**Edit 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 | To pull the whole list of users under particular agency, Click on ‘all profiles’ for ‘Type of Profile’ and click on ‘Continue’.   |
| 5 | Click on email link for respected user to edit the profile. Edit buyer- procurement staff profile page will open.  |
| 6 | Make necessary changes and click on ‘Edit Profile’ to save changes.  |
| 7 | Click ‘OK’ on the warning message you get to verify user’s security level. |
| 8 | System will give on screen confirmation. |
|  | End process. |