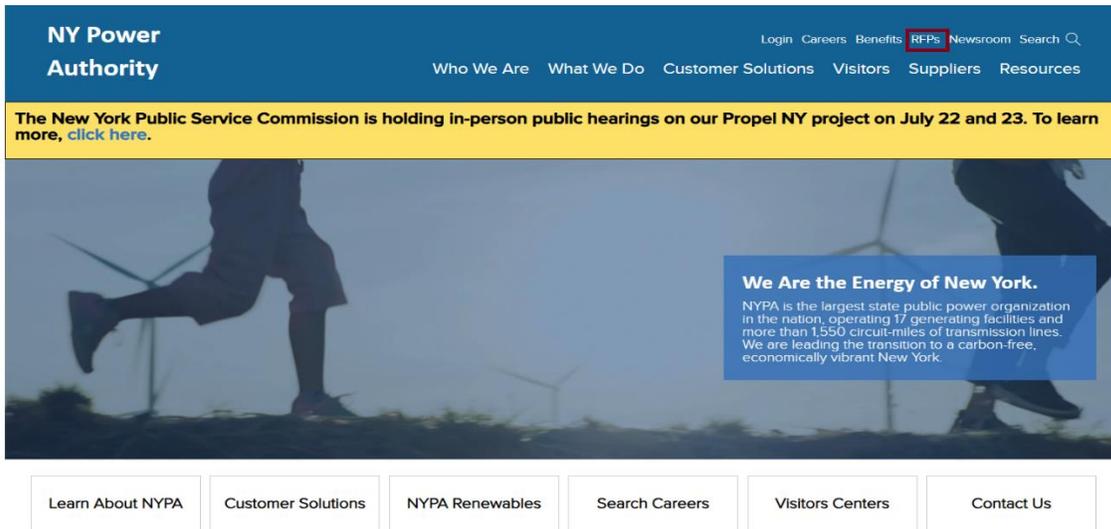
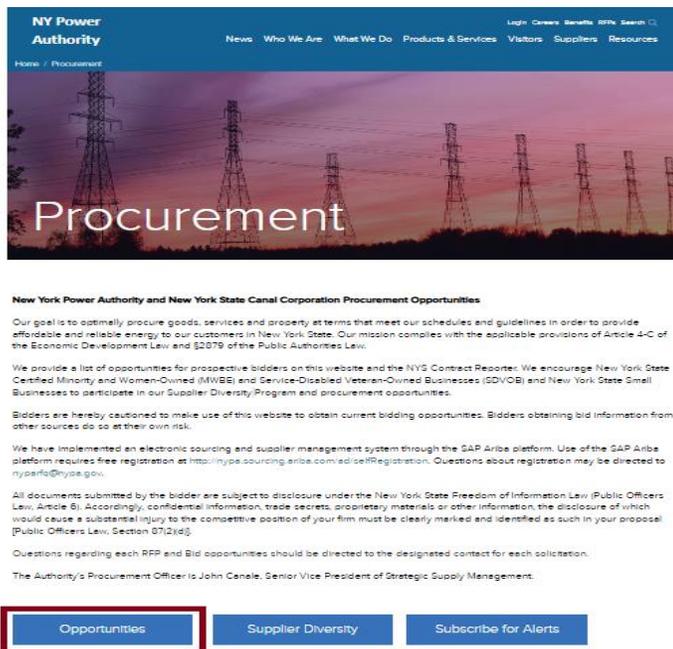


