

# Register to do business with the State

## BIDDER REGISTRATION

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Go to [www.caleprocure.ca.gov](http://www.caleprocure.ca.gov). In the upper right hand corner, click Login/ Register; on the next page, click Register as a New Bidder.

### Step 1 Set up Company Profile

All items with an asterisk must be completed. Choose either Federal Employer Information Number (FEIN) or Social Security Number (SSN) as your Tax Identification Number (TIN). (Do not use dashes when entering FEIN or SSN.) Add Company Name, insert website under http://URL (if applicable).

### Step 2 Enter Primary Address

Country, Address, City, State, Postal (can select additional addresses).

### Step 3 Establish User Accounts

Add Primary Contact by clicking the Add Contact button. (Can add additional users.)

### Step 4 Manage Bidder Notifications

Would you like to Receive CSCR Bid Opportunity Interest Notifications? If Yes, Designate Bidder Notification Contacts (can receive multiple email addresses), go to Search by Keyword and add UNSPSC Code(s), select Service Areas.

### Step 5 Terms and Conditions

Click the required box to agree to the terms and conditions for state procurements. Click Submit.

**Bidder Registration is complete. You will receive an email with your temporary password.**

**After receiving email confirmation of your user ID and password, activate your account.**

**Click the URL Link CaleProcure.** Login under your user ID and temporary password on your email.

**Log in with your User ID and Password.** You must input a new password for security after the initial login. The password must have a minimum of 8 characters, contain at least one upper and one lower case letter, one special character and one number.

**For questions about bidder registration, call 1-855-421-6355 or email [vendors@fiscal.ca.gov](mailto:vendors@fiscal.ca.gov).**