

Instructions for signing up on the Port of Seattle Consultants Roster

Getting on the Roster is a **TWO STEP** process

First you've got to become a Vendor on our site:

1. Go to:

www.ebidexchange.com/portofseattle



2. Click on the Register tab



3. Enter your Company Name, and Email address

4. Click the Next button

5. A note will come up on the screen and tell you that an e-mail will be sent to you.

(If you do not receive this e-mail within a half hour or so, check your spam or junk mail and if it's not there then lower your security settings on your browser by clicking on (Internet Explorer method) Tools, then Internet Options, then click on the Security tab, click on Custom Level (in the middle of the page) then go down to Reset custom settings (down toward the bottom of the page) to Medium low, then click OK, OK and go back to our website and try logging in again.)

6. That e-mail will have a link for you to click and fill in a bit more company information.

7. Port approvers will review the information and approve your account if all is in order.

8. You will receive an e-mail that says your vendor account has been approved.

Now you can access solicitation documents the Port has to offer.

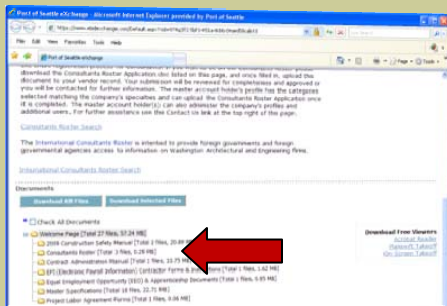
4. Be sure to choose the categories you want us to consider your company for

2. Fill out the CR Application form and add up to 4 pages of resumes, or marketing information if you want



Second, you've got to fill out the Consultants Roster Application form:

1. Download the Consultants Roster Application form from our Home page (scroll down to find the file folder that holds the document) Save it to your hard drive



3. Upload that to your vendor registration under the Documents tab

5. If all is in order, you will receive an e-mail telling you when your Consultants Roster registration was approved.