WebProcure™
Supplier Registration and Portal User Guide
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Introduction

The State of Connecticut has implemented a web-based, statewide e-sourcing solution called, CTsource. CTsource is a web-based sourcing solution that utilizes WebProcure software through our partnership with Perfect Commerce, LLC, and replaces our current homegrown Biznet Solution. CTsource helps suppliers enhance their business relationships by streamlining the solicitation process (bids/proposals) and improving communication about business opportunities. By registering with CTsource, suppliers will automatically receive notification of business opportunities from the State of Connecticut. Suppliers will also receive solicitation notifications from other buying organizations (public sector entities) that also use the WebProcure software for their sourcing needs. Once registered within CTsource, your organization has the ability to self-register with other buying organizations.

Required Registration

All suppliers who currently (or potentially) sell products and/or services to the State will be required to register their business with CTsource. The supplier registration portal for registering your business is accessible from the CTsource website at:

https://portal.ct.gov/DAS/CTSource/Registration

This document serves as a guide on how to quickly register your organization and maintain your supplier account in the CTsource solution after establishing your username and password.
Supplier Self-Registration

CTsource provides suppliers with the ability to self-register. This is a multi-step process to establish company and contact information and United Nations Standard Products and Services Codes (UNSPSC) commodity classifications.

Getting Started
It is suggested that you have the following information on hand to complete the required sections of the supplier registration process:

- Organization Information
- Organization’s Taxpayer ID Number (TIN/FEIN/SSN)
- Business Type (Corporation, LLC, Sole Proprietorship, etc.)
- Main Contact Information including Email Address (to receive solicitation notifications)
- Commodity / Service Code Selection (UNSPSC)

You will also have the opportunity to enter and maintain supplemental information after establishing a username and password for the CTsource Supplier Portal:

https://portal.ct.gov/DAS/CTSource

After gathering the necessary information, access the CTsource Supplier Portal:

https://portal.ct.gov/DAS/CTSource/Registration

The CTsource Supplier Portal opens to the required Registration pages.
Step 1 - Collect Information and General Disclaimer

The first step in the registration process is to collect the information that will be necessary to complete your registration and obtain a username and password. This includes, the previously mentioned, taxpayer information, contacts, and commodity classifications.

Located at the bottom of this first step, is the General Disclaimer for the State of Connecticut.

Supplier Registration

Welcome to the State of Connecticut's Supplier Registration Process. This registration will quickly allow you to create a username and password in order to view and respond to business opportunities issued by the State of Connecticut. Suppliers are a person or an organization looking to provide something needed to the State of Connecticut, including products and/or services. Examples of Suppliers include: Vendors, contractors, architects, engineers, consultants, service providers, manufacturers, distributors, and any others who are interested in doing business with the State of Connecticut.

Quick registration to be notified, view and respond to solicitation opportunities will require the following information:

- Organization Information and Main Contact Information including Email Address
- Organization's Taxpayer ID Number (TIN/FEIN/SSN)
- Business Type (Corporation, LLC, Sole Proprietorship, etc.)
- Commodity/Service Code Selection (UNSPSC)

Additional required attributes will need to be submitted in the CTSsource Vendor Portal after registration.

General Disclaimer:

The State of Connecticut is not responsible for and accepts no liability for any technical problems that result from using this website. In addition, the State of Connecticut is not responsible for problems related to the transmission of data to and from this site.

I agree with the terms.

☐ Yes, I agree.

*Denotes required fields

The disclaimer states: 'The State of Connecticut is not responsible for and accepts no liability for any technical problems that result from using this website. In addition, the State of Connecticut is not responsible for problems related to the transmission of data to and from this site.'

Agreeing to the General Disclaimer is a requirement as indicated by the red asterisk (*). To proceed with the registration, check the Yes, I agree check box. Click Next to advance to Step 2.
Step 2 - Organization Information
In step two, you will begin entering the information that was collected in step one. A red asterisk (*) indicates that a field is required and must be completed to proceed to the next step in the registration.

Complete the above fields as follows:

- **Legal Name of Entity / Individual** – Your organization’s legal name must match the company name on record with the IRS for your **Tax Identification Number**. If you file with a **Social Security Number**, you must enter your name exactly as it shows on your **Federal Tax Return**. This field accepts up to 50 alphanumeric characters.
➢ Address* – Use the two lines to enter street address or post office box information in full. Each of the Address and Address Line 2 fields accept up to 30 characters.

