Go to [www.sccprc.org/eRFP](http://www.sccprc.org/eRFP), and select **Register**. You will be taken to the Registration Page. At the top right corner, select **Sign In** and enter your credentials.

**ADD USERS**

**To add users starting from registration**:  
**See training guide, Self-Registration for assistance.**

**To add users starting from your homepage:**

1. Hover over and click the building icon in the top right-hand corner.
2. Select **manage users** from the drop-down pick list.
3. You will be redirected to a new page with a list of **active requests** and registered **users**.
4. From there, locate the **accept** and **decline** hyperlinks on the middle, right-hand side of the page.
5. Click **accept** or **decline**.
6. Upon creating a new user, revisit and update your account settings such as, **regions, NIGP classifications, keywords**  
   ***See training guide, Update Commodity Codes and E-Mail Notification Settings for assistance.***

**DELETE USERS**

**To delete users starting from your homepage:**

1. Hover over and click the building icon in the top right-hand corner.
2. Select **manage users** from the drop-down pick list.
3. You will be redirected to a new page with a list of **active requests** and registered **users**.
4. From there, locate the user you would like to remove from your account.
5. Move your mouse to the bottom, right-hand side of the user’s listing.
6. Click the three vertical dots that appear.
7. Then, click **remove user**.