Go to www.sccpcr.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/LINKSPLUS account version.

**To conduct a general search from your homepage:**

1. Select the bid opportunities tab.
2. Bids displayed under the bids matching my settings tab show agency in-network bids that are based on NIGP classification codes and are connected to your account.
3. To expand your search, find and select the new search tab.
4. Navigate to the search bar and enter a bid number, bid title, or up to three keywords.
5. Then, click the search box to the right of the bar and a list of solicitations will populate in the links bids tab.
6. To further narrow your search, use the search filters on the left-hand side.

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

**To conduct a general search from your homepage:**

1. Navigate to the new for you, your saved bids, or all bids tabs located on the homepage.
2. To see solicitations based on NIGP classification codes that are connected to your account, select the new for you** tab.

**Note, to manage your NIGP classification codes, navigate to the right-hand corner of the page and hover and click on the person icon. Then, select bid profile in the drop-down pick list that appears. You will be redirected to a web page where you can customize your NIGP codes, keywords, and notifications.

3. To expand your search, navigate to the filter section on the left-hand side.
4. Then, click the downward arrow on one of the drop-down pick lists (keywords, states/provinces, or the bid end date), type in the relevant word(s), and press enter.
5. When you are done populating the appropriate word(s), click the search button at the bottom of the filter menu and your results will populate to the right.

Continue to the next page for further assistance on searching for issued solicitations from your email.
To view a solicitation using a BidSync email notification:

1. Click on the link in your newly received email from BidSync.
2. You will be redirected to the solicitation’s details page.
3. Proceed by clicking download bid packet or add to my bids**.

**If you click add to my bids, you can revisit the solicitation at a later date on BidSync’s bid opportunities page under the my bids tab.

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***If you click add to my bids, you can revisit the solicitation at a later date on BidSync’s bid opportunities page under the your saved bids tab.

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.