➢ City* – Enter the city where your organization is located. This field accepts up to 50 characters.

➢ State / Province* – Use the drop-down menu to select the state where your organization is located. If your organization is located outside of the continental United States, choose the last option, listed as Other from the listing of available choices.
  • If Other is selected from the State / Province menu, a new, required Other Region* field will display. Enter the appropriate region in this field.

➢ Postal / Zip Code* – Enter the postal code or zip code with extension, if known, for your organization.

Application Note: The application will perform an address validation. If the address cannot be located, you have the option of correcting any errors that may exist or you may acknowledge that the entered address is correct by clicking the here link.

Type of Business* – Use the drop-down menu to identify the type of enterprise that best represents your organization. Options include:
  • Benefit Corporation (B Corp)
  • C Corporation
  • Individual/Sole Proprietor
  • Limited Liability Company – C Corporation
  • Limited Liability Company – Partnership
  • Limited Liability Company – S Corporation
  • Other: Federal Tax Exempt / Non-Profit
  • Other: Government Entity
  • Partnership
  • S Corporation
  • Trust / Estate

Choose the appropriate designation for your organization:
  • Parent / Holding Company – This is the default designation and applies to your organization if it is the parent or headquarters location of your organization.
  • Branch – If your organization is a child company or branch location of another entity, select this option.

NOTE: If your organization has a DBA, please register the DBA separately as a ‘Branch’
CTsource – Supplier Registration

➢ Federal Employer Identification Number* - OR – Social Security Number* – During your initial registration, either a Federal Employer Identification Number (FEIN), or a Social Security Number (SSN), needs to be entered to identify your organization. The State of Connecticut may use this information to associate your WebProcure registration with their accounting and payment systems for Federal tax reporting.

Application Note: The Clear link, located to the right of the Federal Employer Identification Number and Social Security Number text entry fields, allows you to empty those fields and re-enter numbers as needed.

➢ DUNS Number – Enter the DUNS number issued by Dunn & Bradstreet, which provides unique identifiers of single business entities, while linking corporate family structures together. This field must contain 9 digits. It cannot contain letters or symbols.

NOTE: This field is required when registering as a ‘Branch’.

Click Next to advance to Step 3.
Step 3 - Contact Information
In step three, you will enter the Main point of contact information for your organization and create login credentials. The main contact will be allowed to manage your organization’s account profile, add users to the system, identifies who will be allowed to receive notifications, who is authorized to submit and commit solicitation responses on behalf of your organization. The email address entered here will receive all UNSPSC notifications. A red asterisk (*) indicates that a field is required and must be completed to proceed to the next step in the registration.

Contact Information

Main Contact
Please enter the information for your organization’s main point of contact. The email address entered here will receive all notifications based upon the UNSPSC codes selected in the next section.

- Select...

First Name *

Last Name *

Job Title

Main Phone Number *

Fax Number

Email Address *

UserName*

Password *

Confirm Password *

Address Line 1 *

City *

Address Line 2

Country

United States

Postal / Zip Code *

State/Province *

Additional Contacts
Additional contacts can be added now or at a later time via the Vendor Portal. If additional contact information is not provided at this time, all other contact details will default to the Main Contact provided above.

Solicitation Notification Contact

Now

Later

Contract Notification Contact

Now

Later
Complete this page as follows:

- **Salutation** – Use the drop-down menu to choose the appropriate salutation for the main contact. This selection is optional.
- **First Name** – Enter the first name of the main contact. This field is required.
- **Last Name** – Enter the last name of the main contact. This field is required.
- **Job Title** – If desired, enter the job title of the main contact. This field is optional.
- **Main Phone Number** – Enter an area code, prefix, and phone number for the main contact. Use digits only, no spaces or hyphens. If applicable, enter a direct extension number.
- **Fax Number** – If applicable, enter a fax number for the main contact. Enter area code, prefix and fax number.
- **Email Address** – Enter a valid email address for the main contact. A confirmation email will be sent to the email address entered here.
- **User Name** – Enter a unique user name that you will use to access the WebProcure application. The application will perform a validation to ensure the User Name is unique.
- **Password** – Passwords must be at least 8 characters in length, must be a mix of upper-case and lower-case letters, numbers and special characters.
- **Confirm Password** – Enter the password a second time in this field to ensure accuracy.
- **Address** – Use the two lines to enter street address or post office box information in full. Each of the Address and Address Line 2 fields accept up to 30 characters.
- **City** – Enter the city where your organization is located. This field accepts up to 50 characters.
- **State / Province** – Use the drop-down menu to select the state where your organization is located.
- **Postal / Zip Code** – Enter the postal code or zip code with extension, if known, for your organization.

