Step # **Action** Login to GPR. Link: https://ssl.doas.state.ga.us/PRSapp/PR login.jsp 1 2 Click on 'Main Menu'. (Upper left corner or bottom left corner) GEORGIA PROCUREMENT REGISTRY Georgia Marketplace DOAS or Awarding by the Agency Click on the Bid Tife to view the bid posting. Process Needed' of approval' can NOT be view in the "Please Award" to Award the bid or comple Click on 'Add Buyer or Procurement Staff Profile' under 'Buyer Information'. 3 BUYER INFORMATION Edit Your Profile. Add Buyer or Procurement Staff Profile. Edit Buyer or Procurement Staff Profile. Deactivate a Buyer or Procurement Staff Profile. Reactivate a Buyer or Procurement Staff Profile. To pull the whole list of users under particular agency, Click on 'all profiles' for 'Type of 4 Profile' and click on 'Continue'. SE FOR SOLICITATION EVENTS Profile Selection for Edit MENT TYPE School Boards/K12 Health Boards/Water Δ11 Staff O Buyer and Proc ent Staff 🔿 all Profiles 🖲 5 Click on email link for respected user to edit the profile. Edit buyer- procurement staff profile page will open. **Profile Information** All Profile Edit Government Type is All LAST NAME FIRST NAME EMAIL ADDRESS BUYER-Pro Staff AGENCY ste@test.com TEST TEST Y-Y ALPHARETTA, CITY OF WESTBROOK DEBORA Y-N ALPHARETTA, CITY OF

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

6	Make necessary changes and click on 'Edit Profile' to save changes.
	Edit Buyer - Procurement Staff Profile
	Edit Profile
	** Denotes mandatorydata.
	First Name: ** test
	Initial:
	Last Name: ** test
	User Title: ** test tife
	Phone Number: ** 404444444
	Fax Number:
	Current Email Address: ** teste@test.com
	Manager's Name:
	Manager's Phone:
	Address: •• test
	Address2
	City: Lest
	State. ga
	Entity Code/Name: ** ALPHARETTA CITY OF
	Security Type: ** 8
	6-Agency Manager V GPR Security Roles
	Buyer © Yes O No
	Return To Menu
7	Click 'OK' on the warning message you get to verify user's security level
,	Message from webpage X
	procurement staff based on the security role's
	OK Cancel
8	System will give on screen confirmation.
	Puwer Producement Staff Database Maintenance Posults
	Buyer - Procurement Stan Database Maintenance Results
	The update was successful.
	Return to Menu
	End process.