

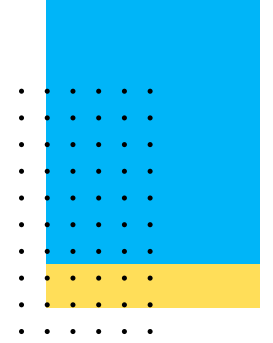


CITY OF SYRACUSE  
DIVISION OF PURCHASE



**e-Procurement  
Registration Guide**

# REGISTRATION STEPS



STEP 1. Sign up with your Email

STEP 2. Create Your Account

STEP 3. Create Your Secure Password

STEP 4. Activate Your Account

STEP 5. Subscribe to City of Syracuse

**Need more help?**



CITY OF SYRACUSE  
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# CITY OF SYRACUSE + OPENGOV VENDOR REGISTRATION GUIDE



The City of Syracuse has implemented new software to help streamline its procurement process, making the process of submitting proposals simpler for businesses. Vendors who are interested in submitting a response to a Request of Proposal (RFP) or Bid must now register with OpenGov. Firms can create an account at no cost and can receive notifications and submit to opportunities when contracting with City of Syracuse or other local entities once registered.

We've created a step-by-step guide to help you register.

# STEP ONE

## SIGN UP



Visit [procurement.opengov.com/signup](https://procurement.opengov.com/signup). Enter the email address you would like to use to receive notifications. Once you enter your email address, you will receive a welcome email from OpenGov Procurement Team. Open the email and click "Activate Account"

Welcome to OpenGov Procurement! Inbox x



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

**OpenGov**   
PROCUREMENT &  
CONTRACT MANAGEMENT

Thank you for signing up with OpenGov Procurement!

Please click the button below to complete registration and activate your account

**Activate Account**

To ensure you continue receiving emails from us, please add [procurement-support@opengov.com](mailto:procurement-support@opengov.com) and [procurement-notifications@opengov.com](mailto:procurement-notifications@opengov.com) to your contacts or safe senders list.

Cheers,  
OpenGov Procurement Team

Questions? We're happy to help! Please do NOT respond to this email and instead reach out at [procurement-support@opengov.com](mailto:procurement-support@opengov.com).

# STEP TWO

## CREATE YOUR ACCOUNT



The “Activate Account” button will take you to a new set up page. Click the “Start” button to begin setting up your account. Enter your name and company information and click “Next”.

### Account Information

All fields marked with \* are required

**First Name \***

User

**Last Name \***

Example

**Company Name \***

Syracuse Vendor Example

**Company Phone Number \***

(315) 123-4567

Add Ext.

☐ Outside the United States & Canada?

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# STEP THREE

## CREATE YOUR SECURE PASSWORD



Now, you will be prompted to create a password. It should be at least 12 characters long. Click “Next” when you are ready.

### Set Password

✓ Complete!

All fields marked with \* are required

New Password \*

Show

\*\*\*\*\*

✓

Password Strength: Strong 12 characters minimum. Why so many characters? ⓘ

Confirm Password \*

\*\*\*\*\*

✓

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# STEP FOUR

## ACTIVATE YOUR ACCOUNT



Once you have created a password, you will be prompted to activate your account. Click the green “**Activate**” button.

The screenshot shows a web interface for OpenGov. At the top, the logo reads "OpenGov" with a blue triangle icon, followed by "PROCUREMENT & CONTRACT MANAGEMENT". The main heading is "Account Activation". Below this, the text says "Thank you for setting up your account!" and "Please click the button below to activate your account." A prominent green button with a white user icon and the text "Activate" is centered. Below the button is a purple link that says "← Go Back".


# STEP FIVE

## SUBSCRIBE TO CITY OF SYRACUSE



Once you have activated your account, go to the City of Syracuse's procurement portal: [procurement.opengov.com/portal/syrgov](https://procurement.opengov.com/portal/syrgov)

Click on the green **"Subscribe"** button to receive notifications every time a new project is posted.



City of Syracuse  
Syracuse, NY  
Updates and times in Eastern time

**+ Subscribe**

Questions?  
[Visit Help Center](#)

### Procurement Portal

[Projects](#) [Calendar](#)

[Search](#) [Advanced Search](#)

[Export to CSV](#)

Project Title	Status	Addenda	Release Date	Due Date
RFP Medical Exam and Testing Provider for the Syracuse Police Department	Open	0	11/9/2025	12/18/2025
Bid City of Syracuse Former Developmental Center Site Development	Open	1	11/13/2025	12/16/2025
Syracuse Housing Strategies Corporation Legal Services RFP	Open	0	11/21/2025	12/12/2025
RFP Marketing and/or Advertising Company	Open	0	10/30/2025	12/12/2025

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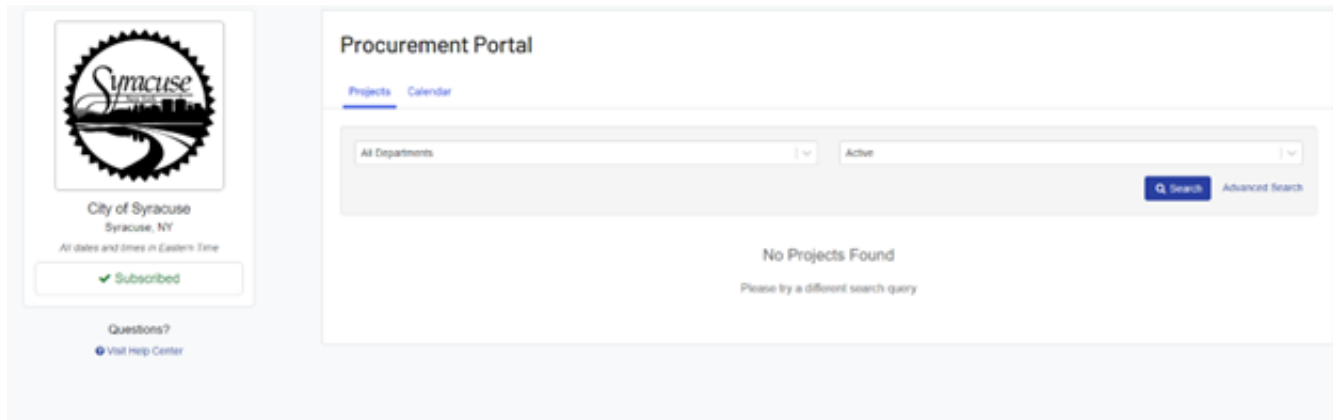


# STEP FIVE

## CHECK YOUR SUBSCRIPTION



If you need assistance with this registration process, you may call OpenGov Procurement support at 855-680-4747 or type your request in the support chat feature on the City's OpenGov Procurement Bidding Portal.





CITY OF SYRACUSE  
DIVISION OF PURCHASE

**For more information, visit [syr.gov/Departments/Purchase](https://syr.gov/Departments/Purchase), or  
email us at [purchase@syr.gov](mailto:purchase@syr.gov)**

Thank you for considering doing business with the City of Syracuse!



[SYR.GOV/PROCUREMENT](https://syr.gov/PROCUREMENT)