

**Task:** Register Additional Users for 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

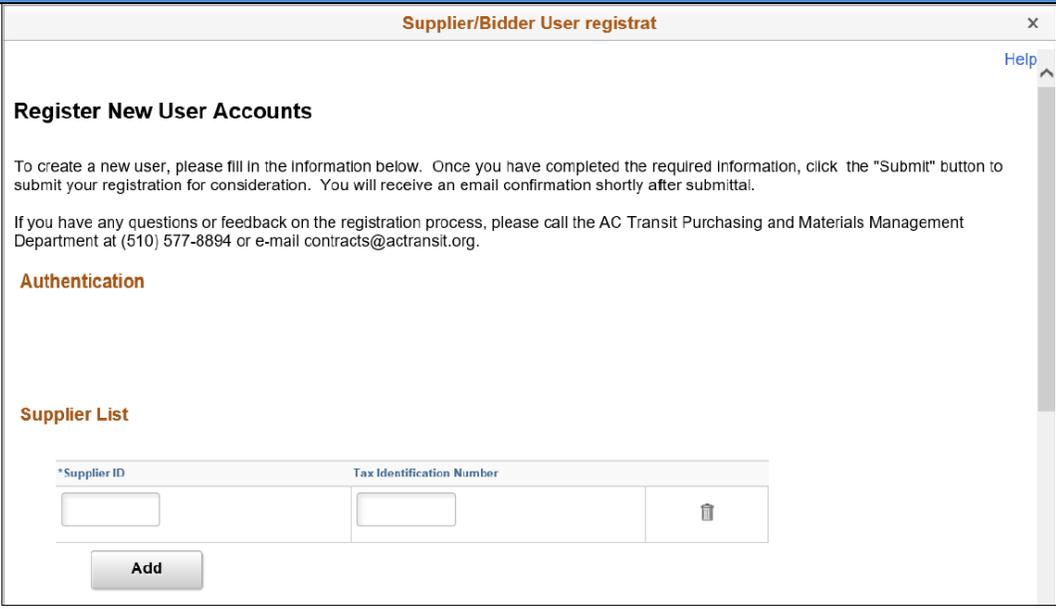
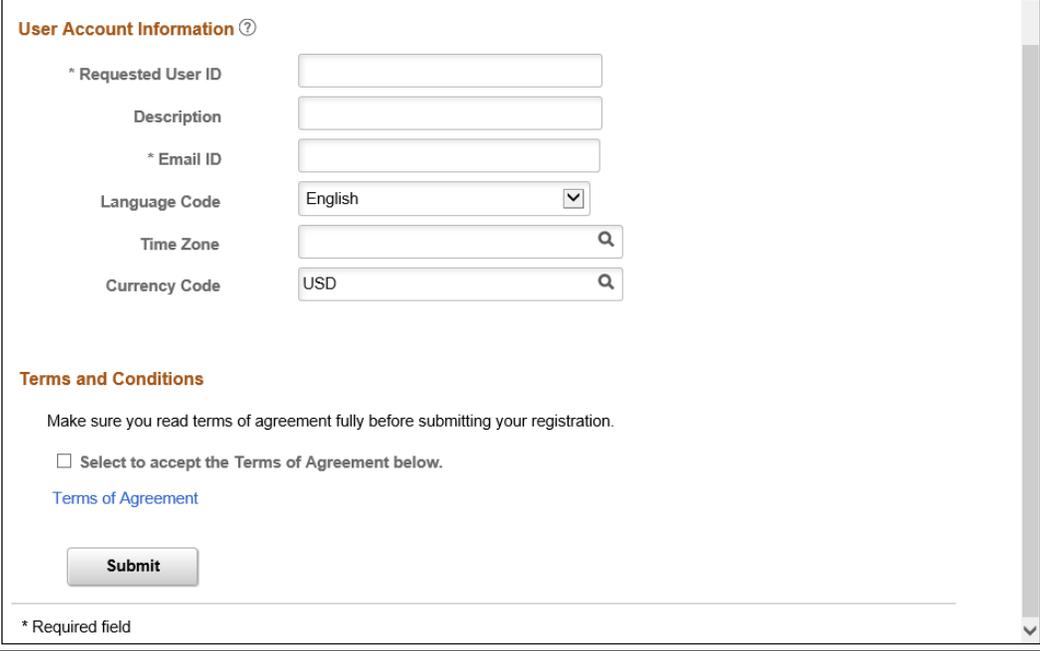


Step	Instructions
1	<ul style="list-style-type: none"> <li>Click the User Registration Tile</li> <li> Takes you to the Registration Page</li> <li>Click the Register Now button for User Registration</li> </ul> <div data-bbox="321 1339 1258 1753" style="border: 1px solid black; padding: 10px; margin: 10px 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                 <ul style="list-style-type: none"> <li>To inquire for Supplier ID send email to <a href="mailto:contracts@actransit.org">contracts@actransit.org</a> or call (510) 577-8894</li> </ul> </li> <li>Enter your TAX ID Number</li> </ul> </li> </ul>



# Register Users for Existing Suppliers

## Strategic Sourcing 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 Requested User ID</li> <li>○ Enter Description</li> <li>○ Enter Email ID</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> 
	End of Procedure.