



OpenGov Procurement Step-by-Step Account Registration Guide

Go to www.homesteadfl.gov/newvendor

Read through the steps... In STEP 3: you will create an account to receive solicitation requests and notices, and to submit responses to solicitations. Select [Click here to create a company profile and subscribe to the City of Homestead procurement notifications](#), be sure to have an electronic copy of your W9 for upload

<https://www.homesteadfl.gov/594/Vendor-Registration>



OpenGov Procurement Step-by-Step Account Registration Guide

Step 1: Enter your business email address and select sign up

OPENGOV
PROCUREMENT

Sign up with just an Email!
We'll send you an email to activate your account

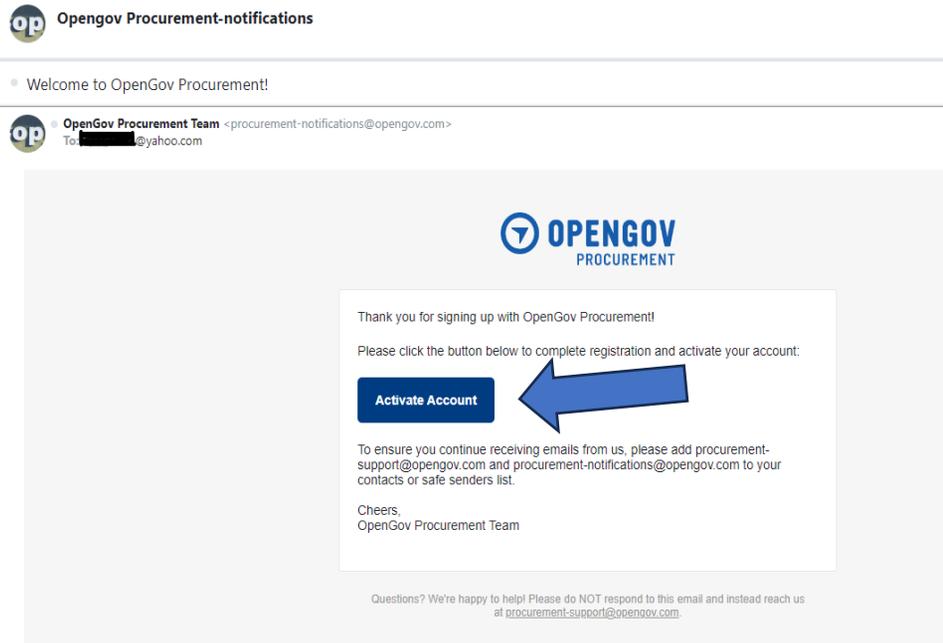
Email Address

Sign Up

Already have an account?

By clicking "Sign Up" you agree to our Terms and Privacy Policy.

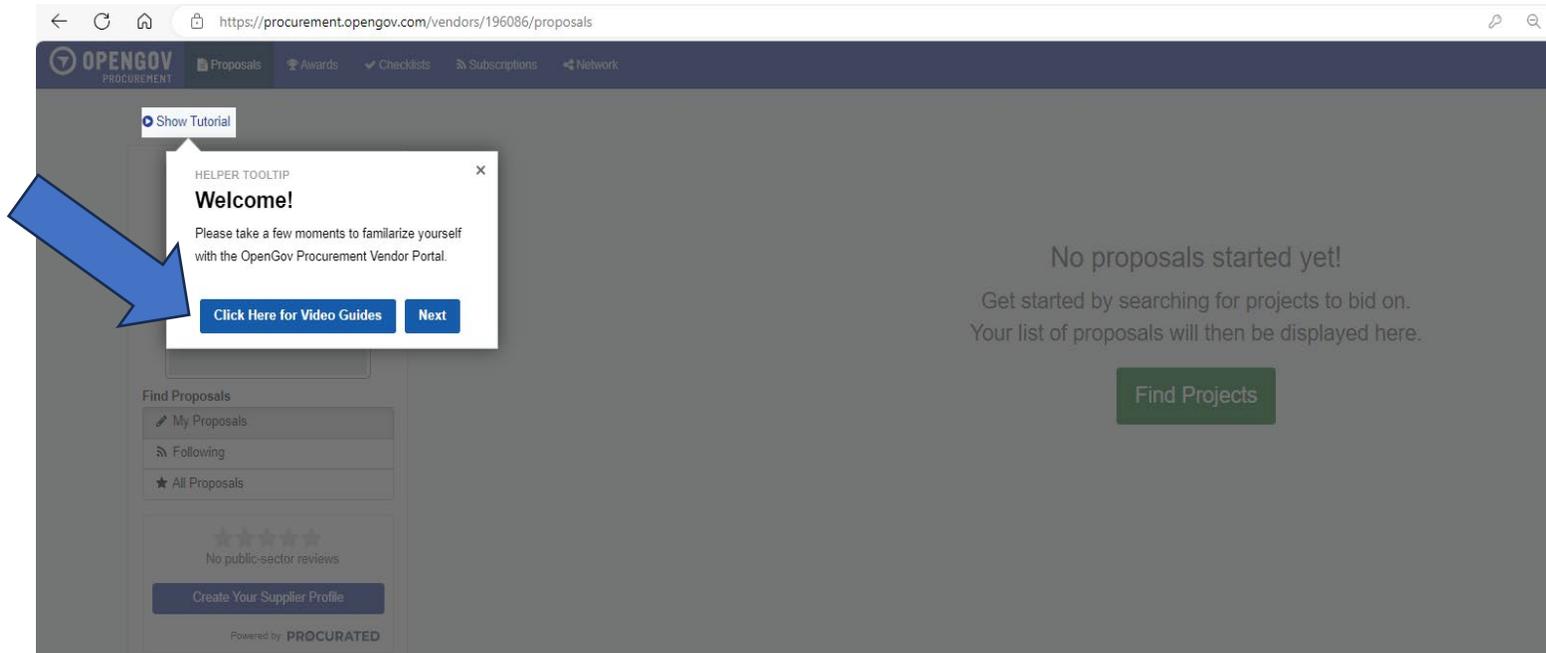
Step 2: You will receive an email from OpenGov to activate your account, go to your email inbox and select “Activate Account”



