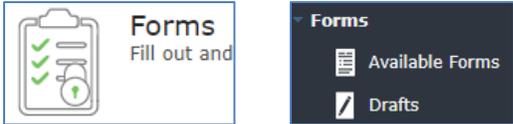


Submission Upload Instructions

1. Register – One-time process
 - a. <https://sftp.halifax.ca/webclient/Register.xhtml>
 - b. Link also found on www.halifax.ca/procurement, under One-time Registration
 - c. Create an account. This is a one-time process that requires you to confirm your email.
 - d. Approximate time = 5 minutes
2. Login to your account here:
 - a. <https://sftp.halifax.ca/webclient/Login.xhtml>
 - b. Link also found on www.halifax.ca/procurement, under Submission heading
3. Request Submission Access - One-time process
 - a. After login, click on Forms icon or Available Forms link in left hand pane

 - b. Click Request Access

 - c. Select Procurement Bid Submissions from the drop-down
 - d. Click Submit
 - e. You will be approved automatically. Logout and login again to enable form
4. Submission Tool
 - a. After logging out and logging in, go back to Forms / Available Forms
 - b. You should now see the link to submit bids:

 - c. Click on the link and follow the instructions
5. Testing:
 - a. Please feel free to test the process using Solicitation # TEST

If you encounter any issues with the online submission portal, please email procure@halifax.ca