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# User Guide

## PUBLIC ACCESS

→ From [www.portno.com](http://www.portno.com), under Procurement -> Solicitations of Interest

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## WORKING WITH PORT NOLA

Users must register and create an account to see complete project specifications and details. If you are just browsing and do not wish to register, you will only be able to see limited information about open solicitations. In addition to gaining full access to current project specifications, we strongly encourage users to register with us to receive notifications regarding new opportunities that become available at Port NOLA.

For Active Construction Solicitations, click [here](#).

For Goods and Services Solicitations, click [here](#).

To view Requests for Qualifications, click [here](#).

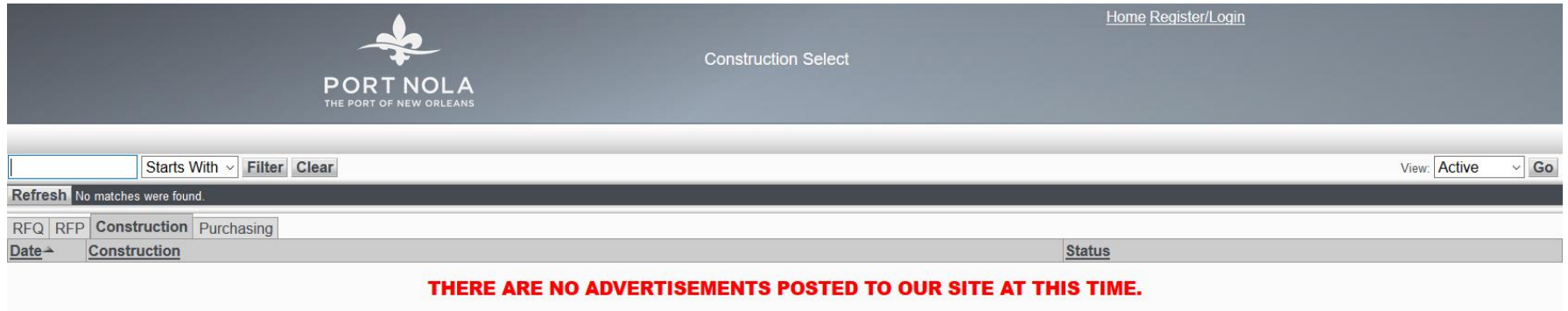
To view Requests for Proposals, click [here](#).

DOWNLOAD UPCOMING PROJECTS PDF



# PUBLIC ACCESS

→ Clicking on the Active Construction Solicitations, Goods and Services Solicitations Request for Qualifications, or Request for Proposals link, you will be directed to the project page.



The screenshot shows the Port NOLA website interface. At the top, there is a dark blue header with the Port NOLA logo (a fleur-de-lis) and the text "PORT NOLA THE PORT OF NEW ORLEANS". To the right of the logo, it says "Construction Select". Further right, there are links for "Home Register/Login". Below the header is a search bar with a text input field, a "Starts With" dropdown menu, and "Filter" and "Clear" buttons. To the right of the search bar, there is a "View: Active" dropdown menu and a "Go" button. Below the search bar, there is a "Refresh" button and the text "No matches were found." Below this, there are tabs for "RFQ", "RFP", "Construction", and "Purchasing", with "Construction" selected. Below the tabs, there is a "Date" dropdown menu and a "Status" dropdown menu. At the bottom of the page, there is a red banner with the text "THERE ARE NO ADVERTISEMENTS POSTED TO OUR SITE AT THIS TIME."



# PROJECT SELECT

- Limited info is available for public users.
- In order to have full Plan Holder functionalities enabled, you will need to Register/Login by clicking on the Register/Login link shown on the screen below.

