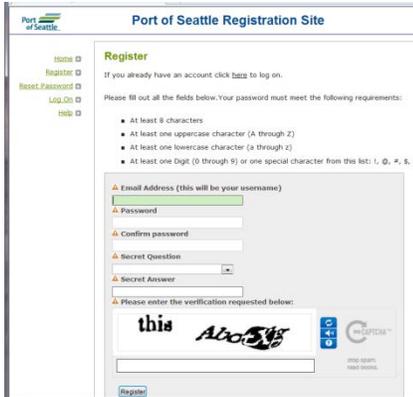


How to register on the Port of Seattle Procurement and Roster System website

1) Go to the Port's PRMS Page at:

<https://hosting.portseattle.org/prms/>

2) Click the "Register Now" hyperlink under the Log On box.



3) Input the information as prompted on the page.
Click the "Register" button at the bottom.

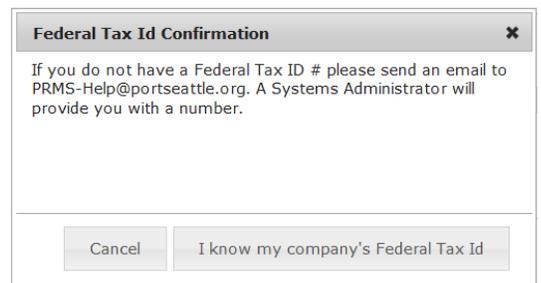
4) Check your e-mail. You will receive an e-mail from it-servicedesk@portseattle.org that will provide you with a link to PRMS site to continue your registration. Click on the "Procurement and Roster Management System" link to continue your registration.



5) After clicking the link to the site, click the "Company Registration" button to continue your registration.

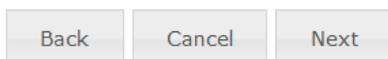


6) Click the "I know my company's Federal Tax ID" button.



7) Enter your Federal Tax ID number and click the "Next" button.

If you are unable to input a federal tax ID please contact PRMS-Help@portseattle.org for assistance.



How to register on the Port of Seattle Procurement and Roster System website

8) Then enter your Company's Name, Tax Type, UBI # and Time Zone and click the "Save" button.

*For Small Construction Contractors: If you wish to register on the Port's Small Works roster you must provide a UBI number.

9) Enter in a location for your company (you can use a city name, building name, PO Box, or other). Then select the applicable NAICS (North American Industry Classification System) code(s) to put your company into the correct work related categories for your business interests. The Port's Consultant Roster is organized by NAICS codes.

To be fully represented on the Port's roster, select more than one NAICS code if your company's services fall under several NAICS codes.

Click the "Save" button.

Further information about NAICS can be found at <http://www.census.gov/eos/www/naics/>

10) If you would like to designate your company as a type of small business, please click on the box(es) that represents your company status.

11) Click on the roster boxes your company is interested in being included on. Click the "Save" button.

Your account will be reviewed by the Port within one to two business days. Your account will be approved if all information is provided and correct. You will receive an email once you have been "Approved."

12) Once your firm has been approved by the Port, please go to your company profile and upload a company brochure and/or key individuals resume(s) under the documents tab to fully represent your company on the rosters you've selected.

Click on "Upload New Document," it will take you to a browser wherein you can select your document and click "upload." Then click on "Close."

Check back weekly for Solicitations available on our site.