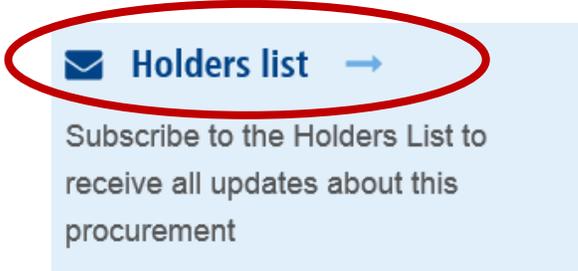


Step-By-Step Guide for Vendors To Sign Up For A Port Of Tacoma Procurement:

First, from www.portoftacoma.com; click on 'Contracts', then 'Procurement' then the specific procurement #/Title.

From the detailed procurement page, click on the 'Holder's List' link:



Type in the **contact email address** and click 'Submit'

Email updates

To sign up for Port of Tacoma updates or to access your subscriber preferences, enter your email address.

*Email address

procurement@portoftacoma.com

Submit

Cancel

:

The following screen will display after selecting 'Submit' (it may say 'Success!' or 'Already subscribed'). From here, select 'Subscriber Preferences':

Already subscribed

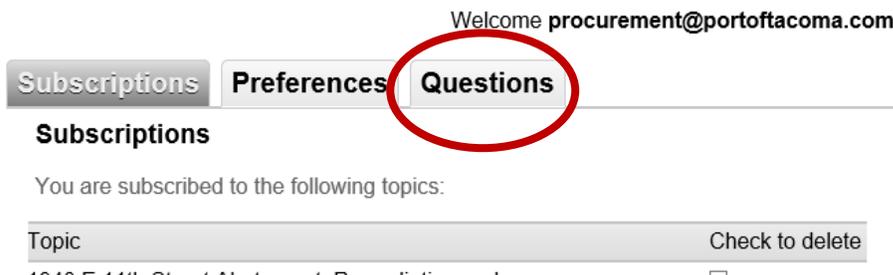
procurement@portoftacoma.com is already subscribed to PIER 4 PHASE 1 REMOVAL ACTION for Port of Tacoma.

[Subscriber Preferences](#)

Finish

Close

Under 'Subscriber Preferences', select the third tab 'Questions':



Fill out the **Vendor Contact Information** to be published with the Holder's List and select '**Submit**':

Welcome **procurement@portoftacoma.com**

Subscriptions **Preferences** **Questions**

Questions

First name

Last name

Company name

Business phone number

If subscribing to a Holders List, please select a vendor type:

Submit **Cancel**

When the green '**Questions updated**' bar appears, the process has been **completed** and the Vendor Contact will appear on the next updated Holder's List:

Welcome **procurement@portoftacoma.com**

Questions updated

Subscriptions **Preferences** **Questions**

Questions

First name

Last name

Company name

Business phone number

If subscribing to a Holders List, please select a vendor type:

Submit **Cancel**