Home [Register/Login](#)

RFQ Select

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Starts With   View:

RFQ	RFP	Construction	Purchasing	Date	Description	Status
				04/26/2018	<a href="#">Health and Welfare Benefits Broker Consultant</a>	Active

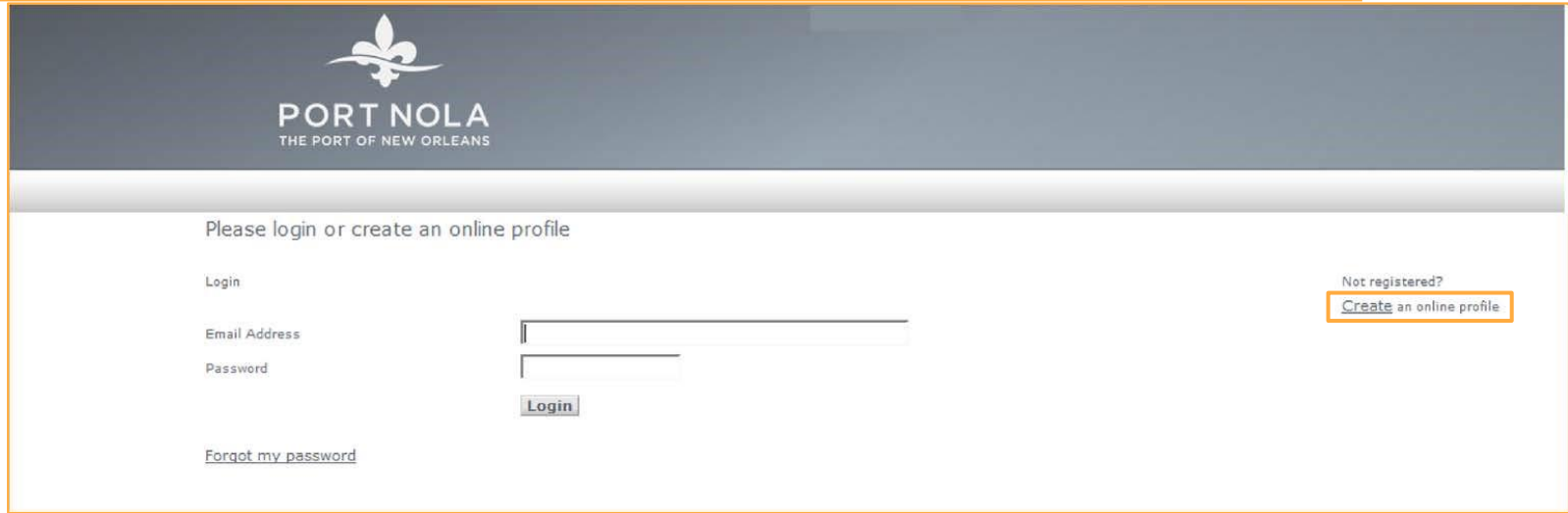
# REGISTRATION AND LOGGING IN

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- You will need to log in or register online by clicking on Create link on the following screen to create an online profile.



# REGISTRATION AND LOGGING IN



The screenshot shows the Port NOLA website's login and registration interface. At the top, there is a dark grey header with the Port NOLA logo (a fleur-de-lis) and the text "PORT NOLA THE PORT OF NEW ORLEANS". Below the header, a white box contains the following elements:

- A heading: "Please login or create an online profile"
- A "Login" label on the left.
- An "Email Address" label on the left, followed by a text input field.
- A "Password" label on the left, followed by a text input field.
- A "Login" button below the password field.
- A link "[Forgot my password](#)" below the password field.
- On the right side, a "Not registered?" label above a link "[Create an online profile](#)".

→ Enter the information in the required fields (\*) and click Submit button.

# REGISTRATION AND LOGGING IN

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Create an online profile!

Company	<input type="text"/>
Small Business Certifications	<input type="text" value="Choose one..."/>
Areas of Specialization	<input type="text"/>
TWIC card	<input type="text" value="Choose one..."/> *Valid Transportation Worker Identification Credential
Contact	<input type="text"/>
Role	<input type="text" value="Choose one..."/>
Country	<input type="text" value="USA"/>
Address Line1	<input type="text"/>
Address Line2	<input type="text"/>
City	<input type="text"/>
State	<input type="text" value="Choose one..."/>
Zip/Postal Code	<input type="text"/>
Phone#	<input type="text"/>
Phone# Ext.	<input type="text"/>
Fax#	<input type="text"/>
Email address	<input type="text"/>
Password	<input type="password"/>
Reenter Password	<input type="password"/>
	<input type="button" value="Submit"/>



# REGISTRATION AND LOGGING IN

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→ Once registered successfully, the page shown below will be displayed.

