

Step-By-Step Guide for Vendors To Sign Up to the Holder's List for a Procurement

1. From www.nwseaportalliance.com main page, click on "**About Us**" then "**Do Business With Us**" then "**Contracting**".
2. From the Contracting page, select "**Procurement**" to view the list of active procurements.
3. Select the Open procurement that you are interested in to view the procurement's details.
4. Click "**Subscribe**" from the "Subscribe to Holders' List" on the left side of the screen.
5. On the Subscribe For Updates page:
 - a. To receive email notifications, select "**Email**" for Subscription Type and enter your email address
 - b. To receive text/SMS notifications, select "**Text/SMS**" for Subscription Type and enter your wireless number.
6. Read the linked Privacy Policy and select the checkbox to confirm you have read and agree to the Privacy Policy.
7. Select "**Submit**" button.