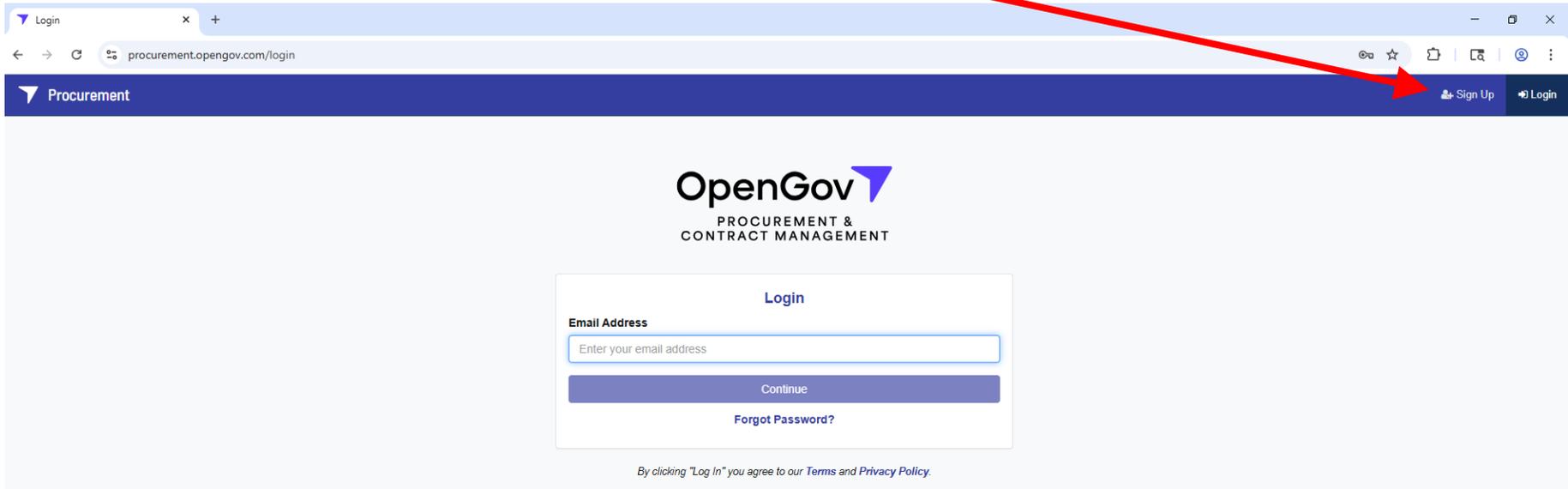
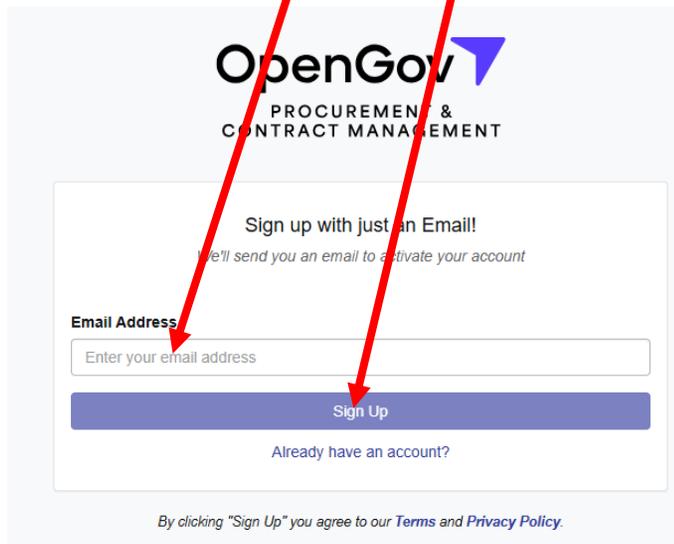


Vendor Registration Instructions

1. First, navigate to OpenGov Vendor portal by clicking [HERE](#) and choosing "Sign Up"



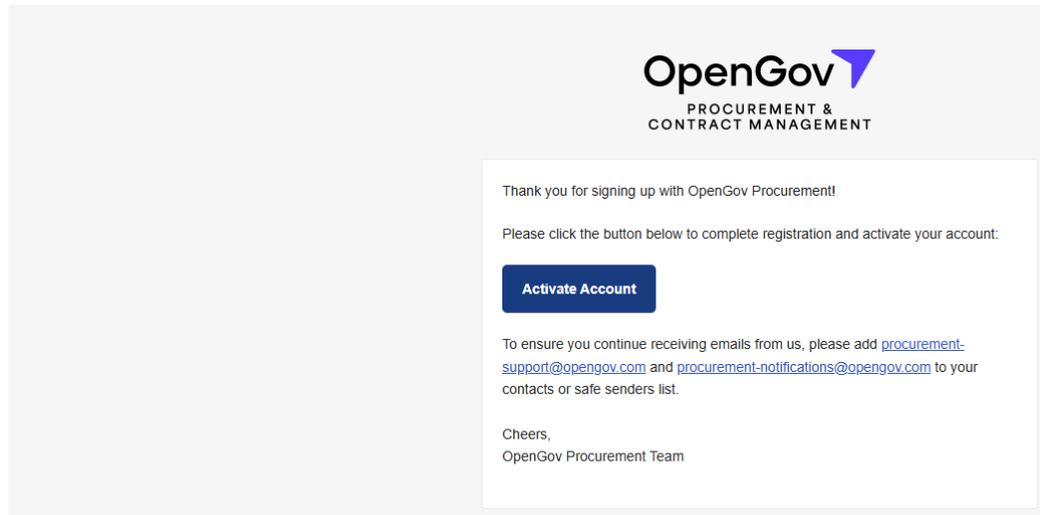
2. Enter your email address, click Sign up



3. Go to your email inbox and look for OpenGov's activation email. Click Activate Account.

Welcome to OpenGov Procurement! Inbox x

OpenGov Procurement Team <procurement-notifications@opengov.com>
to me ▾



4. Complete account set up. Click Start and follow the prompts.



5. Once you have completed your account activation, navigate to the [Richland County OpenGov Portal](https://procurement.opengov.com/portal/richlandcountysc). Click “Subscribe” in green to see all of the County’s opportunities.

The screenshot shows the Richland County OpenGov Portal. The browser address bar displays procurement.opengov.com/portal/richlandcountysc. The navigation bar includes links for Procurement, Responses, Awards, Checklists, Subscriptions, and Network. The main content area features the Richland County logo, which includes a map of South Carolina and the text "RICHLAND COUNTY SOUTH CAROLINA 1799". Below the logo, the text reads "Richland County Columbia, SC" and "All dates and times in Eastern Time". A prominent green button with a white plus sign and the text "+ Subscribe" is highlighted with a red arrow. Below this button, there are links for "Questions?" and "Visit Help Center". To the right, the "Procurement Portal" section has tabs for "Projects" and "Calendar". Under the "Projects" tab, there is a dropdown menu for "All Departments" and a table with a header "Project Title" and one row containing "ROOFING DESIGN SERVICES".