

LMHA WORKS!

Quarterly News Updates from LMHA Procurement Department for Certified Contractors, Sub-Contractors and Suppliers.

REGISTER TODAY!

eNews!

Receive Bid Notifications Via Email with LMHA • Works! eProcurement

Don't miss out on LMHA bid opportunities! Register your company online today with **LMHA • Works! eProcurement** to receive future bid notifications via email. It's easy as 1-2-3!



1. Log on at www.lucasmha.org.

2. Click on the the "eProcurement Laptop" link.

3. Follow the instructions below:

- Enter your company name and click on "Search Companies"
- If no company was found, click on "Click here to create a new one". (If your company was found, follow instructions to sign up as a salesperson for your company. You will submit your information and the contact person that signed up previously for your company will be sent an email to verify your information, you will then be emailed a password.) If that salesperson listed is no longer with the company, please contact Customer Support at **1-866-526-0160**.
- Fill out all required fields with information about your company on the first page, check off all commodity/service codes on the next page. Once you receive the "Thank you for registering" page, click on "Continue".
- Enter your email address and password in the upper left hand corner of the page to enter our marketplace. (Save this page in your favorites, as this is where you will always login.) You will be prompted to check a site usage agreement before entering our Marketplace. Once you check this box and submit, you will then be allowed to enter.
- If the Housing Authority comes up when you enter the marketplace, click on the request and follow instructions. If you enter on any other page, click on scan solicitations by agency on the left hand menu area, locate and click on our Housing Authority. From there you will be able to view any "live" bids along with following directions to download documents and how to submit your response.
- If you have any questions pertaining to our marketplace, feel free to call Customer Support at **1-866-526-0160**. They are available from 8AM Eastern to 5PM Pacific - Monday through Friday (with exception of holidays).