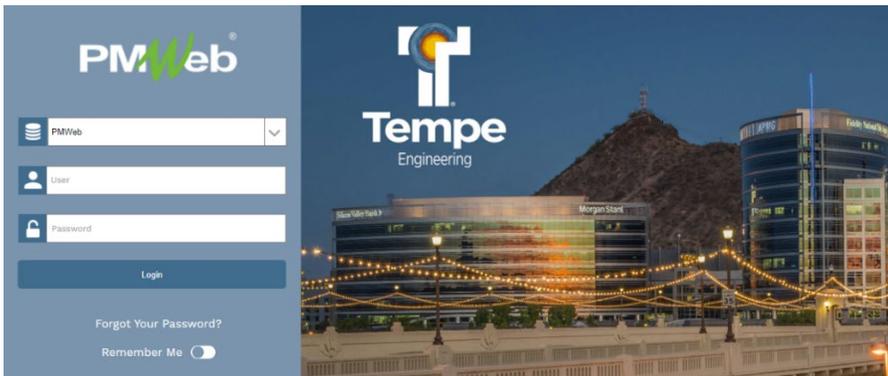


VENDOR INSTRUCTIONS FOR IFB SUBMITTALS

To obtain your login credentials to PMWeb for this project, you **must first register as a Plan holder** on the Engineering website at <https://www.tempe.gov/government/engineering-and-transportation/engineering/current-bids-rfqs>

To access the City of Tempe's PMWeb System go to <https://tempe-az.pmweb.com/pmweb>

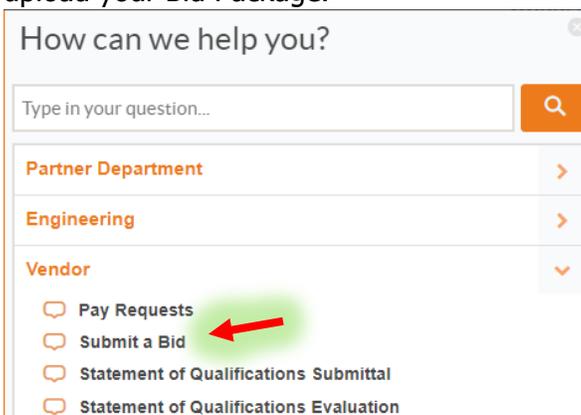
Once you are provided your login credentials, upon logging in, you will be instructed to change your password.



To help navigate through the system click on the need help button at the bottom of the navigation ribbon on the left side of your screen.



The window below will appear, click on **Vendor** and select the task you would like to complete. "Walk Me" will navigate you through the process. Please refer to the Bidders Check Sheet, Exhibit 7.1 to upload your Bid Package.



If you need additional assistance with PMWeb please contact PMWeb_Admin@tempe.gov