

1. Go to <http://www.kingcounty.gov/procurement/solicitations> and login with your username/password.

IMPORTANT: You have to log-in to activate your vendor account.

<b>Need to sign up?</b>	<b>Already have an account?</b>
Register Here	Login Here
<a href="#">Register Now</a>	Username: <input type="text"/>
<a href="#">Enter site as Guest</a>	Password: <input type="text"/>
	<input type="button" value="Login"/>
<b>Why Register?</b>	<a href="#">Forgot your password?</a>
<ul style="list-style-type: none"><li>• manage your own personal account</li><li>• receive notifications of new advertised solicitations</li><li>• sign-up as official bidder/ proposer on advertised solicitations</li><li>• receive notifications of addenda issued</li></ul>	

2. Access “My Account” through the left menu bar button or the upper right hyperlink.

PROCUREMENT	<b>List of Solicitations</b>	Welcome, <b>Maria</b> ( <a href="#">Logout</a> , <a href="#">My Account</a> )
Services		
> Solicitations		
My Account		
My NIGP Codes		
My Open Solicitations List		
NIGP Codes Search		
ALL CONSTRUCTION A & E AND PROF. SERVICES TECHNICAL SERVICES GOODS & SERVICES OTHER		
OPEN CLOSED AWARDED CANCELLED ALL		
Keywords: <input type="text"/> NIGP Code: <input type="text"/> <a href="#">browse codes</a> Sort by Due Date <input type="text"/> Ascending <input type="text"/>		
<input type="button" value="Search Solicitations"/> <input type="button" value="Clear Search"/>		

3. Below is a snapshot of the "My Account" page.

KING COUNTY HOME | NEWS | SERVICES | DIRECTORY | CONTACT
PROCUREMENT  
Procurement & Contract Services

You're in: [PROCUREMENT](#) » [Solicitations](#) » My Account
Welcome, Winnie ( [Logout](#) , [My Account](#) ) [print](#)

My Account

PROCUREMENT

- Services
- Solicitations
- > My Account
- My NIGP Codes
- My Open Solicitations List
- Small Works Roster
- A & E Roster
- Consultants
- Contractors
- Suppliers
- NIGP Search
- Forms
- FAQ
- Contact Us
- Small Business Programs
- Resources
- Related Links
- News
- Sitemap

**Edit Account Information**

<p style="text-align: center; margin: 0;"><b>USER INFORMATION</b></p> <p>Username <input type="text" value="WinnieThePooh.OVR"/></p> <p>Email Address <input type="text" value="WinnieThePooh.OVR"/> Confirm Email Address <input type="text" value="WinnieThePooh.OVR"/></p> <p>First Name <input type="text" value="Winnie"/> Last Name <input type="text" value="Pooh"/></p> <p style="text-align: center;"><input type="button" value="Save changes"/></p>	<p style="text-align: center; margin: 0;"><b>VENDOR INFORMATION</b></p> <p>Title <input type="text" value="Favorite Disney Cha"/></p> <p>Phone <input type="text" value="407-946-7664"/> Ext. <input type="text"/></p> <p>Phone (Alt.) <input type="text" value="407-766-2327"/> Ext. (Alt.) <input type="text"/></p> <p>Fax <input type="text" value="407-946-2327"/></p> <p style="text-align: center;"><input type="button" value="Save changes"/></p>
<p style="margin: 0;"><b>GENERAL ACCOUNT MANAGEMENT</b></p> <p><input type="button" value="Change Password"/> <input type="button" value="Deactivate My Account"/></p>	
<p style="text-align: center; margin: 0;"><b>VENDOR LOCATION</b></p> <p>Select a different location <input type="button" value="v"/></p> <p>Name: <input type="text" value="Trespassers Will"/></p> <p>Address Line 1: <input type="text" value="100 Aker Woods SW"/></p> <p>Address Line 2: <input type="text" value="Ashdown Forest"/></p> <p>City, State Zip: <input type="text" value="Orlando, Florida 32830"/></p> <p>Country: <input type="text" value="United States of America"/></p> <p>Phone: <input type="text" value="407-946-7664 Ext"/></p> <p>Phone (Alt.): <input type="text" value="407-766-2327 Ext"/></p> <p>Fax: <input type="text" value="407-946-2327"/></p> <p style="text-align: center;"><input type="button" value="Edit this Location"/> <input type="button" value="Add New Location"/></p>	

**ORGANIZATION**

<p>Name: <input type="text" value="Pooh and Friends"/></p> <p>Type: <input type="text" value="Corporation"/></p> <p>Country: <input type="text" value="United States of America"/></p> <p>UBI Number: <input type="text"/></p> <p>IRS Official Name: <input type="text" value="Pooh and Friends"/></p> <p>SCS Number: <input type="text"/></p> <p>dba: <input type="text"/></p> <p>URL: <input type="text"/></p>	<p>State of Incorporation: <input type="text" value="Florida"/></p> <p>Dun &amp; Bradstreet Number: <input type="text"/></p> <p>Business License: <input type="text"/></p> <p>Primary Contact: <input type="text" value="Winnie-The-Pooh"/></p> <p>Email: <input type="text" value="WinnieThePooh.OVR@gmail.com"/></p> <p>Phone: <input type="text" value="407-946-7664"/></p> <p>Phone (Alt.): <input type="text" value="407-766-2327"/></p>
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To update information regarding your Organization, a formal request must be submitted directly to King County Procurement. You may do this by [contacting us](#) via e-mail, noting your requested changes and providing full contact information for verification.

[Email Notifications & NIGP Codes](#)

[Roster Membership](#)

**Legal Notice**

King County has implemented Online Vendor Registration (OVR) to permit vendors, consultants and contractors to register their business with the County by creating a unique User ID, or to visit the website as a guest. The County's ITBs, RFPs, & RFQs, with any attachments including addenda, are available for viewing by all users; but only registered firms can add themselves to plan holders lists and receive email notifications of addenda or other important information concerning the solicitation.

**You must register & add yourself to the "Holders List" to be included on the official plan holders list for any specific ITB, RFP, or RFQ.**