# State of Wisconsin eSupplier



## Bidder Portal: Registration and Sign-in Process

The State of Wisconsin's Web Access Management System (WAMS) allows authorized individuals to access state internet applications using the same means of identification for all State Web applications. If you don't have a WAMS ID, you will need to go through the registration process.

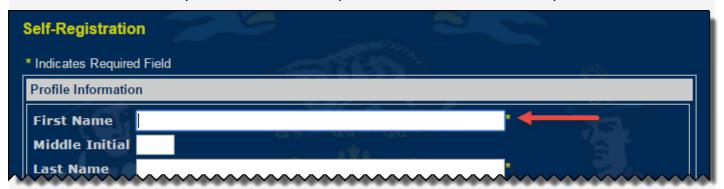


- Click the Create your WAMS ID link
- Read and Accept the Wisconsin Web Access Management System User Acceptance Agreement. Scroll to the bottom of the page to click the Accept button.



Complete the information on the Self-Registration page and click Submit. You will be asked to verify
your email address. Click OK.

**NOTE:** All fields with a yellow asterisk \* are required fields. All other fields are optional.



- A message will be sent to your email. Click on the link in the email that you receive. Enter your user ID
  and password to verify your newly created account. You will receive a congratulations message if your
  account was properly verified.
- Once your WAMS ID has been created, return to the eSupplier page to continue with the Bidder registration process.

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## Registration and Sign-in Process for Bidders

The State of Wisconsin's Web Access Management System (WAMS) allows authorized individuals to access state internet applications using the same means of identification for all State Web applications. If you don't have a WAMS ID, you will need to go through the registration process.

### LOGIN

Log in to eSupplier with your newly created WAMS ID

- After creating an WAMS ID, return to the eSupplier login page
- Enter your WAMS ID and password to sign in

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## **REGISTER**

Register as a bidder in eSupplier

- ◆ Click on Register button
- Enter the email address associated with the WAMS
   ID you created
- Fill in the **Bidder Registration** form
- Check the box to agree with the User Acceptance agreement
- Click Save
- You will receive a confirmation email with a bidder ID.
- Be sure to access the My Information section of the home page to edit profile information, select
   NIGP codes, and view any responses and communications related to sourcing events that you have bid on.