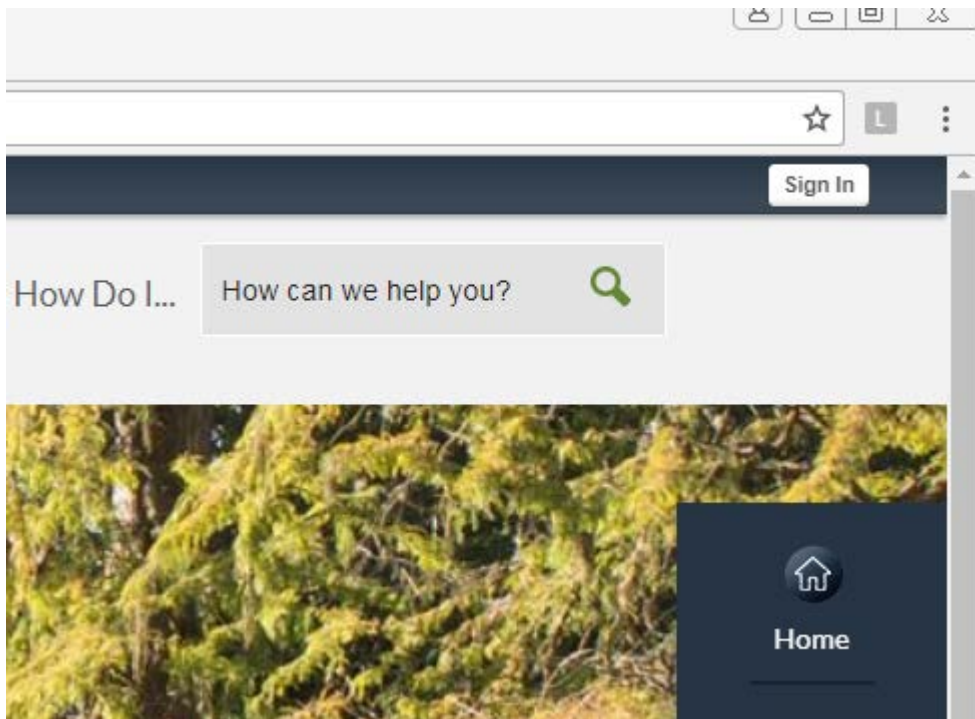
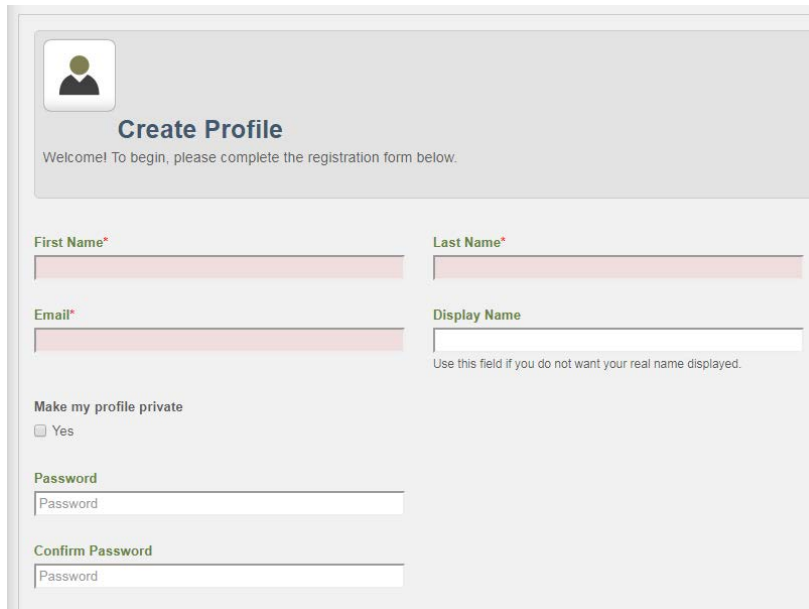


## CITY OF SAN MARCOS VENDOR REGISTRATION INSTRUCTIONS

- 1) Go to [sanmarcostx.gov](http://sanmarcostx.gov)
- 2) In the upper right-hand corner, click “Sign In.” This will bring up a box to enter log in credentials or to create a profile. If you do not already have a profile, click “Create Profile.”



- 3) Fill out the required information and create a password.



The image shows a 'Create Profile' registration form. At the top left is a profile picture placeholder. The title 'Create Profile' is centered, followed by the text 'Welcome! To begin, please complete the registration form below.' The form contains several input fields: 'First Name\*' and 'Last Name\*' (both with red asterisks), 'Email\*' (with a red asterisk), and 'Display Name'. Below these is a checkbox for 'Make my profile private' with 'Yes' selected. At the bottom are two password fields: 'Password' and 'Confirm Password', both with placeholder text 'Password'.

- 4) When you have completed the profile information, you will receive a confirmation email. Open this email and click the link to confirm. Once your profile is confirmed and you are signed in, mouse over "How Do I..." in the banner at the top of the page. In the box that comes up click on "Notifications" under "Sign Up For."
- 5) On this page, verify your email address and select your preferred method of notification. If you would like to receive notifications by text message, select the text messaging option and enter your phone number.

**Your Profile Information** [Sign Out](#)

**Email Address**


I prefer to receive HTML emails when available

I would like to be able to receive text messages on my mobile phone

**Phone Number**

Ex: 555-555-0123. Standard text messaging rates apply.

- 6) Scroll down to the section called “Bid Postings” and select all of the commodity categories for which you would like to receive notification. Click on the envelope icon to receive email notifications. Click on the cell phone icon to receive text message notifications. Click on both to receive both.

 **Bid Postings**

METHOD	LIST NAME	DESCRIPTION
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Abrasives	
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Agricultural Equipment, Implements, Parts, and Accessories	
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Air Compressors and Accessories	
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Air Conditioning, Heating, and Ventilating Equipment, Parts, and Accessories	
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Aircraft and Airport	

7) Once you have selected all of the categories that apply to your business, you are finished and will receive notifications any time a solicitation is posted that is connected to any of your selected categories. Please remember to set your spam blocker to allow mail from [listserv@civicplus.com](mailto:listserv@civicplus.com)