

## F.A.Q.

### (Frequently Asked Questions)

#### How do I create an account?

In order to access our new RFP website you must create an account with us. Below the “forgot your password” link is where you will click to create an account

#### How do I verify my account?

You will receive an email within minutes to the email address you used to register. If you do not see it please check your spam folder.

#### What is my account username?

Your account username is the email address you used to register.

#### What is the difference between the SAVE button the top, the SAVE button at the bottom, and the SUBMIT buttons?

The SAVE buttons at the top and bottom are for convenience as you fill out the form. They both save your work so you can return later to update your Pre Proposal. Make sure you Save Often!! The SUBMIT button is for when you have completed the form and no additional changes need to be made. Once your application has been submitted it is no longer available for you to modify.