



What can OpenGov do for our Vendors:

- Receive notifications of future solicitation by registering on the e-Procurement Portal and selecting the “Subscribe” button to create an account.
- Follow existing opportunities and receive updates by finding the solicitation and clicking the “Follow” button. This will allow all interested Respondents to receive addendums automatically,
- Submit questions and receive timely answers online regarding open solicitations.
- Use a guided process of responding electronically to solicitations to ensure responses are accurately completed.
- One location for all solicitations issued by the City of St. Augustine.

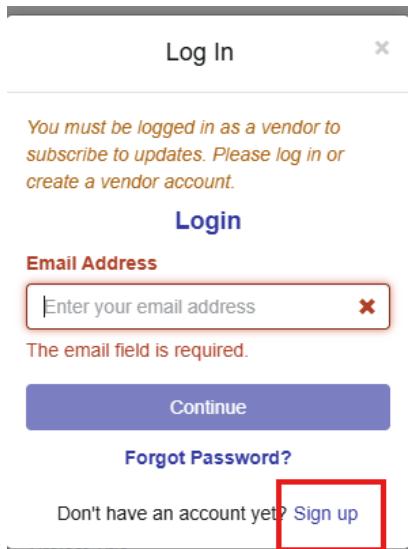
How to Sign up to be a Vendor in OpenGov for FREE

1. Select “Subscribe” on the City’s procurement Portal. You can access this Portal on the City’s website or by visiting: <https://procurement.opengov.com/portal/staugustine>

The screenshot shows the City of St. Augustine Procurement Portal. The left sidebar features the city's crest and the text "City of St. Augustine, FL St. Augustine, FL". Below this is a green button with the text "+ Subscribe". A red box highlights this button. The main content area is titled "Procurement Portal" and shows a table of upcoming projects. The table has columns for "Project Title", "Status", "Addenda", and "Release Date". The projects listed are: SMART St. Augustine CEI Services (Coming Soon), SMART St. Augustine Construction Services (Coming Soon), and Sevilla Street Utility and Roadway Improvements (Coming Soon).

Project Title	Status	Addenda	Release Date
SMART St. Augustine CEI Services	Coming Soon	-	-
SMART St. Augustine Construction Services	Coming Soon	-	-
Sevilla Street Utility and Roadway Improvements	Coming Soon	-	-

2. Select “Sign up”.



The screenshot shows a 'Log In' page with the following content:

- A message: "You must be logged in as a vendor to subscribe to updates. Please log in or create a vendor account."
- A 'Login' button.
- A 'Email Address' input field with a red border and a red 'X' icon, indicating it is required.
- A message: "The email field is required."
- A 'Continue' button.
- A 'Forgot Password?' link.
- A 'Sign up' link at the bottom right, which is enclosed in a red box.

3. Enter your Email Address.

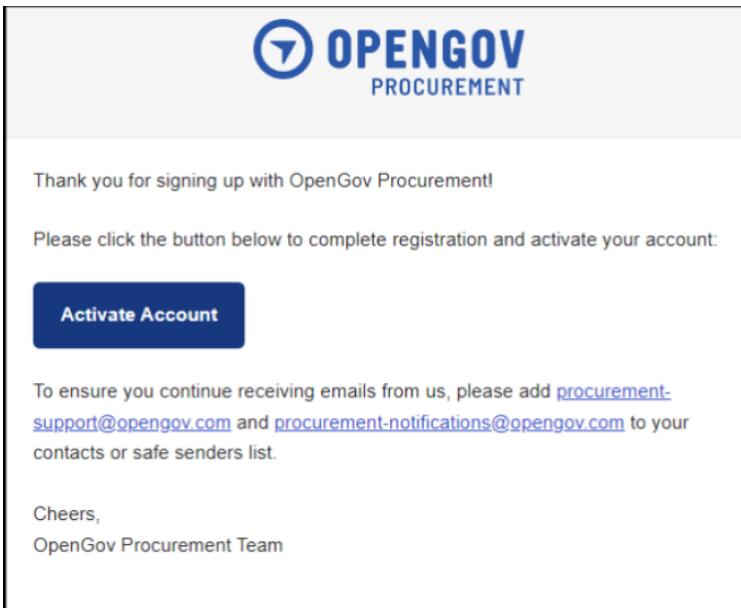


The screenshot shows the 'Sign up' page for OpenGov Procurement:

- The OpenGov Procurement logo is at the top.
- A message: "Sign up with just an Email!"
- A sub-message: "We'll send you an email to activate your account"
- An 'Email Address' input field.
- A 'Sign Up' button.
- A 'Already have an account?' link.
- A footer note: "By clicking "Sign Up" you agree to our [Terms](#) and [Privacy Policy](#)."

***If someone shares the same email domain with you and has already registered your organization with OpenGov Procurement, your request to join will be sent to your organization's Admin(s). The Admin of the existing account will be notified by email of your pending request. The Admin will then need to log into their OpenGov Procurement account in order to approve your request. Once you are approved, you can continue to complete your registration as outlined in the steps below.

4. Check Your Inbox and click the "Activate Account" button in the welcome email.



5. Fill in Your Name and Your Company Name.

Account Information

First Name: Imma

Last Name: Soexcited

Company Name: ItsThatEasy

[« Previous](#) [Next »](#)

6. Enter a password.

Set Password

✓ Complete!

New Password

Confirm Password

« Previous

Next »

7. Press the "Activate" button, and you're in!

Thank you for setting up your account!

Feel free to go back to review any information. You can also update your information after activating your account.

Click the button below to activate your account!

 Activate

Other Items:

- Keep your contact information and company profile updated. This information will be automatically submitted with each of your responses and proposals. Updating this information on your company profile will remove the need to correct auto-populated information in your company profile section on each response.
- Click "Follow" on any open projects that are of interest to you.
- Click "Apply to Project" on any project you want to submit a proposal to.
- Share, Share, Share! Hey, not all these projects may be right for you, but we bet you know someone it WILL be right for. Help each other and share projects with our easy social media share links! See below.



Court Theophelia Flood Mitigation

Public Works

OPEN

Project ID: 25037

Release Date: Thursday, August 28, 2025 · Due Date: Wednesday, October 1, 2025 2:00pm

Posted Thursday, August 28, 2025 12:00am

Bid Sealed Pricing Sealed

All dates & times in Eastern Time

Show Tutorial

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2 followers



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