How to access NYPA Procurement Opportunities

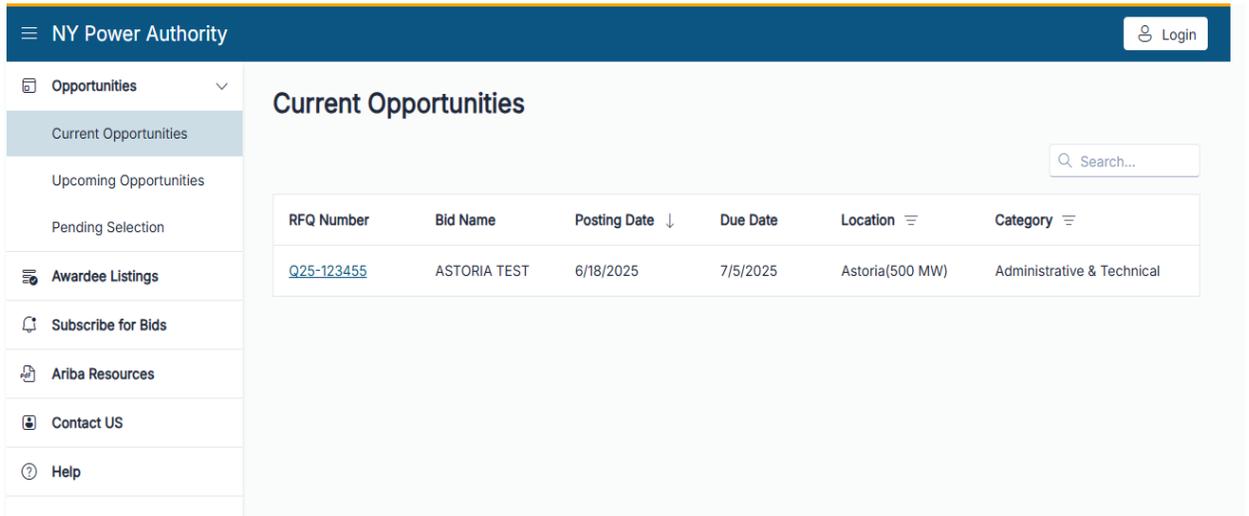
1. Access the [nypa.gov](http://www.nypa.gov) website via www.nypa.gov. To reach the procurement opportunities, click on “RFPs” at the top of the screen. You can also bookmark www.nypa.gov/procurement for future access to the procurement opportunities.



2. To see a list of procurement opportunities, scroll to the bottom of the page and select “Opportunities” from the displayed options.



3. You can explore NYPA's procurement opportunities by clicking on the RFQ number to see more details.



You will be prompted to log in or register if you wish to:

- Request to be invited to a bid event
- Add your firm as an interested sub-supplier
- Subscribe for bid alerts

4. Please enter your email address and click Continue to sign-up.

Note: All new and the existing users of current procurement applications will be required to create a new account. Existing users are requested to use their current email address to register for the new account to preserve their profile information.



Click “Sign Up” and follow steps to create your account

NEW YORK STATE | **NY Power Authority**

Step 1 of 2: To log in, enter your password.

Welcome to our new login. Current users, if your account is not found, click 'Sign Up' and update your password.

Email Address
uattestingnypa@mailinator.com

Password

[Forgot Password?](#)

Log In

Sign Up

[Need Help?](#)

5. Verification

All users will be prompted to verify their email accounts during registration.

Request verification code to the provided email address

NEW YORK STATE | **NY Power Authority**

Create Account

Step 1 of 3: Enter a valid email address to receive a six-digit verification code.

Email Address
uattestingnypa@mailinator.com

Send Verification Code

[Need Help?](#)

This is an example of what the email verification will look like from Microsoft



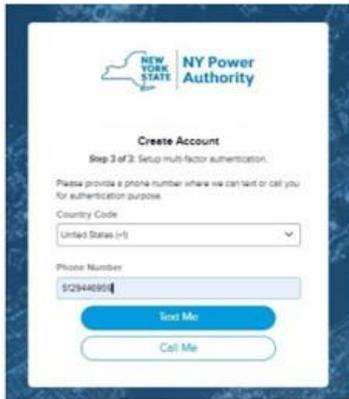
After verifying your email, you will be prompted to enter your personal details (first name, last name, password, and confirm password)

A screenshot of the 'Create Account' form for NY Power Authority, labeled as 'Step 2 of 3: Enter your information and desired password to create your NYPA account.' The form includes input fields for 'Email Address' (pre-filled with 'nypalogin@matnator.com'), 'First Name', 'Last Name', 'Password', and 'Confirm Password'. Below the fields are 'Password Rules' which specify: 'Must contain between 8 - 64 characters', 'Passwords must match', 'Contains at least three of the following: A special character, A number, An uppercase character, A lowercase character'. A 'Create Account' button is at the bottom.

