



Steps for Vendor to Access Documents on eProcurement

1. Make sure you are logged into the system at <https://eproc.nassaucountyny.gov/Login>
2. If you are not already there go to the **Welcome Page**. You will be able to tell if you are on the **Welcome Page**, if in the top left it says Welcome, Name & Name of Company. If you are not there then select the **Home button** on the top part of the page.
3. Once on the **Welcome Page** select Solicitation Mgmt.
4. Then scroll to the bid that you are interested in.
5. On the right hand side, under **Actions**, select the **yellow icon** with the **green arrow** . When the cursor goes over this icon it says **Submit/Edit Your Response**.
6. After this is done, you will need to scroll down to **Buyer Required Documents**.
7. On the right hand side select the pair of **eyeglasses** .
8. A new box will open up.
9. At the top of this box will be the name of the document, you need to move the cursor underneath the document and click on it.
10. At this point you can either, print, save or open the document.