Thank you for registering online!

An email has been sent to you.

Please check your email and click the link provided to verify your email address.

- Click on the link provided in the email to verify your email address.
- Once verified, you will see a popup screen shown below.
- Click OK to be routed to the login screen

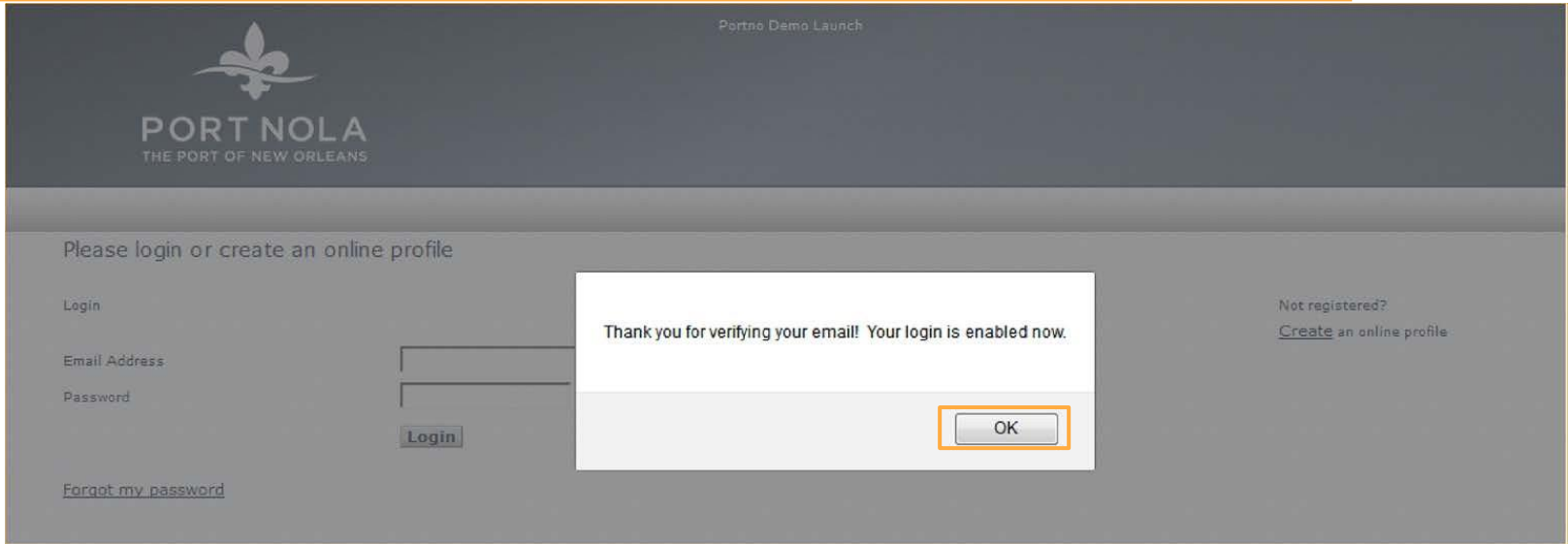
Thank you for using online applications.

Please return to this [link](#) and login.

Email address - you@email@domain.com

Password - 1234





## LOGGING IN

- Log in by entering your email address and password.
- If you have forgotten your password, click the Forgot my password link shown on screen below.

# REGISTRATION AND LOGGING IN



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Portno Demo Launch

Please login or create an online profile

Login

Not registered?

