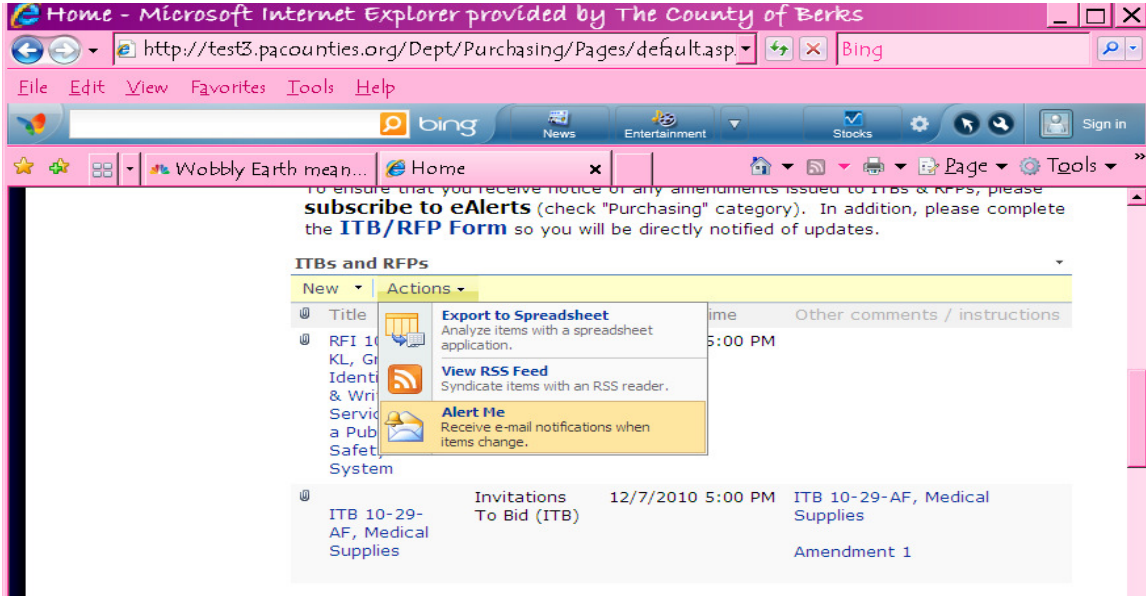


How to subscribe for eAlerts:

1. First, you must register to our website. On the top right corner of the main page, there is a link to register. Click the link and fill in all required information and click submit. Once you register, you can sign in.
2. Go to the Purchasing main screen and scroll down to the ITB/RFP section.
3. Click 'Actions' and click 'Alert Me.'



4. You can then choose your alert settings or leave them as default. Click OK.
5. You will receive a confirmation email from 'Purchasing.'
6. You are now registered. Each time the ITB and RFP list is updated, you will receive an email.

