

## CREATING A CAS ACCOUNT

Valley Water conducts competitive procurements through the Contract Administration System (CAS) web portal. You can register your business in CAS to receive email notices when new Invitations to Bid or Requests for Proposals are posted by creating an account. Follow the steps below to create your account.

1. Go to <http://cas.valleywater.org/>
2. Click “Create an Account,” located in the blue box on the right-hand side of the page.
3. Before creating a new account, you will be prompted to enter the name of your company and search for an existing account.
  - If an account is found, return to the home page and log in with the listed username. If you have forgotten your password, you may reset it by clicking “Forgot your username/password?”, entering your email address, and answering the security question. If you do not remember the answer to your security question, you will need to call the CAS hotline at (408) 630 – 2992.
4. If no account is found, click “create new account.”
5. **Vendor Registration. Step 1 – Create Account:** Complete all required fields. Remember to use a username, password and security question/answer that can be shared with others at your company. These cannot be easily reset if forgotten, so you may want to record them here for safe keeping:

|                           |  |
|---------------------------|--|
| USERNAME:                 |  |
| PASSWORD:                 |  |
| SECURITY QUESTION ANSWER: |  |

6. Check the box to agree with the User Agreement, then click “Continue.”
7. **Vendor Registration. Step 2 – Create Profile:** Complete all required fields.
8. The email address entered as “Primary Email” will receive email notification when a solicitation is posted under any of the expertise codes you assign to this account (see step 10). It is a good idea to use a generic company email, such as “CustomerService@Company.com,” to ensure that your company will continue to receive notices if personnel changes occur.
9. **Add Contacts:** This is an optional step. When you create a contact, you have the option to assign an expertise code. This contact will receive an email notification when a solicitation

is posted to the assigned code. Only one code may be assigned to a contact, but there is no limit to the number of contacts you may create for your company account.

- Click the blue “Add Contact” link, complete the required fields, and press “Submit” to save the contact.

10. **Add Expertise Codes:** This is an optional step, however *adding expertise codes is the only way to receive automatic email notification of new solicitations.*

- Click the blue “Add Expertise Code” link and press “Search” to display a list of codes. Check the box next to any codes that describe goods or services your company is able to provide. Scroll to the bottom of the list and press “Add” to save the codes to your account. There is no limit to the number of expertise codes you may add to your account.

11. **Company Organization Information:** This is an optional step. Valley Water offers a preference credit on some procurements to small businesses registered with the California Department of General Services (DGS). Please indicate if your company is a small business and provide your DGS certification number in this section.

12. Click “Register” to complete your registration.

*A comprehensive CAS User Guide, including information on updating your account information, submitting a proposal and withdrawing a proposal is available at our webpage:*

<https://www.valleywater.org/purchasing>