
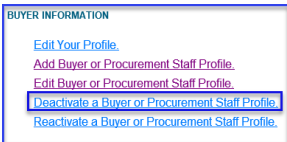

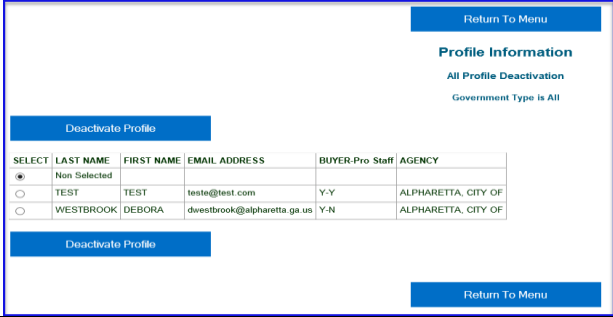
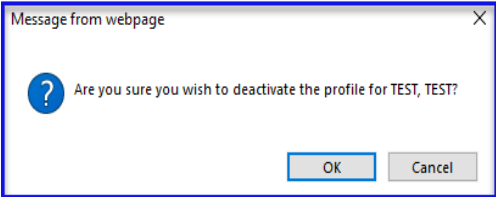


Deactivate buyer / procurement staff in Georgia Procurement Registry(GPR)

Step #	Action
1	Login to GPR. Link: https://ssl.doas.state.ga.us/PRsapp/PR_login.jsp
2	Click on 'Main Menu'. (Upper left corner or bottom left corner)
	
3	Click on 'Add Buyer or Procurement Staff Profile' under 'Buyer Information'.
	
4	To pull the whole list of users under particular agency, Click on 'all profiles' for 'Type of Profile' and click on 'Continue'.
	
5	Select button next to appropriate user and click on 'Delete Profile'.
	
6	Click 'OK' on warning message.
	

7	<div>System will show on screen confirmation of deletion.</div> <div><div>SUBSCRIPTION LISTBROWSE FOR BIDSCONTACT US</div><div><div>Buyer - Procurement Staff Database Maintenance Results</div><div>The Deactivation was successful.</div><div>Return to Menu</div></div></div>
	End