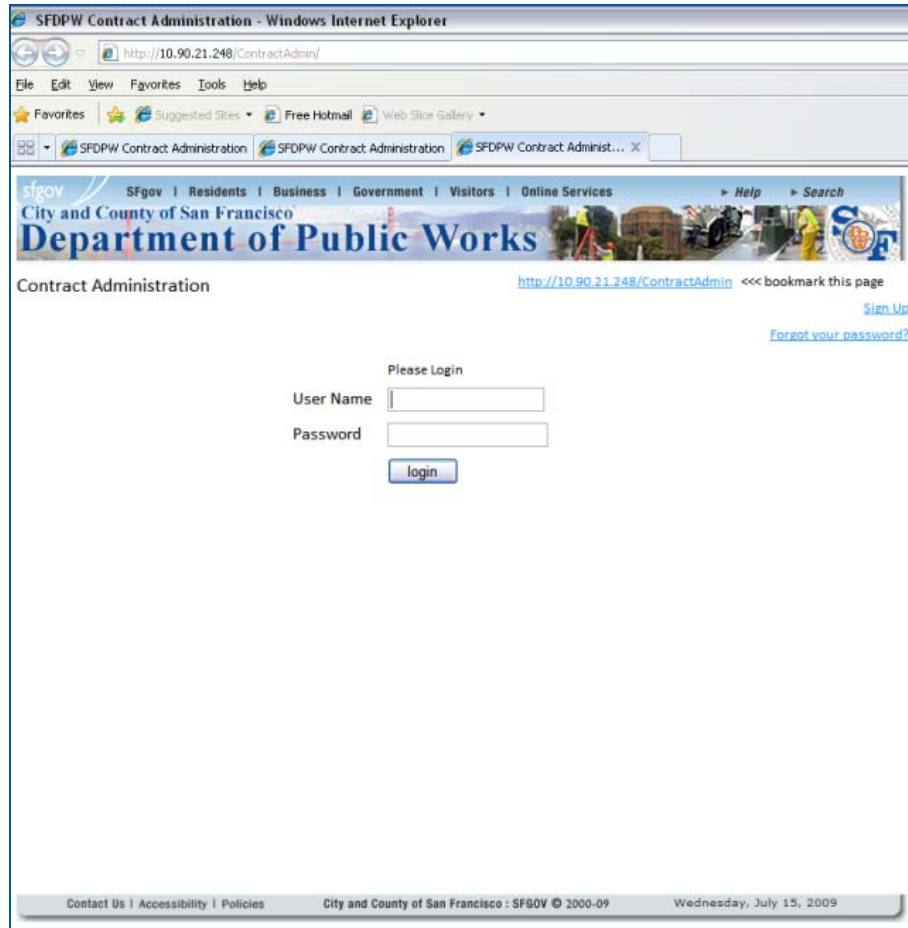


# Contract Administration Pilot Website Manual

- Go to this link: <http://bsm.sfdpw.org/contractadmin>



Click on "Sign Up" link in upper right hand corner, (or if you already have a user name and password, just login)

-New members will be asked to fill this out:

A screenshot of the "Contract Administration" sign-up form. The form is titled "Contract Administration" and includes a search section for existing businesses with a dropdown menu and a "search" button. Below this is a "Please fill in form" section with a "clear form" link. The form fields are: Business Name (required), Contact Name (required), Email (required, with a note "this will be your user name"), Address (required), City (required), State (required) and Zip Code (required), Phone # (required), and Fax #. A "sign up" button is located at the bottom right of the form.

-Click the "sign up" button and you will see confirmation message to check your email.

- You will get an email shortly that will give you access to the "Electronic Bid Documents List."

- With your new username and password, login as shown above, and the current list for electronic bids will show:

Contract Administration [change password/email](#) [Login](#)

123 Business  
123 Street  
San Francisco, CA 94110  
Joy 456

123 456 7891  
antoINETTEphotography@gmail.com

Electronic Bid Documents List

Job Order	Job Title	Open Date	Bid Date	# plan holders	download specs & plans	plan holders list
3016V	John F. Kennedy Drive Pavement Restoration	7/7/2009	7/29/2009	3	<a href="#">specs &amp; plans</a>	<a href="#">plan holder's list</a>

-You may click on the downloadable links for zip files in "specs & plans", and click on the "plan holder's list" links for every project. Below is an example of "specs & plans":

Contract Administration [Electronic Bid Documents List](#) [Login](#)

123 Business  
123 Street  
San Francisco, CA 94110  
Joy 456

123 456 7891  
antoINETTEphotography@gmail.com

Job No **3016V**  
Job Title **John F. Kennedy Drive Pavement Restoration**

*file(s) available for download*

[download 3016V.zip](#)

123 Business has been added to the Plan Holders List. Please download files.

[click on file to download](#)

-click on a zip file to decompress the contents and view multiple files of pictures, RFA's, site plans, and other related information.

-if you would like to change your password and email, click on the link at the top of the Bid List page:

[change password/email](#)

-you will then be asked to fill out the form below:

123 Business

Joy 456

Change password & email

Email

Old password

New password

New password again