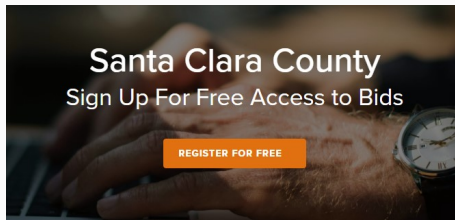




PERISCOPE SELF- REGISTRATION GUIDE

1. Navigate to County’s registration portal via the www.sccprc.org/eRFP URL link. Then, click on the orange, “register for free” button.



2. You will be redirected to the “get S2G Limited” web page. Input a valid e-mail address and select “Verify” before proceeding. Once successfully verified, fill out the remaining personal and company information fields and agree to the terms and conditions. Select **Submit**.

2 Your Information

Email We'll need to ensure your email isn't already in use

Email **VERIFY** Email SUCCESSFULLY verified.

Yes, I understand and agree to the [S2G Terms and Conditions](#).

SUBMIT

First Name Last Name

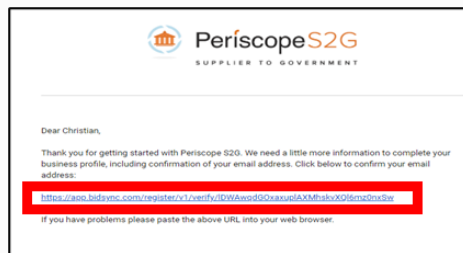
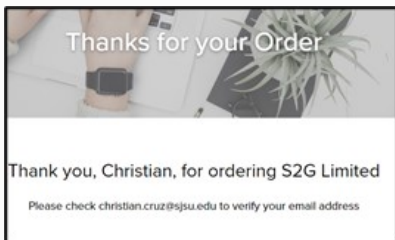
Phone Number Extension

Address

City

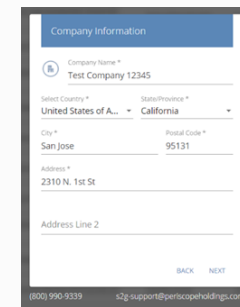
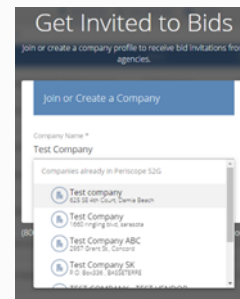
California

3. A verification e-mail was sent to your inputted e-mail address. Go to your email, open the message sent from Periscope, and click the link provided. You will be prompted to create a password for your account.

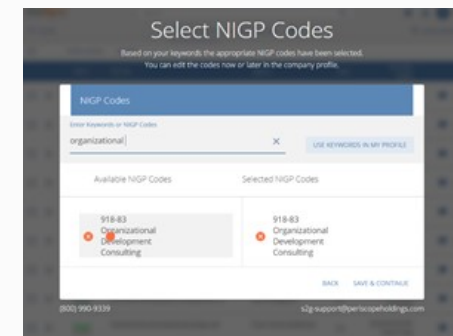
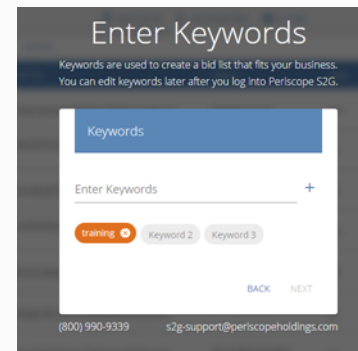


4. When you have set your password, a “Get Invited to Bids” window will appear. Here, “join”* a pre-existing company account or “create” a company. Then, click “continue” in the bottom, right-hand corner and fill out your **company information**. Again, click “next” in the bottom, right-hand corner.

*Please note, if you select “join,” your user information will be moved over to the pre-existing company account once your profile is approved by the original account holder. See our *Managing Users* guide for assistance.



5. Select the Appropriate Sales Territory.
6. Next, you’ll be prompted to enter three keywords that describe the goods/ services your company provides. Enter three keywords and click “continue” in the bottom, right-hand corner.
7. Then, “select NIGP codes” will appear. Search and add NIGP codes that are relevant to the goods/ services your company provides by scrolling or querying NIGP codes in the “enter keywords or NIGP codes” search bar. Then, click “continue” in the bottom right-hand corner.



8. Finally, an “Increase Bid Relevancy” window will appear and prompt you to click a thumbs-up or thumbs-down for five mock bids; this exercise is intended to improve bid relevancy and ensure your company profile’s accuracy. Click “continue” in the bottom, right-hand corner after you’ve reviewed each mock bid.
9. YOU’RE DONE! A “congratulations, your business profile is complete” window will appear. You can now click “take me to the bid list” and view current County-issued solicitations. Please allow one business day for our third-party service provider to review and confirm your registration. You’ll only have ‘read only’ access and won’t be able to place offers, ask questions, etc. until our third-party service provider has confirmed your account. If you’d like your account confirmed immediately, contact technical support at **1-800-990-9339**.