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does it cost you to save money?



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does it cost you to save money? Select the My Profile option to edit your personal profile settings, such as phone number, email, Category Types, Sales Territory, etc.

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1<sup>st</sup> click the EDIT icon/link in the section(s) you wish to edit, then when you are finished making your changes, click the SAVE button at the bottom to record the change.

**NOTE: Category Types & Sales Territory are used to** match YOU to the listings you may be interested in. This is how ProRFx® knows whether or not to notify you of the listing via Email/SMS notifications



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does it cost you to save money? Select this option to update your password.

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Select this option to update your security questions. Security Questions are used if you forget your password.

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Select the Company Profile option to edit your companies profile settings, such as contact information, Insurance information, EEO Qualifications, NAICS setting, and Category Types.

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1<sup>st</sup> click the EDIT icon/link in the section(s) you wish to edit, then when you are finished making your changes, click the SAVE button at the bottom to record the change.

**NOTE: Category Types are used to match YOUR** COMPANY to the listings it may be interested in. This is how ProRFx® knows whether or not to send an email notification to the email address listed in **Company Email.** 



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does it cost you to save money? Select the My Services option to edit your optional services and notifications settings.

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If you want to make a change, 1st click the CHANGE button at the bottom of the screen, then check the desired options, then click the SAVE button at the bottom to record the change.





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does it cost you to save money? Select the License Agreement option to view your Vendor License Agreement (VLA)

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does it cost you to save money? Select the Messages option to view the answers to questions you asked regarding solicitations.

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