



eBids Online Enrollment

STEP 1 – Begin Enrollment

Click the "Continue" button.

▶▶ **Vendor Enrollment**

Welcome to El Paso County's eBid Enrollment site. Here, vendors can apply for El Paso County's electronic bid system. If you wish to apply, please select the "Continue" button and fill out all the required information. Once you have submitted your information, our Purchasing department will review your application and respond to your application with an email containing your login information, which you will then use to login to our secured online electronic bidding website, where you can then manage your profile and submit bids.

STEP 2 – Fill Form

Begin filling out the required form fields. All required fields are shown with a pink background.

Please note that the purpose of the "Notification Type" selection is so that the El Paso County Purchasing Department can contact you, electronically, in order to inform you about bids, addendums to bids, etc.

Please also note that the "Federal Tax Id/SSN" field should either contain your Federal Tax ID, if you have a company, or your SSN if you are the sole proprietor.

▶▶ Vendor Enrollment

Vendor Name:

Contact's First Name:

Contact's Last Name:

Title:

The title of the contact person (Sales Person, Owner, etc.)

Greeting:

The greeting for the contact person (Mrs. Robinson, etc.)

Address 1:

Address 2:

City:

Country:

State:

Zip Code:

Primary Phone: **Extension:**

Secondary Phone: **Extension:**

Fax:

Email:

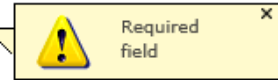
Notification Type:

This option allows you to specify how you receive notifications, such as new bids.

Website:

Federal Tax Id/SSN:

Federal Suspension and Debarment:



Step 3 – Submit

When you have completed your entry, please click the “Save” button. You will be redirected to the following page:

| ▶▶ Vendor Enrollment |
|--|
| <p>Thank you for applying for El Paso County's eBid System. You will be notified via email within a few days. Thank you.</p> |

At this point, your enrollment has been submitted, but not yet approved. Once your enrollment has been approved, you will be sent an email that contains your username, password, and a link to the website where you will login. This process may take a few days, so please be patient.