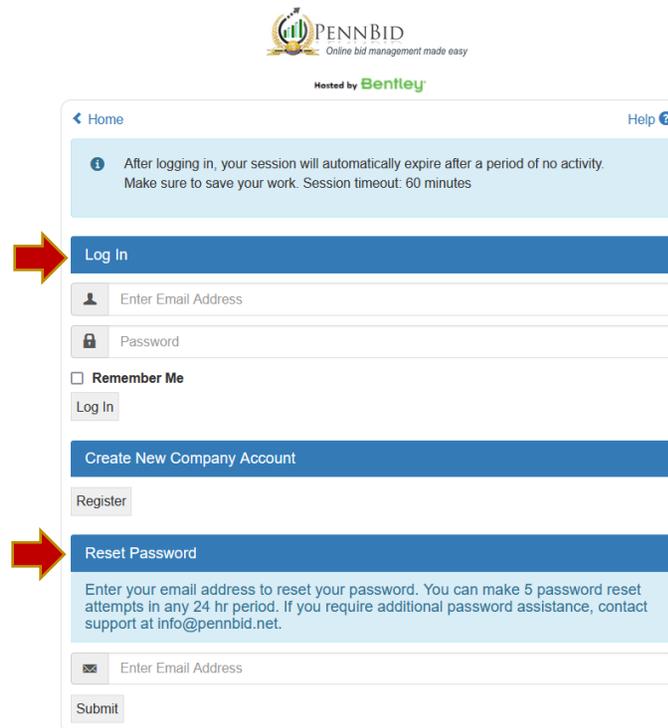


# EDITING VENDOR ACCOUNT INFORMATION

*Editing your Company, Contact and other Account information*

## Editing Account Information

To begin, visit [pennbid.procurement.com](http://pennbid.procurement.com) and sign in to your account. If you need a password reset, please see the Log In page or contact us at [info@pennbid.net](mailto:info@pennbid.net) for assistance.



Home Help ?

After logging in, your session will automatically expire after a period of no activity. Make sure to save your work. Session timeout: 60 minutes

**Log In**

Enter Email Address

Password

Remember Me

Log In

**Create New Company Account**

Register

**Reset Password**

Enter your email address to reset your password. You can make 5 password reset attempts in any 24 hr period. If you require additional password assistance, contact support at [info@pennbid.net](mailto:info@pennbid.net).

Enter Email Address

Submit



- Click **My Account** in the left hand column.
- To edit Company information select **Edit** on the right.

Home

My Account

Bids

Activities

Doc Library

Company

INFO TERMS AND CONDITIONS BID ACTIVITY BY THIS COMPANY

**NOTE: STATE/COUNTY SELECTION**  
Select the counties **where you wish to be notified about bidding opportunities**. Regardless of what is selected, you can access all public bids by clicking the "Bids" option in the blue-gray bar on the left.

NAME Nire Electric Co. WEB URL REGISTRATION STATUS Complete

CERTIFICATIONS  
Please select applicable certifications.

**ADDITIONAL DOCUMENTS**

DOCUMENT 1 DOCUMENT 2 DOCUMENT 3

Edit

- Make all necessary changes and select **Save**.

Home

My Account

Bids

Activities

Doc Library

Company

INFO TERMS AND CONDITIONS BID ACTIVITY BY THIS COMPANY

**NOTE: STATE/COUNTY SELECTION**  
Select the counties **where you wish to be notified about bidding opportunities**. Regardless of what is selected, you can access all public bids by clicking the "Bids" option in the blue-gray bar on the left.

NAME \* Nire Electric Co. WEB URL Enter Text REGISTRATION STATUS Complete

CERTIFICATIONS  
Please select applicable certifications.  
Please choose all that apply

**ADDITIONAL DOCUMENTS**

DOCUMENT 1 DOCUMENT 2 DOCUMENT 3

Browse... No file selected. Browse... No file selected. Browse... No file selected.

Cancel Save



- Categories – Directly related to notifications for bid opportunities using the products/services your company offers.
  - Please note: PennBid uses standard NIGP codes.
- By State/County Area – Directly related to notifications for bid opportunities using geographical area.
- To edit either section select the respective **Edit** button.

