Quick Reference Guide
Georgia Procurement Registry

Deactivate Buyer/Procurement Staff in
Georgia Procurement Registry (GPR)

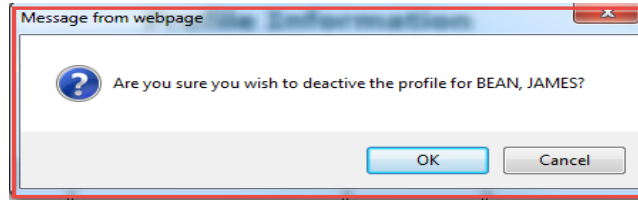| Step #	Action
1.	Login to GPR. Link: https://ssl.doas.state.ga.us/PRSapp/PR_login.jsp
2.	Click on 'Main Menu'. (Upper left corner or bottom left corner)
3.	Click on 'Deactivate a Buyer or Procurement Staff Profile' under 'Buyer Information'.
4.	To retrieve the entire list of users under particular agency, click on 'all Profiles' for 'Type of Profile' and click on 'Continue'.

5.	Select button next to appropriate user and click on 'Deactivate Profile'.
6.	Click 'OK' on warning message.
7.	System will show on screen confirmation of deactivation.
	End