To delete users starting from your homepage:

1. Hover over admin in the menu bar and select users.
2. You will be redirected to a new page with a list of registered users and user search option.
3. From there, locate the delete column on the lower, right-hand side of the page.
4. Select the delete hyperlink for the user you would like to remove from your account.
5. You will be redirected to a new page where the user’s general information is listed.
6. Scroll to the bottom of the page and enter your account password in the save section.
7. Then, click the white delete user button.

To delete users starting from your homepage:

1. Hover over and click the building icon in the top right-hand corner.
2. Select manage users from the drop-down pick list.
3. You will be redirected to a new page with a list of active requests and registered users.
4. From there, locate the user you would like to remove from your account.
5. Move your mouse to the bottom, right-hand side of the user’s listing.
6. Click the three vertical dots that appear.
7. Then, click remove user.

If you need further assistance or information, please contact BidSync directly at 1-800-990-9339, visit their website at www.bidsync.com to use their BidSync Support Portal, or go directly to this link to see answers to FAQs: [http://support.bidsync.com/hc/en-us/categories/203148568-FAQs](http://support.bidsync.com/hc/en-us/categories/203148568-FAQs).
Go to www.sccprc.org/eRFP, scroll down to the bottom of the page, and click sign in. Then, click the appropriate portal that matches your registration date* and sign in to your account.

**Suppliers**

*If you registered before 09/20/2018, you will be managing users in the BIDSYNC LINK/LINKSPLUS account version.

To manage bid opportunities starting from your homepage:

1. Locate and click bid notification settings in the top, right-hand corner in between my account and qualifications.
2. You will be redirected to a new page with multiple tabs; however, for managing bid notifications, only take note of the following tabs: (1) notifications and (2) classifications.
3. To edit your notifications:
   a. In the section, “notification settings: agency types,” check the boxes next to the type(s) of agencies with which you’d like to work with.
   b. Then, in the section, “notification type & frequency,” check the boxes next to the type(s) of notifications you’d like to receive.
   c. Click the blue “save” button at the bottom of the web page.
4. To edit your classifications:
   a. Click on the classifications tab between notifications and qualifications.

**Customers**

*If you registered after 09/20/2018, you will be managing users in the BIDSYNC BASIC/PRO account version.

To manage bid opportunities starting from your homepage:

1. Hover over and click the person icon in the top right-hand corner.
2. Select bid profile from the drop-down pick list.
3. You will be redirected to a new page with four sections: (1) keywords, (2) NIGP codes, (3) and notifications.
4. To edit your keywords:
   a. Click the pen icon in the right-hand corner of the keywords section. A pop-up window will appear.
   b. In the enter keywords search bar, type in the word(s) associated with the goods/services you provide and press enter.
   c. In the add negative keywords (optional) bar, type in the word(s) that are NOT associated with the goods/services your provide and press enter.
5. To edit your NIGP codes:
   a. Click the pen icon in the right-hand corner of the NIGP codes section. A pop-up window will appear.

Continue to the next page for further assistance on managing bid opportunities from your account.
b. You will be redirected to a new page with five sections: (1) regions, (2) classifications, (3) agency types, (3) manage primary industry, and (4) edit keywords.

i. To edit your regions:
   - Click the blue “manage regions” button in the regions section. A pop-up window will appear.
   - Scroll through and check the boxes next to the state(s) you’d like to see bids from. Then, click the blue “save” button at the bottom.

ii. To edit your classifications:
   - Click the blue “edit NIGP classifications” button in the regions section. A pop-up window will appear.
   - Select keyword or NIGP code above the search bar. Then, type in the word(s) or the known, numerical number(s) (e.g., NIGP code(s)) associated with the goods/services you provide. Click the blue “search” button to the right of the search bar. A list of relevant NIGP codes and their descriptions will appear.
   - Check the boxes** next to the NIGP code(s) you’d like to see bids for. Then, click the blue “save” button at the bottom.

**Note, click on the icon to expand a list or the icon to contract it.

iii. To edit your agency types:
   - In the section, “agency types,” check the boxes next to the type(s) of agencies you’d like to see bids from. Then, click the blue “update agency types” underneath the available options.

iv. To edit your manage primary industry:
   - Click the drop-down pick list. Then, select the code category that best represents your industry and the goods/services you provide.

v. To edit your edit keywords:
   - Type in the word(s) that best fit the goods/services you provide in the rectangular text boxes.
   - Click the “save” blue button at the bottom of the web page.

b. In the enter keywords or NIGP codes search bar, type in the word(s) or the known, numerical number(s) (e.g., NIGP code(s)) associated with the goods/services you provide.

c. Under the left-hand column titled “available NIGP codes,” use the scroll bar to find the NIGP code that best fits the goods/services you provide. Then, click on the icon to the left of the NIGP code and its description.

d. You will see your selection populate in the right-hand column titled “selected NIGP codes.” Click save in the bottom right-hand corner of the window when you’ve added all relevant NIGP classification codes.

e. Then, to exit the window, click the X in the top, right-hand corner. Upon exiting, a black box at the bottom of the web page will read, “user commodity codes successfully saved.”

6. To edit your notifications:

a. Locate the slider in the bottom, right-hand corner of the notifications section across from “send me a daily list of BidSync Links bids.”

   i. Move the toggle in the slider to the right if you want to receive daily notifications. Upon turning on your notifications, a black box a the bottom of the web page will read, “daily notification setting has been updated.”

   ii. If you do NOT want to receive daily notifications, move the toggle in the slider to the left. Upon turning off your notifications, a black box a the bottom of the web page will read, “daily notification setting has been updated.”

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