▼ CATEGORIES (1 record) Edit ⚙

CODE	TITLE	FULL NAME
001	DO NOT NOTIFY MY COMPANY OF BID OPPORTUNITIES	001 DO NOT NOTIFY MY COMPANY OF BID OPPORTUNITIES

▼ BY STATE/COUNTY AREA (1 record) Edit ⚙

CODE	DESCRIPTION	FULL NAME
York Co, PA	York Co, PA	Pennsylvania Pennsylvania > York Co, PA York Co, PA

- Make all necessary changes, and select **Save**.

▼ CATEGORIES (1 record) Cancel Clear Save

*Click '>' to expand a category, or '<' to collapse a category.*

Search...

001 DO NOT NOTIFY MY COMPANY OF BID OPPORTUNITIES

➤  0 NIGP Classifications

CODE	TITLE	FULL NAME
001	DO NOT NOTIFY MY COMPANY OF BID OPPORTUNITIES	001 DO NOT NOTIFY MY COMPANY OF BID OPPORTUNITIES

▼ BY STATE/COUNTY AREA (1 record) Cancel Clear Save

*Click '>' to expand a service area, or '<' to collapse a service area.*

Search...

▼  Pennsylvania

- Adams Co, PA
- Allegheny Co, PA
- Armstrong Co, PA
- Beaver Co, PA
- Bedford Co, PA
- Berks Co, PA
- Blair Co, PA
- Bradford Co, PA
- Bucks Co, PA
- Butler Co, PA
- Cambria Co, PA
- Cameron Co, PA

CODE	DESCRIPTION	FULL NAME
York Co, PA	York Co, PA	Pennsylvania Pennsylvania > York Co, PA York Co, PA



- To edit your Company Address select the **small check box** on the left.
- Then select **Edit**.

COMPANY ADDRESSES (1 record)								Edit	Add	⚙
ADDRESS TYPE	COUNTRY	ADDRESS 1	ADDRESS 2	CITY	STATE/PROVINCE/TERR...	ZIP/POSTAL CODE	PHONE			
<input checked="" type="checkbox"/>	P.O. Box	United States	PO Box 335335		Red Lion	Pennsylvania	17356	610-693-4769		

- Make all necessary changes and select **Save**.

**Address** [X]

Cancel Save

ADDRESS TYPE \*  
P.O. Box

COUNTRY \*  
US United States

ADDRESS 1 \*  
PO Box 335335

ADDRESS 2  
Enter Text

CITY \*  
Red Lion

STATE/PROVINCE/TERRITORY  
Pennsylvania

ZIP/POSTAL CODE  
17356

PHONE  
610-693-4769

IS PRIMARY



- To edit any Internal Contacts select the **small check box** on the left.
- Then select **Edit**.

INTERNAL CONTACTS (2 records)											Edit	Add	⚙
	FIRST NAME	LAST NAME	LOGIN STATUS	TITLE	EMAIL ADDRESS	VERIFIED	MOBILE	PHONE	FAX	COUNTRY			
<input checked="" type="checkbox"/>	Erin	Nire	Active	President	echarnly@yahoo.com	✔		610-693-4769		United States			
<input type="checkbox"/>	Erin	Macey	Active	CEO	maceymechnical@yahoo.com	⊘		610-693-4769		United States			

- Make all necessary changes and select **Save**.

**Contact**

For security reasons, when an email address is added or changed it must be verified before receiving system/bid notifications. New contacts are sent an email including a verification link to create a password. Whenever an email is updated, an email with a verification link is automatically sent by the system. To validate an existing email address, send a password reset request from the LOGIN page and click on the verification link provided.

Cancel Save

FIRST NAME *	Erin	EMAIL ADDRESS *	echarnly@yahoo.com	FAX	Enter Text
LAST NAME *	Nire	MOBILE	Enter Text	ADDRESS	PO Box 335335, Red Lion
TITLE	President	PHONE	610-693-4769		

**If you have any questions about editing your account, please contact the PennBid Team.**