



# PERISCOPE

## ADD OR DELETE USERS

Customer Support: 1-800-990-9339 or

s2g-support@periscopeholdings.com

April 2021

Go to [www.sccprc.org/eRFP](http://www.sccprc.org/eRFP), and select **Register**. You will be taken to the Registration Page. At the top right corner, select **Sign In** and enter your credentials.

## ADD USERS

### To add users starting from registration\*\*:

\*\*See training guide, *Self-Registration* for assistance.

### To add users starting from your homepage:

1. Hover over and click the building icon in the top right-hand corner.
2. Select **manage users** from the drop-down pick list.
3. You will be redirected to a new page with a list of **active requests** and registered **users**.
4. From there, locate the **accept** and **decline** hyperlinks on the middle, right-hand side of the page.
5. Click **accept** or **decline**.
6. Upon creating a new user, revisit and update your account settings such as, **regions**, **NIGP classifications**, **keywords\*\*\*** to ensure all users are receiving the correct notifications.

\*\*\*See training guide, *Update Commodity Codes and E-Mail Notification Settings* for assistance.

## DELETE USERS

### To delete users starting from your homepage:

1. Hover over and click the building icon in the top right-hand corner.
2. Select **manage users** from the drop-down pick list.
3. You will be redirected to a new page with a list of **active requests** and registered **users**.
4. From there, locate the user you would like to remove from your account.
5. Move your mouse to the bottom, right-hand side of the user's listing.
6. Click the three vertical dots that appear.
7. Then, click **remove user**.