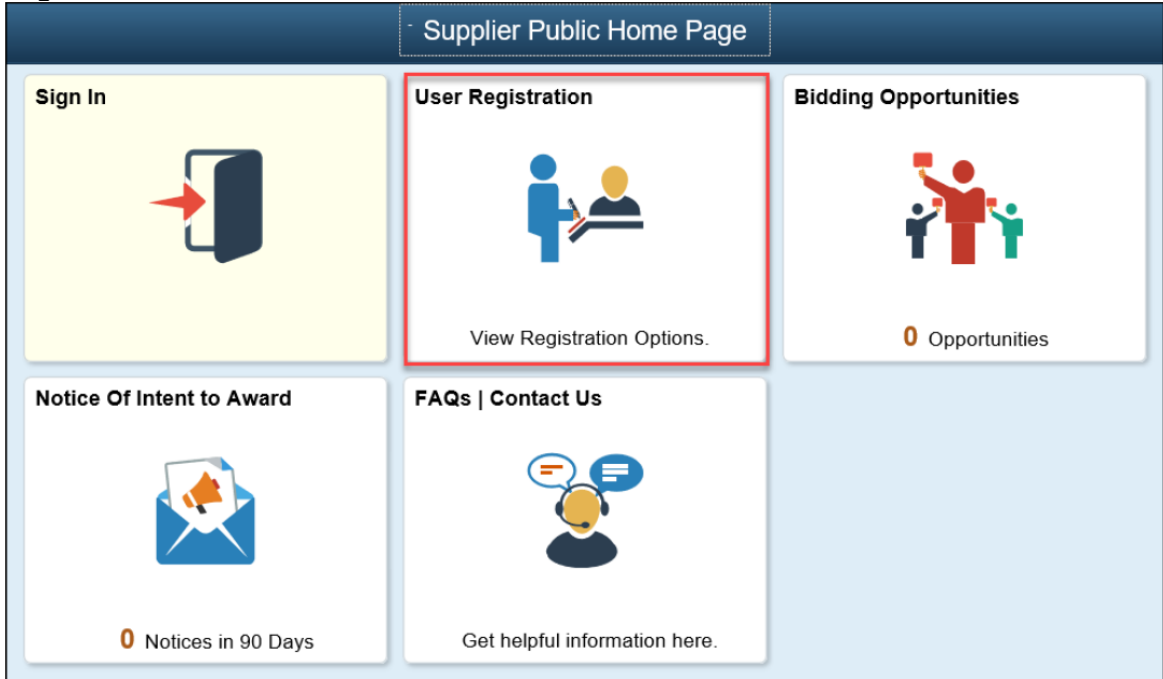





**Task:** Register Additional Users for existing Suppliers at AC Transit to receive notifications for Bid and Solicitations

**Navigation:** AC Transit Website>About Us>Doing Business with AC Transit>Vendor Registration> Vendor Registration

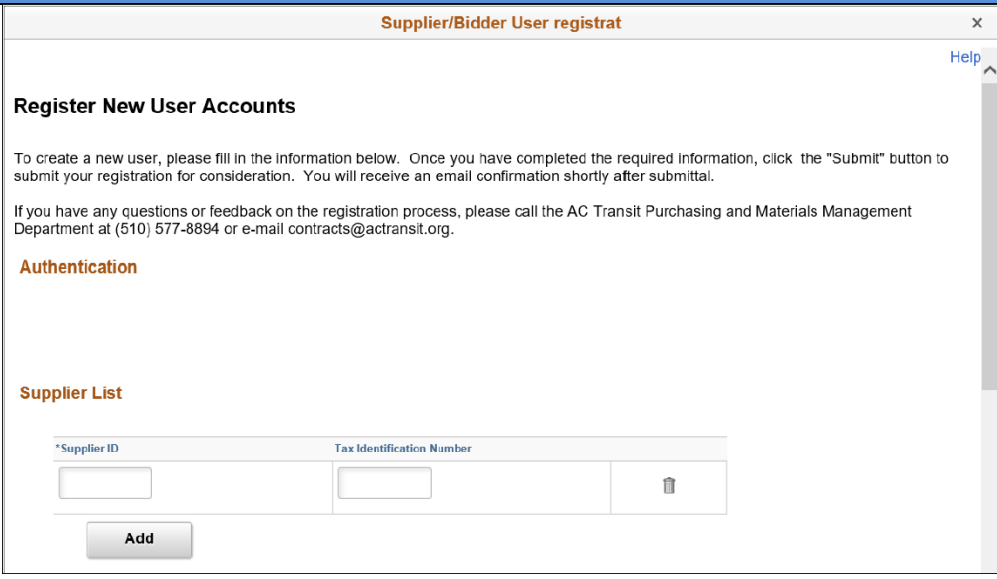


Step	Instructions
1	<ul style="list-style-type: none"> <li>Click the User Registration Tile</li> <li> Takes you to the Registration Page</li> <li>Click the Register Now button for User Registration</li> </ul> <div data-bbox="321 1339 1182 1717" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>User Registration</b></p>  <p>Register new users for an existing supplier</p> <p><a href="#">More...</a></p> <p><b>Register now</b></p> </div>
2	<ul style="list-style-type: none"> <li> Takes you to the Supplier/Bidder Registration Page</li> <li>Under the Register New Accounts:             <ul style="list-style-type: none"> <li>Enter your existing Supplier ID at AC Transit</li> </ul> </li> </ul> <p>To inquire for Supplier ID, send email to <a href="mailto:vendorsupport@actransit.org">vendorsupport@actransit.org</a> include company and TAX ID</p> <ul style="list-style-type: none"> <li>Enter your TAX ID Number</li> </ul>



# Register Users for Existing Suppliers

## Supplier Portal Training Quick Reference Guide

Step	Instructions
	
3	<ul style="list-style-type: none"> <li>• On the User Account Information <ul style="list-style-type: none"> <li>○ Enter Description</li> <li>○ Enter Email ID <ul style="list-style-type: none"> <li>▪ <i>If the Email ID already exists, the system warns for duplicate; you must enter another Email ID</i></li> </ul> </li> <li>○ Requested User ID – defaults and auto-populates from the email address</li> </ul> </li> <li>• Click the Terms of Agreement link to view and read</li> <li>• Click the box next to “Select to accept the Terms of Agreement below</li> <li>• Click the Submit button <ul style="list-style-type: none"> <li>○ You will receive a confirmation email once your request for New User Account is approved</li> </ul> </li> </ul> <div data-bbox="316 1228 1031 1877" style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><b>User Account Information</b> <span style="float: right;">?</span></p> <p>* Requested User ID <input type="text"/></p> <p>Description <input type="text"/></p> <p>* Email ID <input type="text"/></p> <p>Language Code <input type="text" value="English"/> <span style="float: right;">v</span></p> <p>Time Zone <input type="text"/> <span style="float: right;">Q</span></p> <p>Currency Code <input type="text" value="USD"/> <span style="float: right;">Q</span></p> <p><b>Terms and Conditions</b></p> <p>Make sure you read terms of agreement fully before submitting your registration.</p> <p><input type="checkbox"/> Select to accept the Terms of Agreement below.</p> <p><a href="#">Terms of Agreement</a></p> <p style="text-align: center;"><input type="button" value="Submit"/></p> </div>
	End of Procedure.