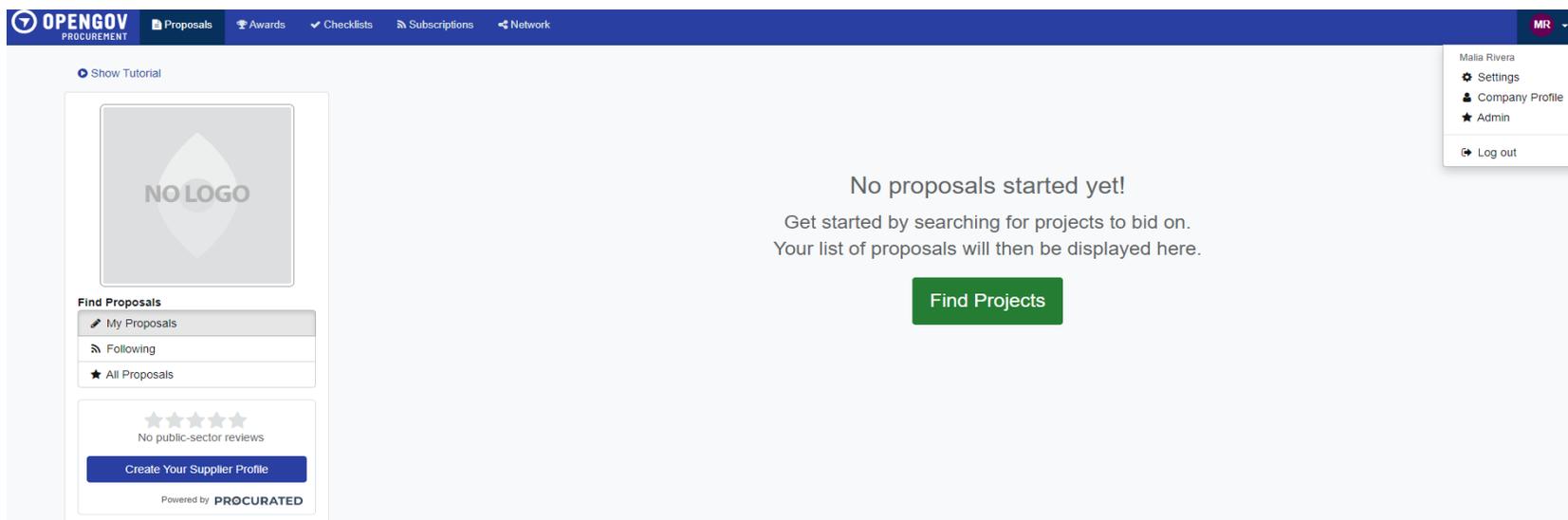


OpenGov Procurement Step-by-Step Account Registration Guide

A pop-up will appear and you will be able to watch brief video tutorials to complete registration.



Step 3: You could also skip and select your initials in the upper right-hand corner, select the arrow down button and select Company Profile to enter your company details





OpenGov Procurement Step-by-Step Account Registration Guide

Step 4: In Company Profile, complete all required fields and fill in all other applicable information and select Save

OPENGOV PROCUREMENT | Proposals | Awards | Checklists | Sub- | Network | MR

Company Information | Category Codes | Certifications | Documents

NO LOGO

Company Name*
Test

State of Incorporation*
Florida

Address Line 1*
123 lane

Address Line 2
Optional

City*
Homestead

State*
FL

Zip Code*
33030

Outside the United States?
 Use a Different Billing Address?