After creating your account, you will be required to set up Multi Factor Authentication by selecting either SMS/Phone Call or Authenticator App

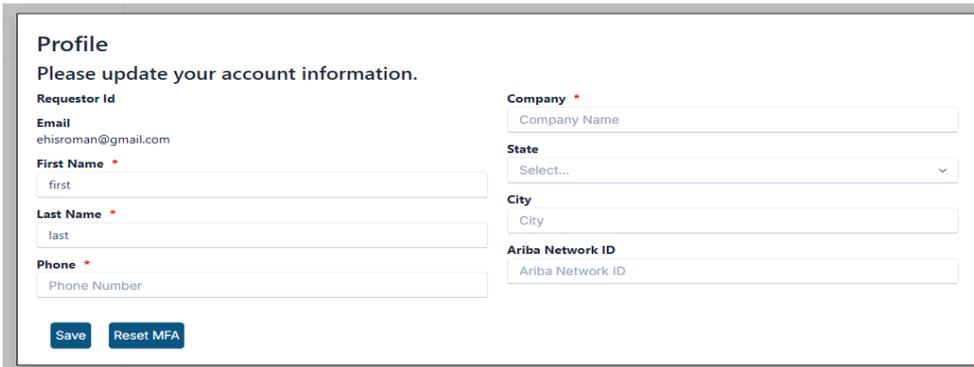
A screenshot of the 'Create Account' form for NY Power Authority, labeled as 'Step 3 of 3: Setup multi-factor authentication.' It asks the user to 'Select an MFA option(s)' and provides two checkboxes: 'SMS/Phone Call' and 'Authenticator App'. A blue 'Continue' button is at the bottom. To the right of the form is a text box explaining: 'Multi Factor Authentication is an extra layer of security which requires not only a password and username but also a 6-digit authentication code generated with authenticator app on your mobile device or by receiving a SMS/call on your direct line/mobile. It's a second step of verification when you sign in'. The NY Power Authority logo and 'NY Power Casual Authority Corporation' are visible at the bottom right.

- If you Select SMS/ Phone Call



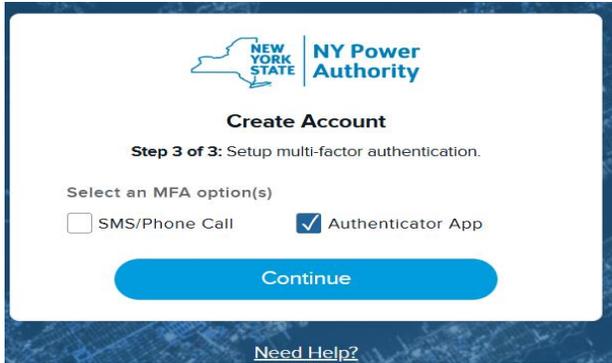
**MFA - SMS/Phone Call
option – Enter the
phone number and click
text me/call me**

Once you enter the 6-digit verification code, you will be prompted to update your profile information before proceeding to application homepage

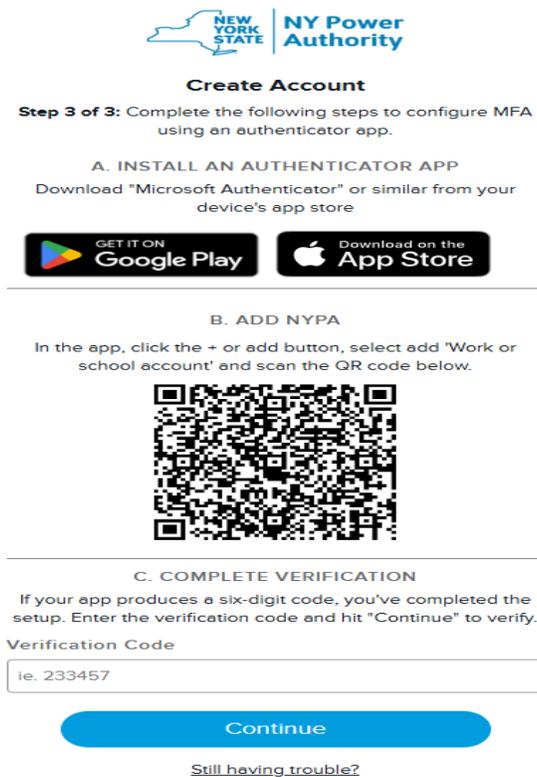


Once completed, you will be brought to the Procurement Opportunities homepage.

- If you select Authenticator MFA



Follow the prompts to install the Authenticator App.



Once you have set up the Authenticator app you will be redirected to Procurement Opportunities homepage.