

INSTRUCTIONS:

Thank you for your interest in working with the San Diego County Water Authority. The Water Authority conducts its procurements through **The Network**, our online vendor registration, solicitation, and notification system. Since accounts on **The Network** need to be updated annually, we recommend that you reactivate/update your expired record and renew your small business certification at the same time to see upcoming procurements.

We have an online tutorial that you can follow along with or you can use the instructions below. You can access the tutorial here on our training site: [SCOOP Training Videos](#)

Here are the instructions you can follow to **renew your account** and **reapply for your small business certification** (two separate steps):

RENEW YOUR ACCOUNT

- 1) Sign into your account and on the main menu look for the "Account Information Options" box.
 - a) Select "Renew My Account" and update any information that needs to be changed or added.
 - b) The Water Authority posts solicitations and searches for small businesses using NIGP codes. If you have not already selected a NIGP code, you must choose at least one (we recommend that you choose codes that reflect your company's primary lines of business).
 - i) Select "Add/Delete NIGP Codes" to add, delete, or update NIGP codes, then "return to the main menu."

(Note: You will not be able to renew your small business re-certification in the "Renew My Account" area so please continue with the next step.)

REAPPLY FOR YOUR SMALL BUSINESS CERTIFICATION (IF APPLICABLE)

- 2) After you have successfully renewed your account, return to **The Network's** main page again. Look for the "Small Business Information" box. Select "Small Business Certification Form." Update any information that needs to be changed. You must update:
 - a) Most Recent 3-Fiscal Year Gross Sales \$ Average
 - b) Most Recent 3-Year Reporting Period for Above \$ Average
(Important Note: The info should reflect the last 3 years not the current year. For example: If today's month/year is January 2016, the date range should be from January 2013 to December 2015, reflecting the last 3 years.)
 - c) Average Number of Employees

Please submit your information when you have completed the steps above. Within a few days, you will receive an email notice from the Water Authority once your account & certification have been approved.

Please contact BidNet (e-procurementssupport@bidnet.com), *The Network's* technical support, if you need to reset your username and password. Please let them know your **Vendor ID number**.