



## North Central Texas Council of Governments

### PUBLIC PURCHASE REGISTRATION INSTRUCTIONS

#### 1. **Register with Public Purchase:**

Use the link below to begin the registration process. Select *Register for Free* to begin the registration process. Please note It can take up to 24 hours for your account to become active.

Link: <https://www.publicpurchase.com/gems/register/vendor/register>

If you are already registered with Public Purchase, please proceed directly to step 2.

You will be asked to:

- Create your vendor profile.
- Select the classifications that relate to your business so you can receive email notifications of future bid opportunities for those classifications.
- Select the region where you wish to market.
- Select the government agency types.
- Select all Notification Messages.

Your registration will be submitted. You will receive an email from [notices@publicpurchase.com](mailto:notices@publicpurchase.com) letting you know your account is activated. Be sure and add this email address to your contacts to avoid the bid notification emails being sent to your junk folder.

#### 2. **Register with North Central Texas Council of Governments:**

Once you have received your activation email from Public Purchase log into [www.publicpurchase.com](http://www.publicpurchase.com) and accept the terms and conditions of use.

Use the following procedure to complete the registration process:

Use the Public Purchase link in Step 1 and log in. Then click "Select Region" (Texas) and "Select Agency" (North Central Texas Council of Governments). After selecting the agency, click on the "Register with North Central Texas Council of Governments" on the right-hand side of the page.

If you have need any assistance with this process please contact Public Purchase at [vendorsupport@publicpurchase.com](mailto:vendorsupport@publicpurchase.com), by phone at 801-932-7000 or use their Live Chat feature during business hours. It can be found in the upper left corner of the web site.

616 Six Flags Drive, Centerpoint Two  
P.O. Box 5888, Arlington, Texas 76005-5888  
(817) 640-3300 FAX: 817-608-2372  
[www.nctcog.org](http://www.nctcog.org)