Quick Reference Guide
Georgia Procurement Registry

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 fields with ** are mandatory.) Leave 'Security Type' as '6—Agency Manager' as all users will be granted this security by default. Select 'Yes' for Buyer and Procurement Staff designations.
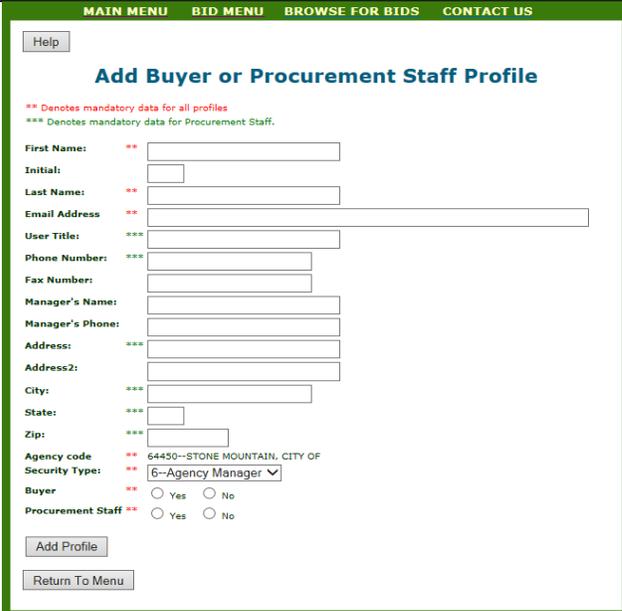
Step #	Action
5.	Click on 'Add Profile' to save and create profile for new user.
6.	Click 'OK' on the warning message received to verify user's security level.
7-A	System will provide on screen confirmation that profile was created.
7-B	If the user's email address already exists in the database, the system will not allow you to add profile with same email address, as user's email is a unique identifier.
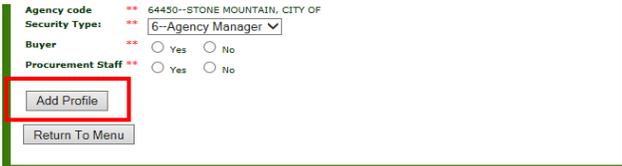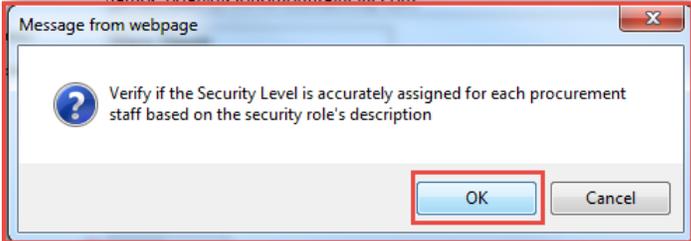
Step #	Action
	   SUBSCRIPTION LIST BROWSE FOR BIDS CONTACT US **Buyer - Procurement Staff Database Maintenance Results** This record could not be added since this user_ID is already in the system. It may be inactive. [Return to Menu]
8.	User will be sent an email notification as confirmation for registration with user ID (which is the user's email address), temporary password and link to GPR. From: bidNotices@doas.ga.gov [mailto:bidNotices@doas.ga.gov] Sent: Wednesday, June 20, 2018 10:35 AM To: A██ R████:████.a██ @████.gov> Subject: (Ronald Allen) - Buyer for the Georgia Procurement Registry You have been added to the Georgia Procurement Registry as a buyer. Your USERID is your email address and your password is the word: password. The INTERNET URL used to login and post bids is: https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fssl.doas.state.ga.us%2FPRSapp%2FPR login.jsp&data=02%7C01%7Cronald.allen%40doas.ga.gov%7C1cd69923433e4cf5bc9c08d5d6bb0a54%7C512da10d071b4b948abc9ec4044d1516%7C0%7C1%7C636651021176492508&sdata=%2B07HPF8%2BwLOZaHF02EwmLv0cZXY7D7CoMd%2BlF3WQJ7k%3D&reserved=0 Please login and complete your registration.
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