Go to [www.sccprc.org/eRFP](http://www.sccprc.org/eRFP), select Register. Then click sign in on the top right corner of the page. Enter your login credentials.

**TO CONDUCT A GENERAL SEARCH FROM YOUR HOMEPAGE:**

1. Navigate to the new for you, your saved bids, or all bids tabs located on the homepage.
2. To see solicitations based on NIGP classification codes that are connected to your account, select the new for you** tab.
   **Note, to manage your NIGP classification codes, navigate to the right-hand corner of the page and hover and click on the person icon. Then, select bid profile in the drop-down pick list that appears. You will be redirected to a web page where you can customize your NIGP codes, keywords, and notifications.
3. To expand your search, navigate to the filter section on the left-hand side.
4. Then, click the downward arrow on one of the drop-down pick lists (keywords, states/provinces, or the bid end date), type in the relevant word(s), and press enter.
5. When you are done populating the appropriate word(s), click the search button at the bottom of the filter menu and your results will populate to the right.

**TO VIEW A SOLICITATION USING A PERISCOPE EMAIL NOTIFICATION:**

1. Click on the link in your newly received email from Periscope.
2. You will be redirected to the solicitation’s details page.
3. Proceed by clicking download bid packet or add to my bids***.

   ***If you click add to my bids, you can revisit the solicitation at a later date on Periscope’s bid opportunities page under the your saved bids tab.