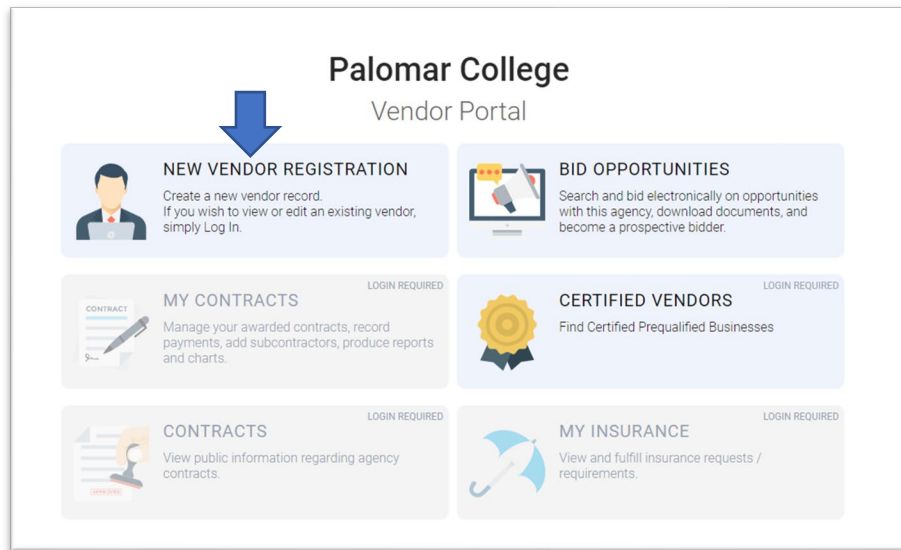


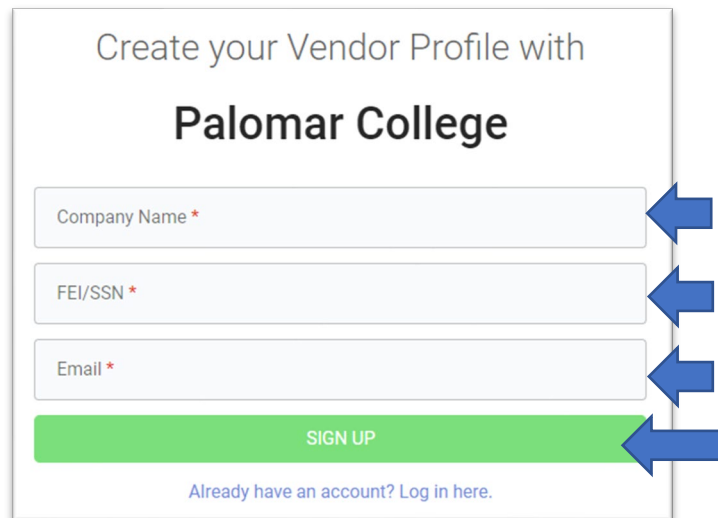
## Palomar Community College District

### How to complete the CUPCAA Contractor Application

- 1) On the [Planet Bids portal](#), click **New Vendor Registration**



- 2) Enter your company's name, FEIN/SSN, and e-mail address, then click the **SIGN UP** button.

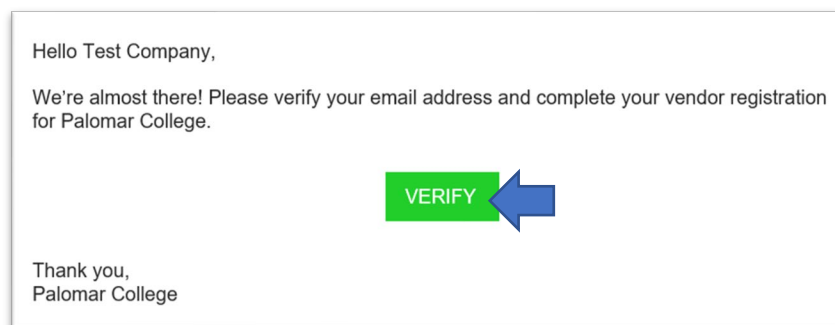


The screenshot shows the 'Create your Vendor Profile with Palomar College' form. It has four input fields and a 'SIGN UP' button, each with a blue arrow pointing to it from the right:

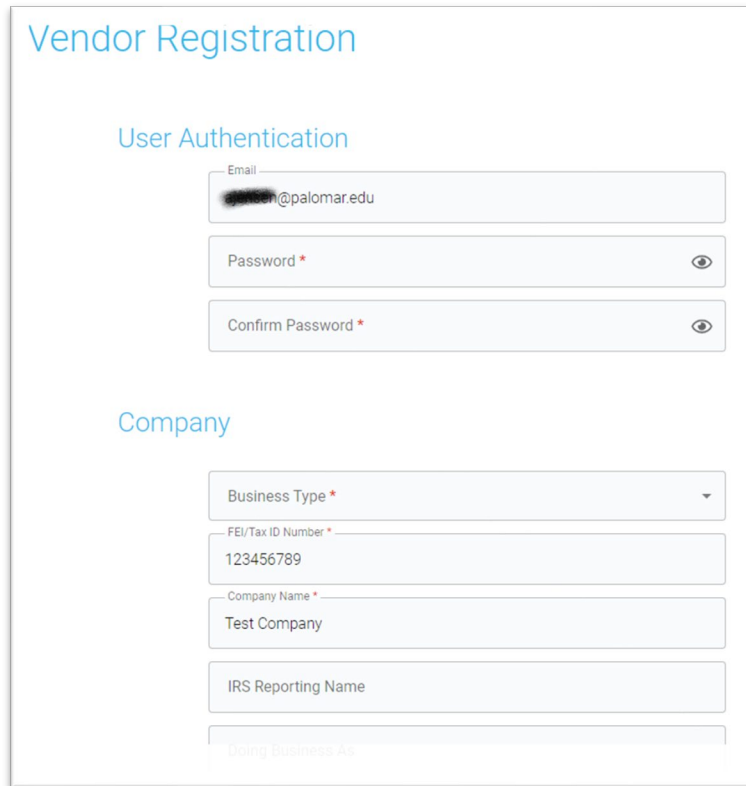
- Company Name \*
- FEI/SSN \*
- Email \*
- SIGN UP**

Below the 'SIGN UP' button, there is a link: [Already have an account? Log in here.](#)

- 3) Once the SIGN UP button has been clicked, a confirmation e-mail will be sent to the e-mail address provided. Open the confirmation e-mail received and click on the **VERIFY** button.



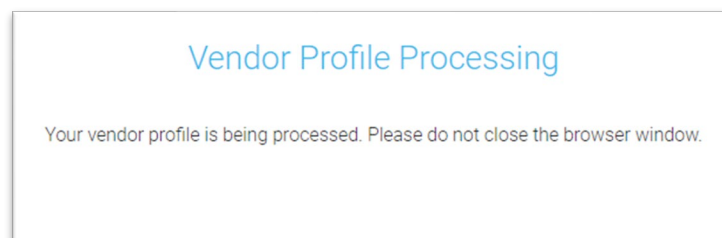
- 4) Clicking the VERIFY link will take you back to the PlanetBids portal where you may continue your registration. Enter your password, confirm your password, and scroll through to continue completing your company information.



The screenshot displays the 'Vendor Registration' form. It is divided into two main sections: 'User Authentication' and 'Company'. The 'User Authentication' section includes fields for 'Email' (containing 'joshua@palomar.edu'), 'Password \*', and 'Confirm Password \*', each with a toggle icon for visibility. The 'Company' section includes a 'Business Type \*' dropdown menu, 'FEI/Tax ID Number \*' (containing '123456789'), 'Company Name \*' (containing 'Test Company'), 'IRS Reporting Name', and 'Doing Business As'.

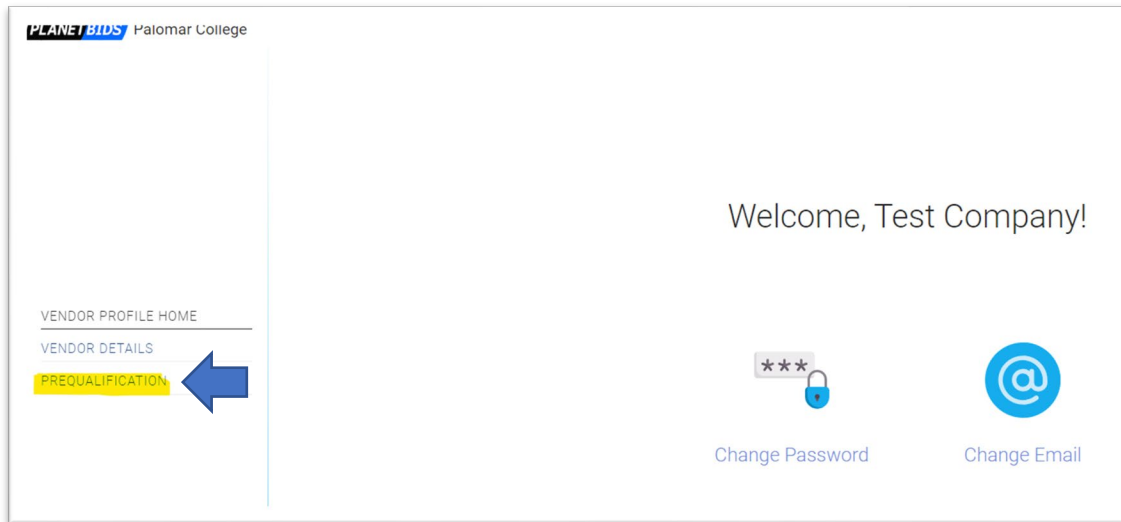
- 5) Be sure to enter your DIR number if registering as a CUPCCAA (public works) contractor, as well as your contractor license information, and all other details. At the bottom of the page, click ***"I have read and accept the Terms and Conditions"*** at the bottom of the page, then click the **SUBMIT** button.