Phone Number*
(305) 224-4624 Add Ext.

Outside the United States & Canada?

Fax Phone Number
Optional Add Ext.

Outside the United States & Canada?

Company Type
Optional

Website
Optional

Employer Identification Number (EIN)
596000339
*Enter 9 digit EIN number

Dun & Bradstreet Number (DUNS)
Optional
*Enter 7 to 13 digit DUNS number

Company Description
Optional

Save





OpenGov Procurement Step-by-Step Account Registration Guide

Step 5: Select Tab: Category Codes. Add all codes that apply to your company. The City typically selects NAICS codes; however, this is a national database, therefore, it would be beneficial for you to select code(s) in each category (NIGP, NAICS, UNSPSC).

Select Add, select all that apply per each category, then select Save

Company Information | **Category Codes** | Certifications | Documents

Category Codes
Select the category codes that your company responds to

Categories + Add
NIGP CODES
No Categories Selected
NAICS CODES
No Categories Selected
UNSPSC CODES
No Categories Selected

Save

Step 6: Select Tab: Certifications. Select certifications that apply, when you switch the toggles, it will require you to add certification details and expiration date. Select Save

OPENGOV PROCUREMENT | Proposals | Awards | Checklists | Subscriptions | Network | MR

Company Information | Category Codes | **Certifications** | Documents

Certifications
Indicate the certifications that your company holds.

Certified Small Business

Certification Details
Certifying agency, certificate number, etc.
Enter the certifying agency and certificate number

Expiration
Enter date

Save

Disabled Veteran Business Enterprise

LGBT Owned

Minority Business Enterprise

Native American Owned

US DOT Certified DBE

Veteran Owned

Woman Business Enterprise

None of These Apply

Emergency Provider Classifications
If your company is an emergency provider, please indicate your emergency classifications.

Health Crisis Emergency Provider

Natural Disaster Emergency Provider

Other Emergency Provider



OpenGov Procurement Step-by-Step Account Registration Guide

Step 7: Select Tab: Documents

OPENGOV PROCUREMENT

Proposals Awards Checklists Subscriptions Network

MR

Company Information Category Codes Certifications Documents

Documents

Upload documents to your company account

Upload W-9 Form

Drop W-9 Form here or click to select files to upload

No documents provided

Upload Certificate of Insurance

Drop Certificate of Insurance here or click to select files to upload

No documents provided

Upload Other Documents

Drop Other Documents here or click to select files to upload

No documents provided

The W-9 Form is a requirement, you may drag and drop a file or select to upload

Drop W-9 Form here or click to select files to upload

No documents provided

Upload Certificate of Insurance- not mandatory but beneficial

Drop Certificate of Insurance here or click to select files to upload

No documents provided

Upload Other Documents- **If you are transacting business within the State of Florida, you will need to upload proof of business registration from Sunbiz.org.

Drop Other Documents here or click to select files to upload



OpenGov Procurement Step-by-Step Account Registration Guide

Step 8: To be able to receive solicitation notifications and view projects, you must subscribe to the City of Homestead. Click on the following link <https://procurement.opengov.com/portal/cityofhomestead>

On the left-hand side under the City's logo, select **+Subscribe**

The screenshot shows the OpenGov Procurement portal interface. On the left, the City of Homestead logo is displayed with the text "City of Homestead, Homestead, FL" and "All dates and times in Eastern Time". Below the logo is a green button labeled "+ Subscribe". A blue arrow points to this button. On the right, the "Procurement Portal" section is visible, showing a list of projects with columns for "Project Title", "Addenda", "Release Date", and "Due Date".

Project Title	Addenda	Release Date	Due Date
Purchase (2) 1200A Dead Tank Magnetic Circuit Breakers OPEN	0	12/22/2023	1/9/2024
Purchase Control Board & Board Assembly for Electrical System Protections OPEN	0	12/22/2023	1/9/2024
2024 Solid Waste Calendars OPEN	0	1/4/2024	1/11/2024
Unit Pricing For Electrical Underground Tasks OPEN	0	12/15/2023	1/16/2024
Restroom Renovations for Harris Field Baseball Park OPEN	0	12/15/2023	1/18/2024

You will then receive a message that you have subscribed to the City of Homestead and the registration process is now complete

The screenshot shows the same OpenGov Procurement portal interface, but now a confirmation message is displayed in the center. The message reads "You're Subscribed to City of Homestead!" with a green checkmark icon. Below the message, it says "You will be notified when" followed by a dropdown menu set to "Any new opportunity is issued". The background of the portal is dimmed, and the "+ Subscribe" button on the left now says "Subscribed".



