





Bidder Registration Save for Later

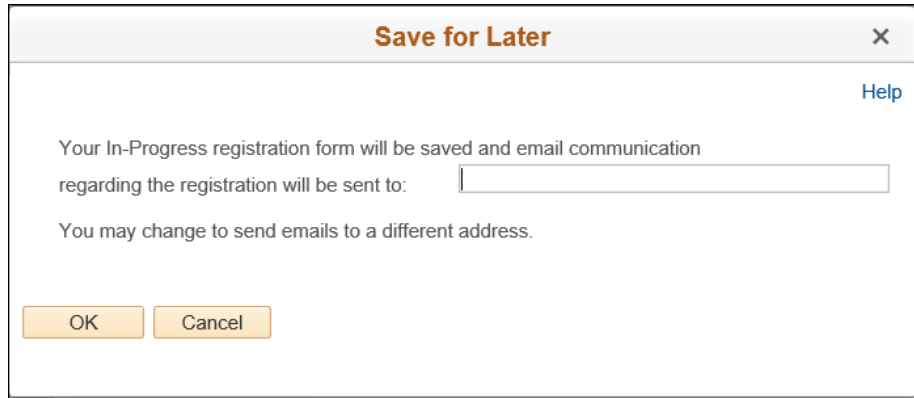
Strategic Sourcing Training Quick Reference Guide

Task: Registrants Saves their Registration for Later (In-Progress) and will continue at a later time




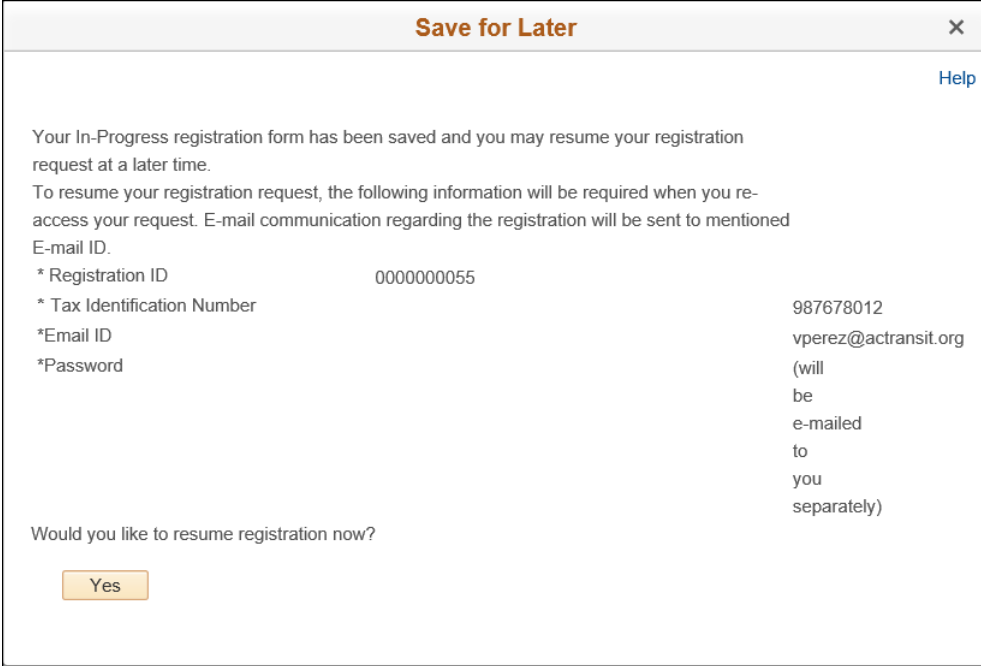
Navigation: At any time during the Registration process, the user can click  to complete their registration. They can only SAVE their registration at any Steps after the Welcome Page

 When saving from Step 1 – Identifying Information Page, Tax Identification Number, Entity Name, W9 Attachment, and US SIC Codes for NAICS and SIC Codes are required. The system will prompt for missing information before the incomplete registration can be saved.

- Enter the email address where the in-progress registration will be sent
- Click the OK button







The modal window titled "Save for Later" has a close button (X) in the top right corner and a "Help" link. The text inside reads: "Your In-Progress registration form will be saved and email communication regarding the registration will be sent to:" followed by a text input field. Below this, it says "You may change to send emails to a different address." At the bottom are "OK" and "Cancel" buttons.

Step	Instructions
1	<ul style="list-style-type: none">• Click the Yes button if you would like to continue and resume registration• Click the  to continue at later time and click  from the modal window• Click   <p>The modal window titled "Save for Later" has a close button (X) in the top right corner and a "Help" link. The text inside reads: "Your In-Progress registration form has been saved and you may resume your registration request at a later time. To resume your registration request, the following information will be required when you re-access your request. E-mail communication regarding the registration will be sent to mentioned E-mail ID." Below this is a list of fields: "* Registration ID" with value "0000000055", "* Tax Identification Number" with value "987678012", "*Email ID" with value "vperez@actransit.org", and "*Password" with value "(will be e-mailed to you separately)". At the bottom, it asks "Would you like to resume registration now?" with a "Yes" button.</p>



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Step	Instructions
2	<p> When saving in-progress registration, two email notifications</p> <ol style="list-style-type: none">1. Save for Later Confirmation with the following:<ul style="list-style-type: none">• Registration ID• Tax Identification Number• Email Address where your password will be mailed <div data-bbox="267 543 1458 932"><p>AC Transit Bidder Registration Save for Later Confirmation</p><p>To:  Antonette Perez Retention Policy Inbox Never Delete (Never) Expires Never</p><p>Thank you for your interest in registering with AC Transit. This e-mail is to inform you that your in-process registration request has been successfully saved.</p><p>To resume your registration application, you will need to enter the following information: Registration ID: 0000000055 Tax Identification Number: 987678012 E-mail ID: vperez@actransit.org Password: (will be e-mailed to you separately)</p><p>If you have any questions or feedback regarding your registration request, please call (510) 577-8894, or email contracts@actransit.org.</p><p>Thank you, Purchasing and Materials Management Department, AC Transit</p></div> <ol style="list-style-type: none">2. Bidder Registration Access for request ID with password and instructions to continue with the registration <div data-bbox="267 1033 1458 1297"><p>AC Transit Bidder Registration Access for request ID 0000000055</p><p>To:  Antonette Perez Retention Policy Inbox Never Delete (Never) Expires Never</p><p>Thank you for your interest in registering with AC Transit. You should have received a separate e-mail with instructions on how to resume your registration application. In order to resume your registration request, you will need the following password:</p><p>Your password is 2zDD\#[]</p><p>If you have any questions or feedback regarding your registration request, please call (510) 577-8894, or email contracts@actransit.org.</p><p>Thank you, Purchasing and Materials Management Department, AC Transit</p></div>
3	<ul style="list-style-type: none">• At any time, you would like to complete a Saved Registration, follow the navigation: From the AC Transit Website, under About Us, select Doing Business > Vendor Registration > Vendor Registration• Click the Registration Tile• Select the Bidder Registration and click the Register Now button <p> System takes you to the Self-Service Registration Page to Register</p> <ul style="list-style-type: none">• On the Welcome Page Banner, select the Continue Where You Left Of button• System asks for your Password, Registration ID and Tax ID to allow you to continue with your registration• Click the Next button• Continue with your Registration (Reference the Self-Service Registration Guide)
	End of Procedure.