- 6) Next, you will see the following message:

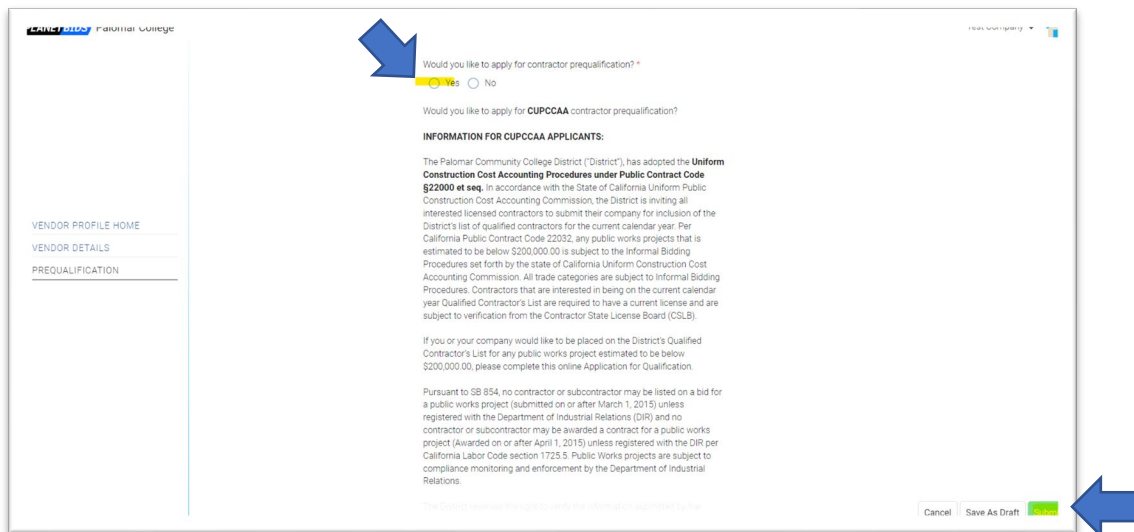


The screenshot shows a message box titled 'Vendor Profile Processing'. The text inside the box states: 'Your vendor profile is being processed. Please do not close the browser window.'

- 7) Once your profile is entered, **if you are a CUPCCAA/Public Works vendor, please complete one additional step – prequalification.** This menu is found on the left side of the window (highlighted in yellow below):

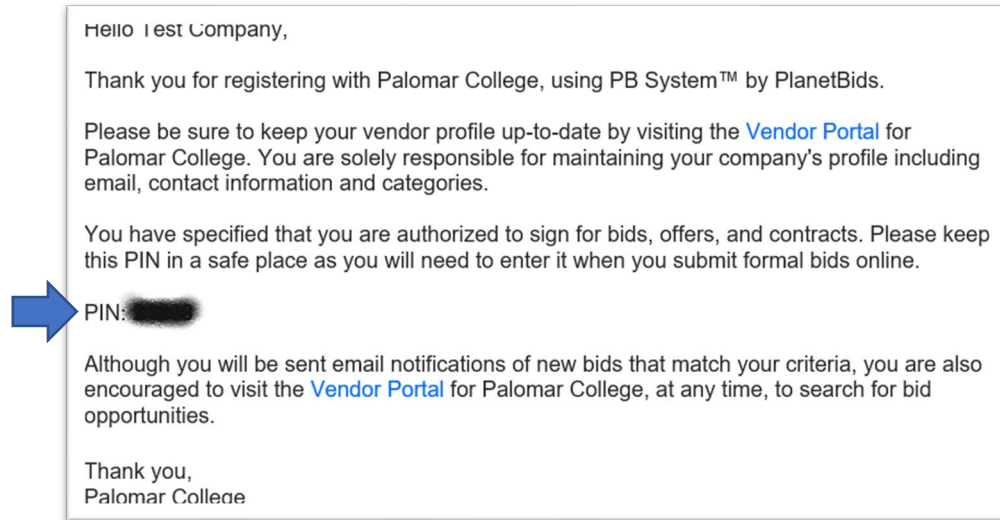


- 8) Once you have clicked “Yes” under PREQUALIFICATION and you have scrolled through and answered the remainder of the questions, click the SUBMIT button on the lower left side of the page.



After submitting, you will see a “Prequalification processing” message.

- 9) Once complete, you will receive a confirmation e-mail that contains a PIN number. Be sure to retain this e-mail as you will need the PIN number when you submit formal bids.



**Note:**

You may log back in at any time to update your information by using your username and password.

**If you have any technical issues with the website, please contact PlanetBids at: 1-818-992-1771**