**Additional Contacts**
The additional contacts section can be completed during this registration or later once you are logged in to CTsource. If additional contact information is not provided, the main point of contact will be designated for each of the specific contacts: Solicitation Notification and Contract Notification. To enter the information during registration, click the Now button. The page will refresh to display additional contact entry fields. Click Next to advance to Step 4.
**Step 4 – Commodity/Service Code Selection**

In step four, select the UNSPSC (United Nations Standard Products and Services Codes) commodity and service code(s) which best apply to your organization’s business. The UNSPSC selection will subscribe which solicitation notifications will be sent to the Main contact email.

To locate a commodity category or code, enter a full or partial code or a keyword in the **Search** field.

**Available Categories**

**Available Categories** that match your entered search term(s) are listed on the left panel of the page.
Select Categories
Check the box of one or more categories that are applicable to your organization.
Once a top-level or sub-level category is selected, the system automatically displays them in the Selected Categories section to the right.

Remove Selected Categories
To remove a category from the Selected Categories section, simply click the box to the left of the category name to clear the check mark. Repeat this process for each category to be removed.

Category selection is the final step in registration.

Submit My Registration
When finished with all four steps of your CTsource registration, simply click the Submit button to finalize the registration process.

Upon successful and completed registration, a registration confirmation page will display. See sample image below:
An email confirmation will be sent to the email address of the main contact identified in step three of your registration.

This page acknowledges your registration as complete. You may log into the system by clicking the **Take me to WebProcure Now** link or by selecting the link that will be included in your confirmation email.

If the State of Connecticut publishes any opportunities for the categories of the UNSPSC commodity codes you have chosen to provide, you will receive an automated email alert to the main contact email address shown on this page. You may identify other individuals to be notified of opportunities within the Supplier Portal; for example, an additional contact email may be identified under Solicitation Contact or by establishing another user profile for someone in your organization.

**NOTE:** Please know that you are responsible for maintaining the accuracy of this account’s profile information. After completing the registration, it is recommended that you login to **CTsource** periodically to verify information. This will ensure that you receive any applicable communications.

For further assistance with registration, please contact via e-mail [webprocure.support@perfect.com](mailto:webprocure.support@perfect.com) or by phone, 866-889-8533.
Log into WebProcure

At the successful completion and confirmation of your registration, you may select the **Take Me to WebProcure** hyperlink or select the link that will be included in your confirmation email. Either path will take you to the login page displayed below:

![WebProcure Login Page]

Enter your chosen **Username**.

Enter the **Password** that you created during registration.

Click **Login**.
WebProcure Usage Terms and Conditions
The State of Connecticut has partnered with Perfect Commerce, LLC to provide the WebProcure solution of CTsource. Upon your initial login, you will be presented with the WebProcure Terms and Conditions. Use the vertical scroll bar to view the terms and conditions in their entirety. Once reviewed, click Accept to continue into the application.

If you choose to Decline these usage terms and conditions, you will not be able to successfully login to the application or participate in State of Connecticut business opportunities.
WebProcure Home Page

Once the terms are accepted, the home page displays a dashboard of information for the buyers your organization is affiliated with in the application (e.g. State of Connecticut, State of Rhode Island, City of Pittsburg, etc.). The following breaks down an explanation of the menu options and links within the dashboard:

- **Home Icon** once clicked will always bring you back to the WebProcure Home Page.
- **Solicitations** drop-down menu enables you to view current and past solicitations for the State of Connecticut or any other buying organization partnered with the WebProcure System.
- **Contracts** drop-down menu provides quick access to view contracts.
- The State of Connecticut does not utilize WebProcure for **Order** and **Invoice** tracking; drop-down menus are *Not Applicable* for the State of Connecticut.

The following section describes the links within the center of the dashboard:
- **Message Board** section includes news about the CTsource WebProcure software.

