

Updated 11/6/2013

No More emails from BidSync Links Plus

Step 1: Log on to ***www.eprocure.dgs.ca.gov***—In the *Access eProcurement (eP)* box (second blue bar), **click** *Login*. Enter your user name and password. (Call Bidsync at 1-800-990-9339 if user name and/or password are forgotten. They are case-sensitive.)

Step 2: **Click** My Account located in the blue bar at the top of the page.

Step 3: **Click** Company profile on the left side of the page.

Step 4: **Click** Notifications

- Under Notification settings: Agency types: **ONLY State** should be checked.
- Under Notification type & frequency, e-mail: Make sure that the last two items are UNCHECKED (“Send me a daily list of BidSync Links Plus bids” and “Send me exclusive special offers and promotions”). Click Save.

Step 5: **Click** Classifications, Under Regions, Click Manage regions and verify that California is the only state checked. Click the “+” symbol to the left of California and select the counties in which you want to do business.