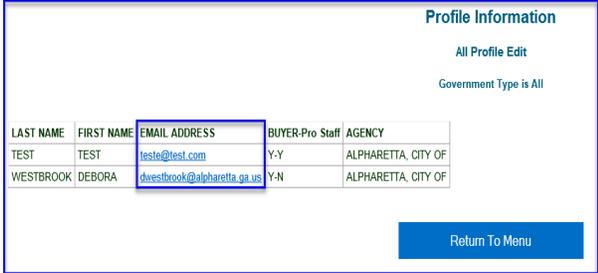
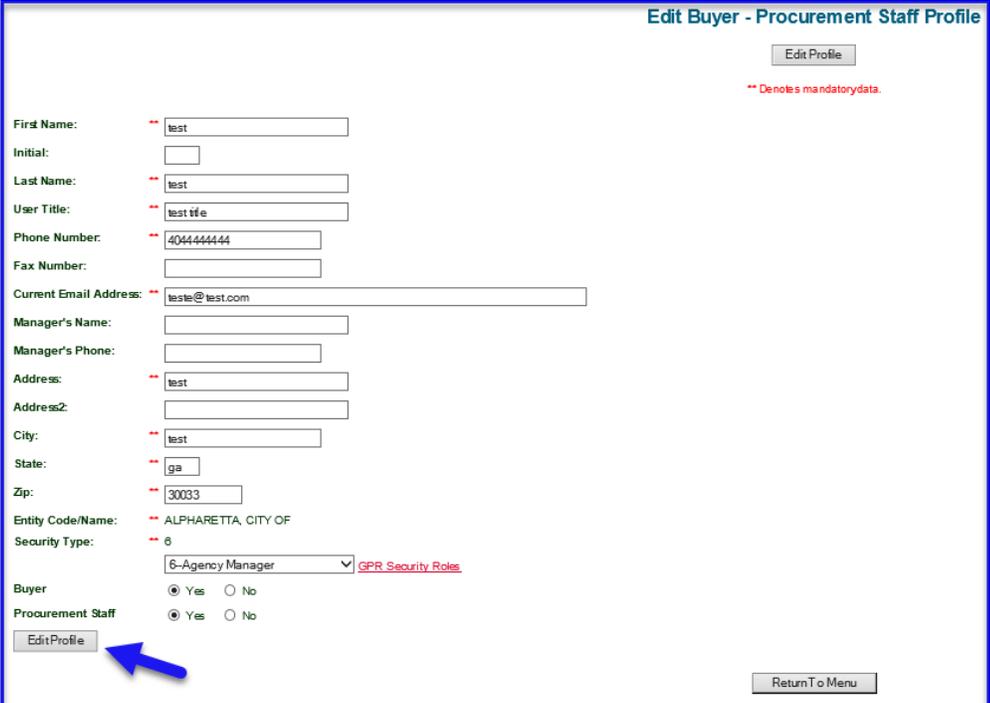
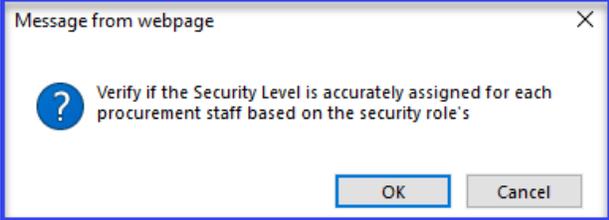


## Edit new buyer / procurement staff in Georgia Procurement Registry(GPR)

Step #	Action
1	Login to GPR. Link: <a href="https://ssl.doas.state.ga.us/PRsapp/PR_login.jsp">https://ssl.doas.state.ga.us/PRsapp/PR_login.jsp</a>
2	<p>Click on 'Main Menu'. (Upper left corner or bottom left corner)</p> 
3	<p>Click on 'Add Buyer or Procurement Staff Profile' under 'Buyer Information'.</p> 
4	<p>To pull the whole list of users under particular agency, Click on 'all profiles' for 'Type of Profile' and click on 'Continue'.</p> 
5	<p>Click on <a href="#">email</a> link for respected user to edit the profile. Edit buyer- procurement staff profile page will open.</p> 

<p>6</p>	<p>Make necessary changes and click on 'Edit Profile' to save changes.</p> 
<p>7</p>	<p>Click 'OK' on the warning message you get to verify user's security level.</p> 
<p>8</p>	<p>System will give on screen confirmation.</p> 
	<p>End process.</p>