

To register on SMUD's Electronic Bidding Solicitation System:

1. Log on to www.bids.smud.org
2. Click on "Register as a New User"
3. Scroll to the bottom of the page and select "I Agree" or "I Do Not Agree".
Note: if you select "I Do Not Agree" you will not be able to proceed.
4. Under *User Information*, enter your personal information. Make sure to enter your Department of General Services (DGS) Reference Number if you have one. Click "Save". If you do not have a DGS reference number and would like to obtain one, please go to www.eprocure.dgs.ca.gov.
5. The next screen will have a message "Registration confirmation. Thank you for registering". Click on "Click here to login". You must login with your User ID and Password, in the gray banner on the left side of the screen.
6. Then click on "Maintain Enrolled Categories/User Info" in the gray banner on the left side of the screen.
7. Click on the tab *Manage Account* and select the proper radio buttons and click "Save".
8. Click on the tab *Enrolled Categories*. Select "Add/Maintain Categories". You can click on "View all categories" to see all available selections.
9. Select the *High Level Category Group* from the drop down menu and then the *Low Level Category Group*.
10. You may select as many categories that are applicable to your business by changing the "High" and "Low" level categories. Be sure to click on "Add" once you've selected each category to add it to your profile. Once you are done, click on "Save". If you saved properly, you should receive a message "Categories Saved Successfully".
11. Click on "Close" on the top of the screen to return to the main menu.
12. Click on "Log Out" in the grey banner on the left side of the screen to close your profile.