- **Reminders** section contains prompts advising suppliers to update their account profile with current information and other miscellaneous information.

- **Documents** section identifies the number of **Formal** and **Informal Solicitations** available for review and response, as well as, the number of **Contracts** available for view. Formal Solicitations within CTsource support the sealed-bid process and are open to all suppliers within a category code. Informal Solicitations are for invitation only sourcing opportunities within a category.

- **Performance Assessment Data** allows information will be provided in the future.

- **User Menu** (click drop down arrow next to your user name in the top right corner of the Home Page) This menu provides access to **Usage Terms**, **My Account** (to manage your organization’s profile for the State of Connecticut) and **Opportunity Management** (where you can apply to do business with other buyers utilizing WebProcure).
My Account

My Account opens the administration functionality to manage your organization’s details including the information entered during the registration steps. This information may be edited and updated as needed.

The links listed under Edit Main Org Info may be selected to:

- Edit Contacts – add or change contact information for your organization.
- Edit Demographic Info – not applicable.
- Edit Categories – add or change UNSPSC commodity codes only.
- Edit Properties – not applicable.
- Organization Attachments – all documents can be seen and managed here.
- Enhanced Profile Information – not applicable.

Edit Users - this is where additional users for your company are added to the system, passwords are reset, and permissions are assigned.

Account Management – this is where suppliers will add specific information for each Buyer(s) with whom they do business with in the WebProcure application. The State of Connecticut is one of the Buyers available for suppliers to potentially contract with in WebProcure.

The State of Connecticut requires suppliers to enter and maintain important organizational information in their supplier profile including current Certificates of Insurance, W-9 Form, Diversity Certifications and annual upload of several Statutory Affidavits/Certifications.

Contract Award Supplier Requirements
Prior to contract award, a supplier will be required to update specific information under the User Menu, My Account, Account Management menu option. The supplier will expand this menu option, expand the State of Connecticut menu option and click on either the Additional Required Attributes or Attachments links to enter or maintain requirements.
Follow the navigation path **Account Management** → **State of Connecticut** → **Additional Required Attributes** menu option:

- Edit Main Org Info
  - Edit Contacts
  - Edit Demographic Info
  - Edit Categories
  - Edit Properties
  - Organization Attachments
  - Enhanced Profile Information
- Edit Users
- Account Management

**NOTE:** The options **Account Codes**, **Additional Terms**, **Service Level** and **Payment Routing** are standard options made available. The State of Connecticut does not require or monitor information entered within these pages.

The solicitation will detail contract requirements the supplier is expected to maintain throughout the term of the contract, for example, insurance requirements. Suppliers will be directed to submit the following information within the **Additional Required Attributes** and **Attachments** links where applicable:

- General Proof of Insurance
- Connecticut Economic Impact Form
- Additional Company Information
- Small/Minority Business Enterprise Certification (SBE/SMBE)
- Disadvantaged Business Enterprise (DBE)
- Prequalification Documents for Construction Services
- Commission on Human Rights and Opportunities (CHRO)
- Current Certificate of Insurance Document(s)
- Statutory Affidavits/Certifications
- Contractor’s Declaration Attesting to Compliance with Executive Order No. 13G
The following section is a snapshot of the data necessary to complete within the Additional Required Attributes menu option upon contract award in WebProcure for the State of Connecticut:

**Additional Required Attributes for "State of Connecticut"**

Please fill out all applicable areas below. These are custom fields specific to the State of Connecticut's supplier registration and approval processes.

Supplier Insurance Information
Suppliers are responsible for maintaining this profile with new and/or updated insurance information.

General Proof of Insurance

- [ ] Insurance Declaration
- [ ] Certificate of Insurance (Acord Form)
- [ ] Endorsement of Policy


Connecticut Economic Impact Form

Data collected here is intended to gather General Connecticut Economic Impact information from prospective suppliers. Response is for informational gathering purposes only and will not be used in the evaluation of a prospective supplier's qualifications.

