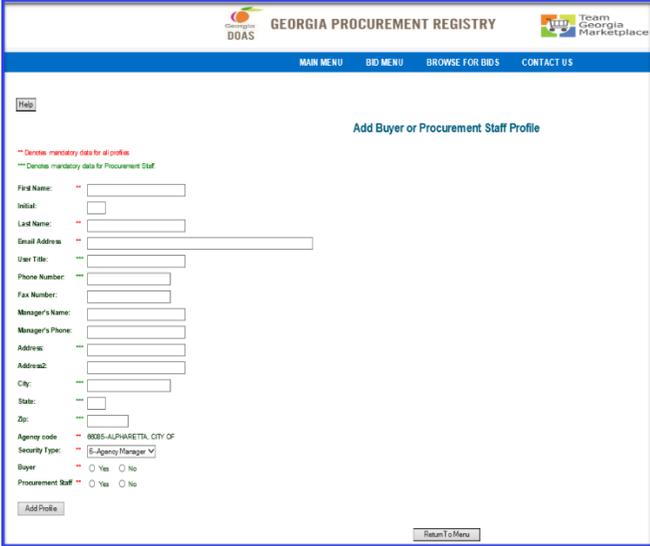
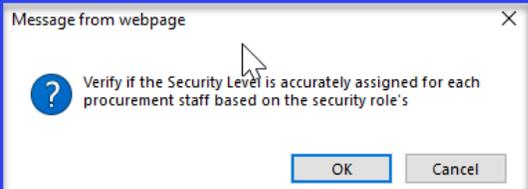
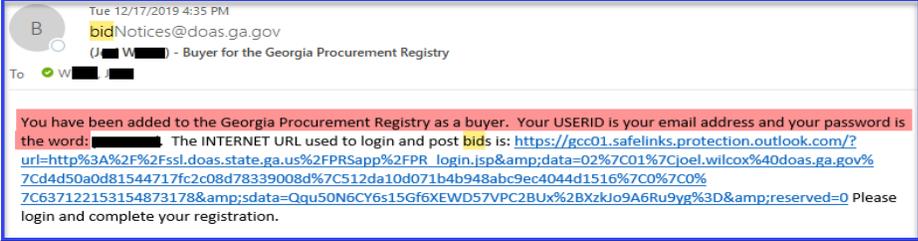


Add new buyer / procurement staff in Georgia Procurement Registry (GPR)

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	Fill in the information for user such as First name, Last name, email, Title, Phone number, Address. (All field with ** are mandatory.) Leave 'Security Type' as '6— Agency Manager' as all users will be granted this security by default.
	
5	Click on 'Add Profile' to save and create new profile for new user.
6	Click 'OK' on the warning message you get to verify user's security level.
	

<p>7-A</p>	<p>System will give on screen confirmation. User's email address will be user's User Id to login.</p>  <p>The screenshot shows the Georgia Procurement Registry website. At the top, there are logos for Georgia DOAS and Team Georgia Marketplace. Below the logos is a navigation bar with links for 'SUBSCRIPTION LIST', 'BROWSE FOR BIDS', and 'CONTACT US'. The main content area is titled 'Buyer - Procurement Staff Database Maintenance Results' and displays the message 'The Record add was successful.' Below this message are two buttons: 'Add New Buyer(Procurement Staff)' and 'Return to Menu'.</p>
<p>7-B</p>	<p>If the user's email address is already existing in the database system will not allow you to add profile with same email address, as user's email is unique identifier.</p>  <p>The screenshot shows the same Georgia Procurement Registry website as in 7-A. The main content area displays the message 'This record could not be added since this user_ID is already in the system. It may be inactive.' Below this message is a 'Return to Menu' button.</p>
<p>8</p>	<p>User will get email notification as confirmation for registration with temporary password and link to GPR.</p>  <p>The screenshot shows an email notification. The sender is 'bidNotices@doas.ga.gov' and the recipient is '(J W [redacted]) - Buyer for the Georgia Procurement Registry'. The email body contains the following text: 'You have been added to the Georgia Procurement Registry as a buyer. Your USERID is your email address and your password is the word: [redacted]. The INTERNET URL used to login and post bids is: https://gcc01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fssl.doas.state.ga.us%2FPRSapp%2FPR_login.jsp&data=02%7C01%7Cjoel.wilcox%40doas.ga.gov%7Cd4d50a0d81544717fc2c08d78339008d%7C512da10d071b4b948abc9ec4044d1516%7C0%7C0%7C637122153154873178&data=Qqu50N6CY6s15Gf6XEWD57VPC2BUX%2BXzkl09A6Ru9yg%3D&reserved=0 Please login and complete your registration.'</p>
	<p>End process.</p>