



INSTRUCTIONS:

1. Register with Public Purchase:

Use the link below to begin the registration process. *It can take up to 24 business hours for your account to become active.* You will receive an email from notices@publicpurchase.com letting you know your account is activated or if further information is needed. Be sure to add this email address to your contacts to avoid the bid notification emails being sent to your junk folder.

<https://www.publicpurchase.com/gems/register/vendor/register>

If you are already registered with Public Purchase, please proceed directly to step 2.

2. Register with Scott County - Administration (IA)

1. Once you have received your activation email from Public Purchase log into www.publicpurchase.com and accept the terms and conditions of use.
2. Click on the "Tools" tab located on the far right of the menu header.
3. On the new list of sub-tabs, click on "Agencies"
4. Search for the agency: ***Scott County - Administration (IA)***
5. Make sure the Registration Status field is set to "All"
6. Once you find the result, please click on the [Register] tab on the far right of the agency name.
7. Complete the registration steps with the agency.

*It is important that this second part of the registration is complete or you may not receive notifications of upcoming opportunities from **Scott County - Administration (IA)***

If you need any assistance with this process, please contact Public Purchase at support@publicpurchase.com or use their Live Chat during business hours for immediate assistance. It can be found in the upper left corner of the web site.