OpenGov Procurement Step-by-Step Account Registration Guide

For existing registered OpenGov vendors logging in: If you have previously registered without entering category codes, the system will now require you to select codes before finalizing the subscription. Enter your codes, select save, and then select Continue >>

Complete Company Profile ×

This agency requires certain information to be complete before continuing

[Next >](#) [Continue >>](#)

Category Codes

Select the category codes that your company responds to

Categories [Edit](#)

NIGP CODES

No Categories Selected

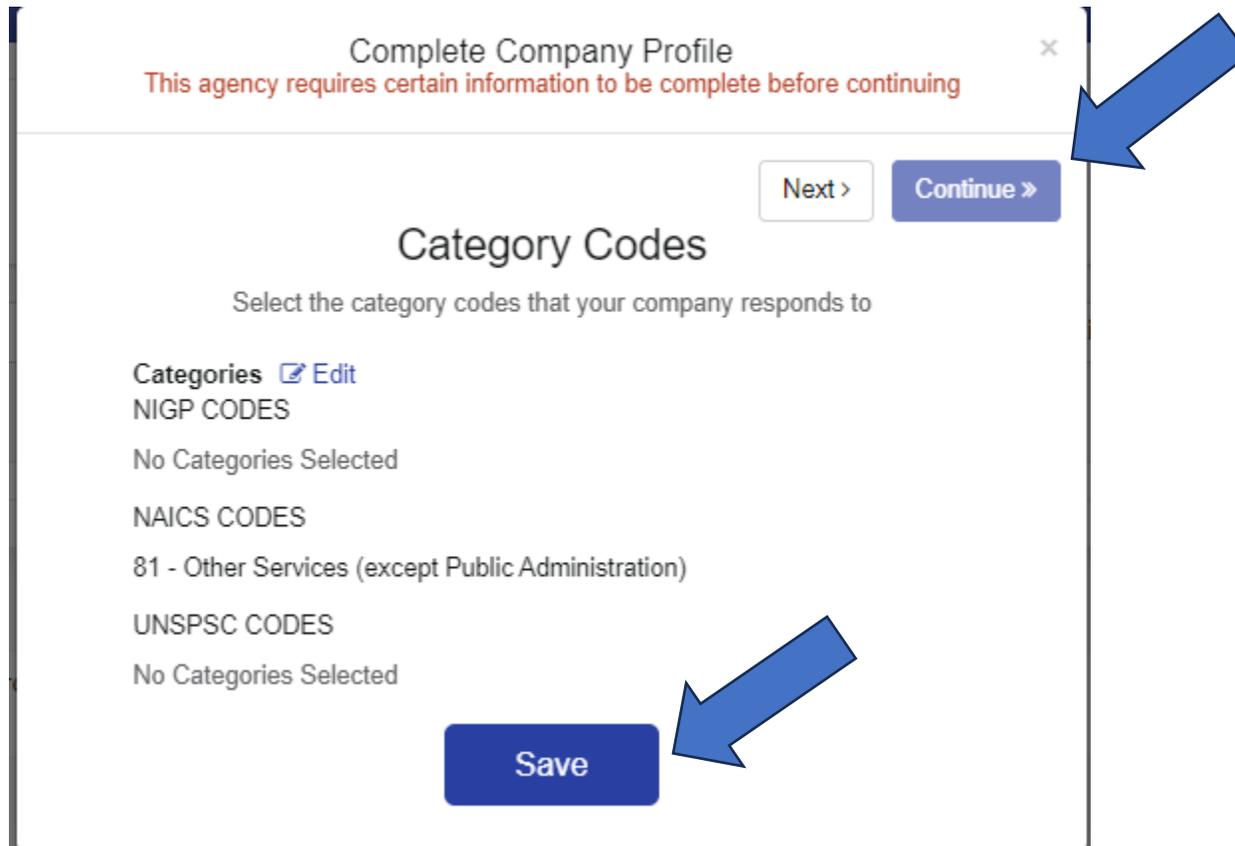
NAICS CODES

81 - Other Services (except Public Administration)

UNSPSC CODES

No Categories Selected

[Save](#)





OpenGov Procurement Step-by-Step Account Registration Guide

It will also require you to upload your W9, upload your file and select Continue >>

Complete Company Profile ×

This agency requires certain information to be complete before continuing

[< Back](#) [Continue >>](#)

Documents

Upload documents to your company account

Upload W-9 Form

Drop W-9 Form here or click to select files to upload

This field is required

Upload Certificate of Insurance

Drop Certificate of Insurance here or click to select files to upload

No documents provided

Upload Other Documents

Drop Other Documents here or click to select files to upload

No documents provided