- Number of Connecticut Locations:
- Number of Connecticut Employees:
- Annual Payroll Paid to Connecticut Resident Employees:
- Annual Taxes, Licenses, Fees Paid to Connecticut (to include franchise, service taxes, etc.):
- Annual Rent/Mortgage Paid within Connecticut or Value of Real Property:
- Annual Utilities Paid within Connecticut (to include gas/oil, electricity, water and sewage):
Amount Paid to Major Partners or Suppliers in Connecticut:

What percentage of your workforce is made up of veterans?:

What outreach techniques are you using to attract and hire veterans?:

Additional Company Information

Incorporating State (2-character State abbreviation only):

Web Address (enter your company's website):

Registered with the Secretary of the State:

https://portal.ct.gov/SOTS/Commercial-Recording/Business-Services--Home-Page

US DOT Number (if applicable):

CT Tax Registration Number:

Small/Minority Business Enterprise Certification

Please upload current State of Connecticut certification. Eligibility requirements can be found here.

☐ Small Business Enterprise (SBE) Election

SBE Active Date: Month: ___ Day: ___ Year: ___

SBE Expiration Date: Month: ___ Day: ___ Year:

☐ Small/Minority Business Enterprise (SMBE) Election

SMBE Active Date: Month: ___ Day: ___ Year: ___

SMBE Expiration Date: Month: ___ Day: ___ Year: ___
CTsource – Supplier Registration

Small Business Administration (SBA) Certification
Please upload current U.S. Small Business Administration Certification. Eligibility requirements can be found here.

☐ U.S. Small Business Administration (SBA) Election

SBA Active Date:
Month: [ ] Day: [ ] Year: [ ]
SBA Expiration Date:
Month: [ ] Day: [ ] Year: [ ]


Disadvantaged Business Enterprise (DBE)
Please upload current Disadvantaged Business Enterprise (DBE) Certification. Eligibility requirements can be found here.

☐ Disadvantaged Business Enterprise (DBE) Election

DBE Active Date:
Month: [ ] Day: [ ] Year: [ ]
DBE Expiration Date:
Month: [ ] Day: [ ] Year: [ ]


Prequalification Document(s) for Construction Services
The DAS Contractor Prequalification Program requires all contractors to prequalify before they can bid on a construction project estimated to cost more than $500,000. Additional information regarding this program can be found here.

☐ Prequalification Documents for Construction Services

Prequal Certification Active Date:
Month: [ ] Day: [ ] Year: [ ]
Prequal Certification Expiration Date:
Month: [ ] Day: [ ] Year: [ ]
Employee Information for State of Connecticut, Commission on Human Rights and Opportunities (CHRO)

Data collected here is for informational gathering purposes only and will not be used in the evaluation of a prospective supplier's qualifications. Additional information regarding this program can be found [here](#).

Statutory Representations/Certifications

Effective July 1, 2021, if Supplier enters into a Contract as a result of Supplier’s response to a Solicitation, Supplier is hereby put on notice that Supplier will be required to make representations or certifications, as applicable, in the Contract consistent with the following Connecticut General Statutes:

1. Section 4-252, Certification requirements for large state contracts;
2. Section 4-252a, Certification re whether making certain investments in Iran;
3. Section 4a-81, Contracts for goods and services over fifty thousand dollars;
4. Section 4a-60, Nondiscrimination and affirmative action provisions in awarding agency, municipal public works and quasi-public agency project contracts;
5. Section 4a-60a, Provisions re nondiscrimination on the basis of sexual orientation required in awarding agency, municipal public works and quasi-public agency project contracts; and
6. Section 9-612, Other contributions by individuals. Principals of investment services firms, state contractors, principals of state contractors, prospective state contractors or principals of prospective state contractors. See applicable notice at [https://portal.ct.gov/OPM/Fin-PSA/Forms/Ethics-Forms](https://portal.ct.gov/OPM/Fin-PSA/Forms/Ethics-Forms).

Additional information can be found [here](#).

Note: See the Solicitation Standard Terms and Conditions located under the “Requirements Tab” in CTsource for detailed notice regarding the certification and representation requirements associated with the Connecticut General Statutes listed above.
Contractor’s Declaration Attesting to Compliance with Executive Order No. 13G

Contractor’s Declaration Attesting to Compliance with Executive Order No. 13G. Additional information can be found here.

