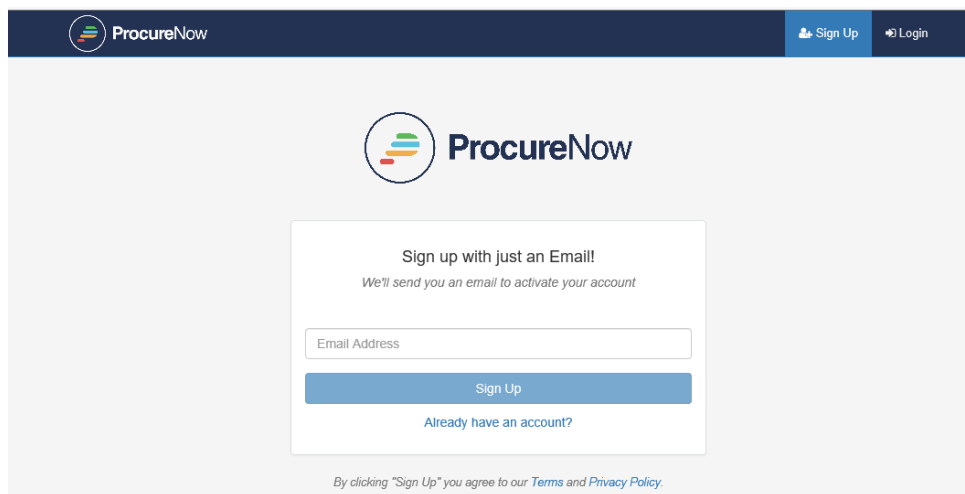




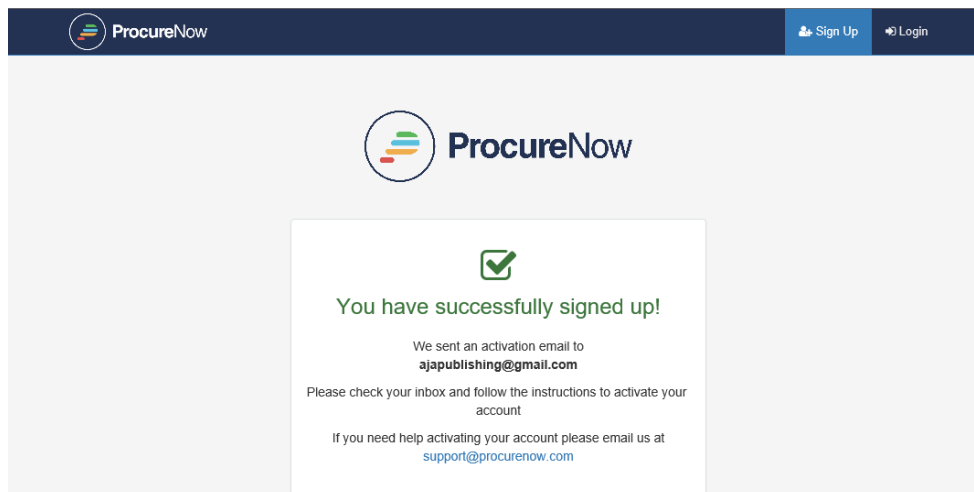
## WASHINGTON COUNTY E-PROCUREMENT SERVICES SIGN-UP INSTRUCTIONS FOR PROCURENOW

All Washington County solicitations are now available through ProcureNow. In order to respond electronically to a Washington County solicitation or Invitation to Bid (ITB), a contractor must be a fully registered vendor in ProcureNow. Registration is free for contractors/bidders at:

<https://secure.procurenw.com/signup>

A screenshot of the ProcureNow website's sign-up page. The page has a dark blue header with the ProcureNow logo on the left and "Sign Up" and "Login" buttons on the right. The main content area is light gray and features the ProcureNow logo and the text "Sign up with just an Email!" followed by "We'll send you an email to activate your account". Below this is a text input field labeled "Email Address" and a blue "Sign Up" button. A link "Already have an account?" is positioned below the button. At the bottom of the form, a small note reads "By clicking 'Sign Up' you agree to our Terms and Privacy Policy."

Enter your email address and click the Sign Up Button

A screenshot of the ProcureNow website showing a success message. The page layout is identical to the previous screenshot, but the central message box now contains a green checkmark icon, the text "You have successfully signed up!", and a confirmation message: "We sent an activation email to ajapublishing@gmail.com". It also includes instructions: "Please check your inbox and follow the instructions to activate your account" and a support contact: "If you need help activating your account please email us at support@procurenw.com".

That's it!

Check your email inbox and follow the instructions to complete your registration.