State of Wisconsin eSupplier

 eSupplier

Bidder Portal: Registration and Sign-in Process

The State of Wisconsin's Web Access Management System (WAMS) allows authorized individuals to access state internet applications using the same means of identification for all State Web applications. If you don't have a WAMS ID, you will need to go through the registration process.

1

WAMS

Create a WAMS ID for your organization and verify new account

♦ Click the **Create your WAMS ID** link

♦ Read and Accept the *Wisconsin Web Access Management System User Acceptance Agreement*. Scroll to the bottom of the page to click the **Accept** button.

♦ Complete the information on the Self-Registration page and click **Submit**. You will be asked to verify your email address. Click **OK**.

NOTE: All fields with a yellow asterisk * are required fields. All other fields are optional.

♦ A message will be sent to your email. Click on the link in the email that you receive. Enter your user ID and password to verify your newly created account. You will receive a congratulations message if your account was properly verified.

♦ Once your WAMS ID has been created, return to the eSupplier page to continue with the Bidder registration process.

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Registration and Sign-in Process for Bidders

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2 LOGIN
Log in to eSupplier with your newly created WAMS ID

♦ After creating an WAMS ID, return to the eSupplier login page

♦ Enter your WAMS ID and password to sign in

3 REGISTER
Register as a bidder in eSupplier

♦ Click on **Register** button

♦ Enter the email address associated with the WAMS ID you created

♦ Fill in the **Bidder Registration** form

♦ Check the box to agree with the User Acceptance agreement

♦ Click **Save**

♦ You will receive a confirmation email with a bidder ID.

♦ Be sure to access the **My Information** section of the home page to edit profile information, select NIGP codes, and view any responses and communications related to sourcing events that you have bid on.