As of this date, provide the number of contract workers subject to Executive Order No. 13G who:

- Are fully vaccinated against COVID-19 (at least 14 days have elapsed since a person has received the final dose of a COVID-19 vaccine):

- Received the first dose and have either received a second dose or have an appointment for the second dose in a two-dose series vaccination, such as Pfizer or Moderna vaccines, or have received a single-dose vaccine, such as Johnson & Johnson’s Janssen vaccine:

- Are required to submit to and provide the results of COVID-19 testing because they are not fully vaccinated:

  1. Of those required to submit and provide the results of COVID-19 testing, have been granted a medical exemption to vaccination based upon documentation from a physician, physician’s assistant, or advanced practice registered nurse stating that the administration of COVID-19 vaccine is likely to be detrimental to the person’s health:

  2. Of those required to submit and provide the results of COVID-19 testing, have been granted an exemption to vaccination on the basis of a sincerely held religious or spiritual belief:

  3. Are temporarily excused from COVID-19 testing because they have provided documented proof of having a COVID-19 infection in the previous 90 days:

- Total number of contract workers as defined in Executive Order No. 13G provided under your contract:
CTsource – Supplier Registration

I affirm that all of the covered workers indicated in Section (a), except those who are fully vaccinated (a) or have had a documented case of COVID-19 in the past 90 days, will (1) have had a negative test for COVID-19 in the 7 days prior to initially accessing any work site related to this contract that is subject to Executive Order No. 106, (2) continue to be tested once every 7 days for the duration of this contract, and (3) not be allowed to access any work site that is subject to Executive Order No. 106 if they either receive a positive test or fail to be tested at least once per week.

I declare and attest that I am authorized by the Contractor to provide the information contained in this report and that the information included in this report is true and accurate, to the best of my knowledge. I understand that it is a crime under Connecticut law to provide false information in response to the provisions of this Executive Order, punishable pursuant to Section 35a-187b of the Connecticut General Statutes by a fine of not more than $2,000 or imprisonment of not more than one year.

Name:
Date: Month: -- Day: -- Year: --
Person Submitting Report (if different from above):
Title:
Email Address:
Phone:

Note:
1. The Date field must be updated each time a change has been made to this section.
2. Supplier should update this section as applicable at least monthly for reporting purposes.
3. No personal and confidential health related information should be uploaded as attachments.

Attaching Documents

The following section details how to attach (upload) documents into WebProcure. Follow the navigation path Account Management → State of Connecticut → Attachments menu option:

 Suppliers awarded a State contract will be required to upload and maintain the following documents in their appropriate Document Category folders:
• Current Certificate of Insurance Document(s) – Upload to the Insurance Documents folder

Suppliers may be requested to upload information in the other available document categories as directed by the solicitation or contract documents.

The same steps apply for all attachments requested by the State of Connecticut. It is important to upload your documents in the appropriate folders. Below is a detailed example of how to upload insurance documents.

**Supplier Insurance Information**

Suppliers are required to upload and maintain current insurance documents prior to an award and throughout the duration for any State Contract awarded. Insurance types and limits are identified in the specific contract document.

**To upload documents go to:** Account Management → State of Connecticut → Attachments → click Insurance documents folder and click the Upload New button located in the top right corner.

Navigate to the local or network location of your insurance document(s), select the file by either double clicking on it to automatically upload or click on it once and click Open to upload. The document will upload and the file will display inside the Insurance documents folder. Multiple insurance documents can be entered into this folder; repeat the above steps for each insurance document to be uploaded.
If a mistake is made, it can be rectified by following the steps below:

**Maintaining Attachments**

When you click on an attachment action items appear:

- **Visible to Buyer**: You can determine whether or not the Buyer (State of Connecticut) can see the documents.
- **Move To**: If you upload a document to the wrong Document Category you can change it.
- **Delete**: Click the Delete button to remove a document.
Add / Edit / Delete Users

The main contact for your organization has the ability to add additional users with their own Login credentials and permissions. The new user can be set up to receive solicitation notifications based upon the UNSPSC codes entered for the organization and other permissions related to responding to solicitations, etc. The main contact can also edit or delete a user when necessary.

To Add New User follow the navigation path below and enter the required fields:

![User Information Form]

To edit or delete a user, select the username under Edit Users. This is also where the main contact will maintain password information for users whether they are locked out and need a reset or require login suspension for the system.

Use the asterisk (*) in any field to search for information in the system.

Online Help

This topic and more is covered in online help inside of WebProcure. There are also video simulations available to guide you through responding to a solicitation and maintaining your organization's information.

![Online Help]

NOTE: For questions relating specifically to State of Connecticut solicitations, please email the Contract Specialist listed on the solicitation directly.