Registration Steps
How To Do Business With HACP

- Go to www.hacp.org
- Hover over, then click "Login"
- Click the blue Register Button next to the text "Register as a vendor or landlord"
- Enter your Username (required and will be used to Login, we suggest making a note of it)
- Enter your Email Address (required)
- Enter your Password (required for Login, we suggest making a note of it)
- Enter your First Name and Last Name (both required)
- Enter your Address (map data will auto populate)
- Check the Vendor box if you are a Vendor. Vendors will need to enter additional Information.
  - ➢ Enter Vendor Name (required)
  - ➢ Enter Vendor Tax Number (required)
  - ➢ Enter Vendor Address (map data will auto populate on valid address)
  - ➢ Check the box below MBE if you are a certified Minority Business Enterprise
  - ➢ Check the box below WBE if you are a certified Women's Business Enterprise
  - ➢ Check the box below Section 3 if you are currently an HACP Resident
- Check the box next to each Subscription Category for which you would like to receive notifications from the website. You are able to scroll through the categories.
- Click the blue Register Button below the Subscription box to complete the registration.

After Registration, Hover over, the click "Portal"

If you are a **Vendor,** visit the Portal to:
- ➢ Log Out
- ➢ Edit your profile
- ➢ View IFBs/RFPs (Vendor Only)
- ➢ View Open IFBs/RFPs
- ➢ Search for IFBs/RFPs