[Create an online profile](#)

Email Address

Password

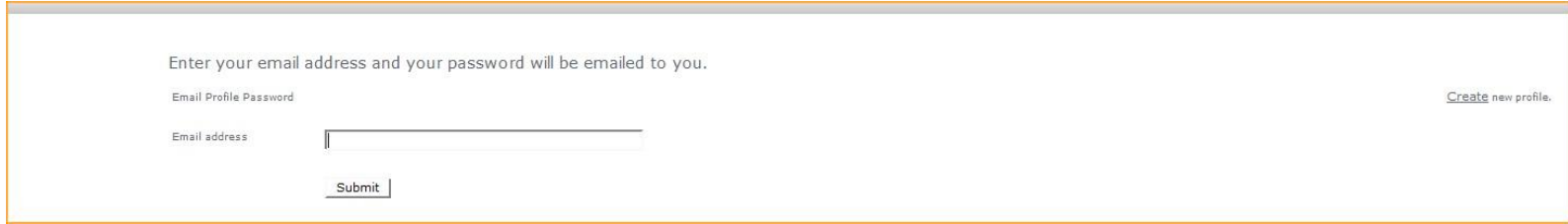
[Forgot my password](#)



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# FORGOT PASSWORD

- The application will send a temporary password to the email address that was used during registration.

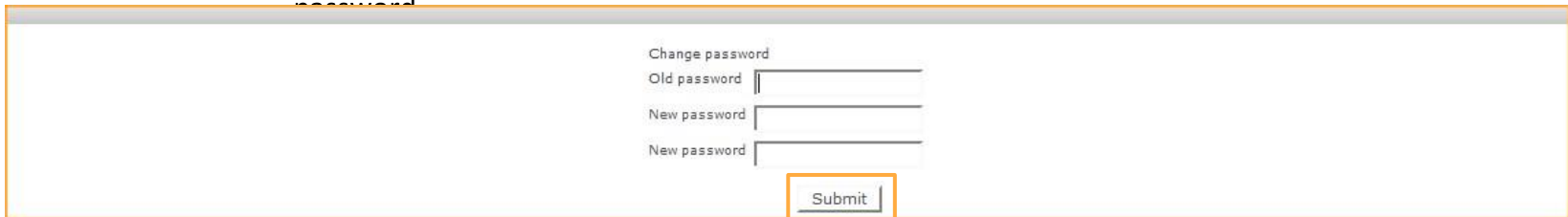


Enter your email address and your password will be emailed to you.

Email Profile Password [Create new profile.](#)

Email address

- The user can change his/her password after logging in by clicking on [My Password](#) link on the screen shown below.



password

Change password

Old password

New password

New password



→ Enter your old and new password then click Submit button to change the

## PROJECT SELECT

→ After logging in, you will see a list of projects displayed along with the status and date info.

	Starts With	Filter	Clear	View: Active	Go
<b>Refresh</b>					
RFQ	RFP	Construction	Purchasing	Contact Info	
<b>Publication Date</b>	<b>Description</b>				<b>Status</b>
04/18/2018	Heating, Ventilating and Air Conditioning (HVAC) Mechanical and Building Automation Services (BAS)				Active
04/18/2018	Debris and Waste Monitoring and Management Services				Active

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→ Clicking on a project will show you the project's information.

Return		
RFP	Attachment	Plan Holder
<b>RFP</b>		
RFP Description	Debris and Waste Monitoring and Management Service:	
Publication Date	04/18/2018	
Status	Active	
Winning Bidder		
Deadline Date	05/03/2018	
Deadline Time (HH:MM:SS)	11 : 00 : 00 (Central Time)	
Awarded Amount (\$)		

## PROJECT SELECT (Attachment Tab)

- Attachment tab is located to the right of the project type tab.
- Clicking on the Attachment tab will show you a list of attachments.
- Login required (Yes/No) indicates whether a login is needed to download the attachment.
- You can download the file by clicking on Download.

