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

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| 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. |
| 7-A | System will give on screen confirmation. User’s email address will be user’s User Id to login.   |
| 7-B | 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. |
| 8 | User will get email notification as confirmation for registration with temporary password and link to GPR.  |
|  | End process. |