

Business Services Department – Procurement

New Users Register – Create Account:

- ❖ Go to: <https://procurement.opengov.com/signup>
- ❖ Enter your email address
- ❖ Follow prompts to complete registration
- ❖ Once you have successfully signed up, we will send you an activation email
- ❖ Please check your inbox and follow the instructions to activate your account
- ❖ If you need help activating your account, please email us at: procurement-support@opengov.com
- ❖ Follow the City of Tucson to receive notification of bid opportunities based on your selection of NIGP codes.

Existing Users – Access Account

- ❖ Go to login page
- ❖ Enter your login credentials

Forgot Password?

- ❖ Select “Forgot Password”
- ❖ Enter your email and submit
- ❖ You will receive reset instructions via email (If you do not have an account, a pop-up message will state: *User information not found*).

Resources

If You Need Training & Help

- ❖ Go to login page
- ❖ Click “?” Help Center icon

Invoice & Payment Info

<https://www.tucsonaz.gov/departments/business-services-department/procurement/payment>

FAQ

<https://www.tucsonaz.gov/departments/business-services-department/procurement/procurement-frequently-asked-questions>