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<input type="text"/> Starts With <input type="button" value="Filter"/> <input type="button" value="Clear"/>				
Refresh				
RFP		Attachment	Plan Holder	
Date	Description	Filename	Login Required	Download
04/26/2018	Request for Proposal	RFP_DebrisRemovalMngmnt_Cover.pdf	Yes	<a href="#">Download</a>
04/26/2018	Appendix	Appendix_A.pdf	Yes	<a href="#">Download</a>
04/26/2018	Appendix	Appendix_B.pdf	Yes	<a href="#">Download</a>
04/26/2018	Appendix	Appendix_C.pdf	Yes	<a href="#">Download</a>
04/26/2018	Appendix	Appendix_D.pdf	Yes	<a href="#">Download</a>
04/26/2018	Appendix	Appendix_E.pdf	Yes	<a href="#">Download</a>

## PROJECT SELECT (Plan Holder Tab)

- Plan Holder tab is located to the right of the Attachment tab.
- The Plan Holder tab will show you a list of the companies/plan holders for that project.

Starts With ▾ Filter Clear									
Refresh									
Project Attachment Plan Holder									
Company ▾	Contact	Role	Register Status	Address	Email Address	Phone#	Fax#	Selected	
APC Construction, LLC	Robert Massa	Contractor	Active	1215 Prytania St Ste 405 New Orleans LA, 70130	<a href="mailto:robert.massa@enable-systems.com">robert.massa@enable-systems.com</a>	(504) 539-4260			
Beverly Construction Co., LLC	Lanny	Contractor	Active	1215 River Road Bridge City LA, 70094	<a href="mailto:Lanny@enable-systems.com">Lanny@enable-systems.com</a>	(504) 436-2924			✓
Construction Market Data	Russ Johnson	Consultant	Active	30 Technology Parkway South #100 Norcross GA, 30092	<a href="mailto:russ.johnson@enable-systems.com">russ.johnson@enable-systems.com</a>	(770) 209-3668	(678) 680-0807		
Jim Bob	PORTNO	Port Employee	Active	1234 Main St Broomfield CO, 80020	<a href="mailto:jimbob@enable-systems.com">jimbob@enable-systems.com</a>	(303) 555-1212			
Test Company 1	Contact 1	Contractor	Active	1234 Main St Broomfield CO, 80021	<a href="mailto:test0930@enable-systems.com">test0930@enable-systems.com</a>	(303) 555-8743			
Time News LLC	Tom	Consultant	Active	1889 Bee Line Clermont FL, 34711	<a href="mailto:ymurr@towncloud.com">ymurr@towncloud.com</a>	(352) 000-2323			

## CONTACT INFO TAB

- Click on the Home link to navigate back to the Project selector.
- Contact Info tab is located to the right of the Purchasing tab.
- Clicking on the Contact Info tab will show you your contact details.

Home My Password Logout

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Contact Select

Starts With Filter Clear

Refresh

Project Purchasing **Contact Info**

Company	Contact	Role	Status	Address	Email Address	Phone#
<a href="#">The New Company</a>	John Doe	Contractor	Active	1234 My Way Ave Anytown CO. 010101	<a href="mailto:user@someaddress.com">user@someaddress.com</a>	(001) 674-2564

## CONTACT INFO TAB (Company Info)

- Clicking on the Company name will show you more detail.
- Clicking on Edit will allow you to change the Company's info.





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[Return](#) [Edit](#)

**Contact Info** Registered Project

**Contact Info**

Company	The New Company
Contact	John Doe
Role	Contractor
Status	Active
Phone#	(001) 674-2564
Phone# Ext.	
Fax#	
Email	email@email.com
Country	USA
Address Line1	1234 My Way Ave
Address Line2	
City	Anytown
State	Colorado
Zip/Postal Code	010101

## CONTACT INFO (Registered Project Tab)

- The Registered Project tab is located to the right of the Contact Info tab.
- Clicking on the Registered Project tab will show you a list of the Projects that the company is registered for.

Home My Password Logout

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The New Company  
Registered Projects

Starts With Filter Clear

Refresh

Contact Info Registered Project

Project	Status	Post Date
Demo Project 1.5	Active	01/31/2017



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