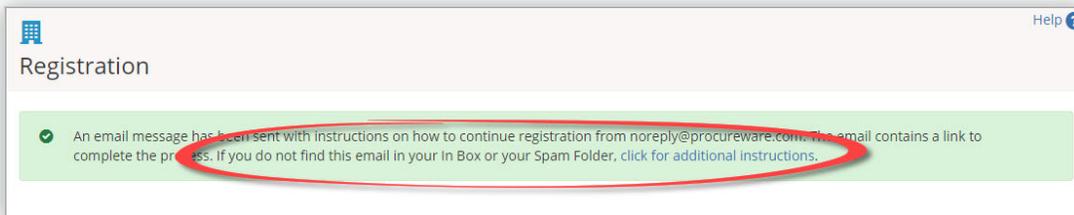
Step 2 - Continue and Complete Registration

1. Once you've created your password, you will be able to complete the remaining steps of your registration. Fill out the required information on each tab and click "Save." (Required fields are indicated with *.)

- Use the "Next" and "Previous" buttons to move between tabs or just click the tabs directly to select them.
- Complete tabs display a green checkmark.
- Incomplete tabs display a red X.
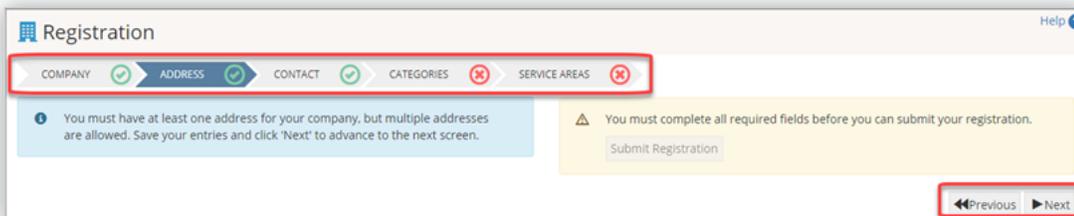
2. The orange "Submit Registration" button will become clickable in the upper-right corner of the screen once all tabs are complete.
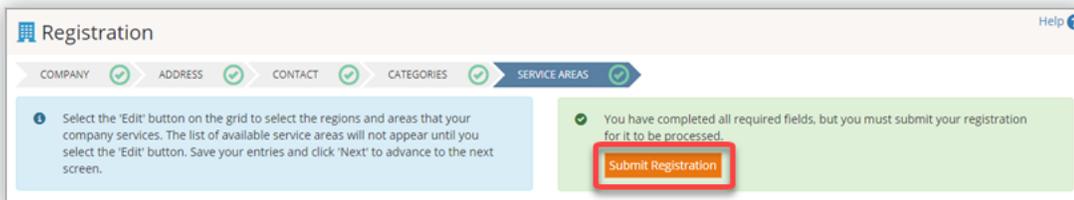
3. Upon successful registration submission, you will be logged in to the ProcureWare site.
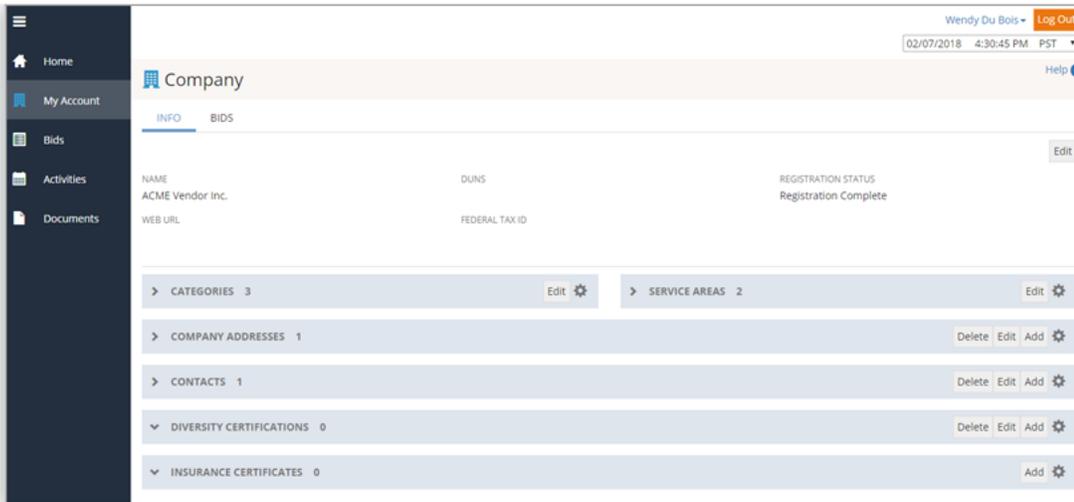
4. Depending on the workflow process of the procurement site administrator, you may need to be approved before you can participate in the bidding process.
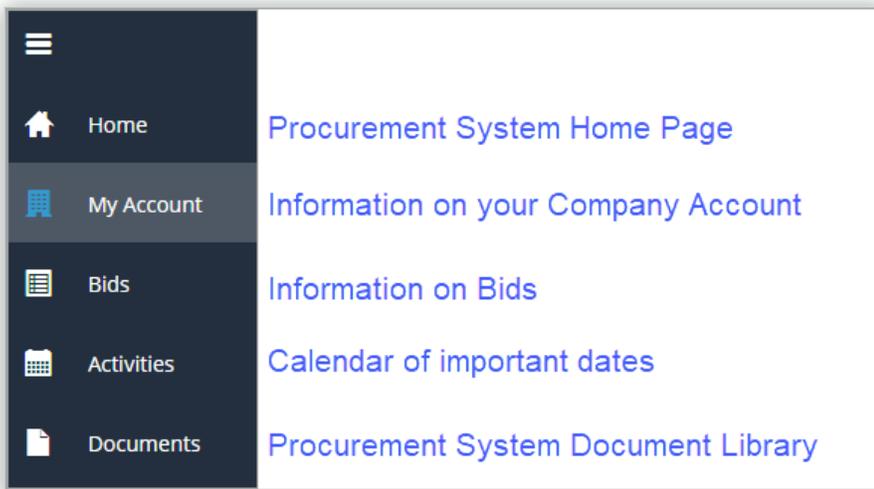
Was this article helpful? 👍 👎   2 out of 22 found this helpful

Have more questions? **Submit a request**