Lucas Metropolitan Housing Authority "Vendor Registration Instructions"





Please follow these instructions to register for the marketplace as a vendor

Click or Copy and Paste this URL:

https://ha.economicengine.com/requests.html?company_id=1224





Step 1: Marketplace Registration

Click "Register your Company"

You will be redirected to a form that will allow you to Create and Account





Step 2: Creating an Account

Enter your company name and click on "Search Companies"

If no company is found, click on "Register your company."

If your company was found, follow instructions to register as a salesperson.

Submit the request.



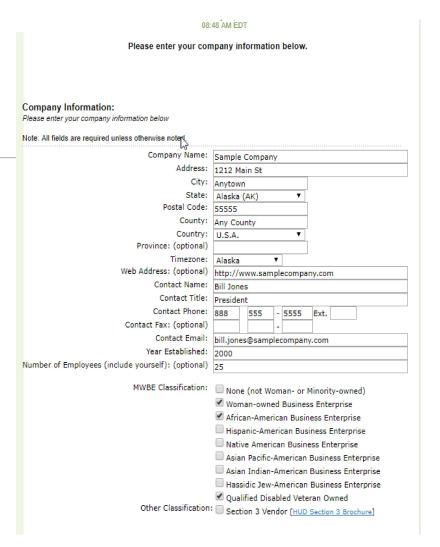


Step 3: Company Information

Complete Company Information Form

You must include all information unless it states "optional"

Be sure to check either "None" on the MWBE Classification, or all boxes that apply to your company





Step 4: Point of Contact

Complete Point of Contact (Site Administrator) Information

Click Submit

First Name:	Sam										
Last Name:	Smith		_		L.		_				
Phone Number:	888	555	_	5555	Ext.						
Title: (optional)	VP Purchasing										
Email Address:											
Confirm Email Address:	sam.smith@samplecompany.com										
Password:	•••••										
Confirm Password:	•••••										
By clicking Submit you agree	to the <u>H</u>	lousing Ac	enc	y Markei	place Ve	endor A	<u>kgreemer</u>	nts.			

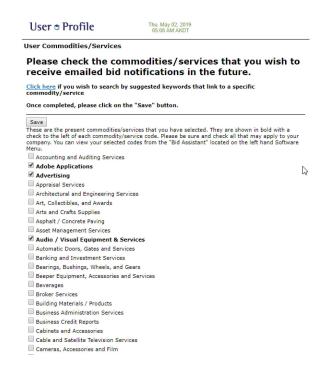


Step 5: Company Services / Commodities List

Check each box that is appropriate to your business

You may use the "Click Here" link to search for codes

Click Save & Continue





Step 6: Login to the Marketplace

Enter your email address and password to enter our marketplace.

You will be prompted to check a site usage agreement before entering our Marketplace.

Once you check this box and hit submit, you will then be allowed to enter.

THERE IS NO COST TO RECEIVE SOLICITATIONS FROM OUR AGENCY THROUGH THE HOUSING AGENCY MARKETPLACE

