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.

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

To add 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 add new user button on the middle, right-hand side of the page.
4. Click add new user.
5. You will be redirected to a new page where you must fill in all of the required fields** for the user, including user permissions.
   **In the password section, insert a unique username (e.g., the user’s email address) and password with at least eight characters and one number.
6. Scroll to the bottom of the page and enter your account password in the save section.
7. Then, click the blue save button.
8. Upon creating a new user, revisit and update your account settings such as, regions, NIGP classifications, agency types, primary industry, and keywords*** to ensure all users are receiving the correct notifications.
   ***See training guide, Managing Bid Opportunities for assistance.

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

To add users starting from registration**: **
**See training guide, eRFP Self-Registration for assistance.

To add 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 accept and decline hyperlinks on the middle, right-hand side of the page.
5. Click accept or decline.
6. Upon creating a new user, revisit and update your account settings such as, regions, NIGP classifications, keywords*** to ensure all users are receiving the correct notifications.

***See training guide, Managing Bid Opportunities for assistance.

Continue to the next page for further assistance on deleting users from your account.
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.