User Guide

PUBLIC ACCESS

➔ From www.portno.com, under Procurement -> Solicitations of Interest
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.
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.
→ You will need to log in or register online by clicking on Create link on the following screen to create an online profile.
Enter the information in the required fields (*) and click Submit button.
REGISTRATION AND LOGGING IN

Create an online profile!

- **Company**
- **Small Business Certifications**
- **Areas of Specialization**
- **TWIC card**
- **Contact**
- **Role**
- **Country**
- **Address Line 1**
- **Address Line 2**
- **City**
- **State**
- **Zip/Postal Code**
- **Phone#**
- **Phone# Ext.**
- **Fax#**
- **Email address**
- **Password**
- **Reenter Password**

**Submit**
REGISTRATION AND LOGGING IN

➔ 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 - youremail@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

Please login or create an online profile

Login

Email Address

Password

Login

Forgot my password

Not registered?
Create an online profile
FORGOT PASSWORD

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

➔ The user can change his/her password after logging in by clicking on My Password link on the screen shown below.
→ Enter your old and new password then click Submit button to change the password.

PROJECT SELECT

→ After logging in, you will see a list of projects displayed along with the status and date info.
Clicking on a project will show you the project’s information.

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.
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.
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.
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.
<table>
<thead>
<tr>
<th>Contact Info</th>
<th>Registered Project</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Company</strong></td>
<td>The New Company</td>
</tr>
<tr>
<td><strong>Contact</strong></td>
<td>John Doe</td>
</tr>
<tr>
<td><strong>Role</strong></td>
<td>Contractor</td>
</tr>
<tr>
<td><strong>Status</strong></td>
<td>Active</td>
</tr>
<tr>
<td><strong>Phone</strong></td>
<td>(001) 674.2564</td>
</tr>
<tr>
<td><strong>Fax</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Email</strong></td>
<td><a href="mailto:email@email.com">email@email.com</a></td>
</tr>
<tr>
<td><strong>Country</strong></td>
<td>USA</td>
</tr>
<tr>
<td><strong>Address Line1</strong></td>
<td>1234 My Way Ave</td>
</tr>
<tr>
<td><strong>Address Line2</strong></td>
<td></td>
</tr>
<tr>
<td><strong>City</strong></td>
<td>Anytown</td>
</tr>
<tr>
<td><strong>State</strong></td>
<td>Colorado</td>
</tr>
<tr>
<td><strong>Zip/Postal Code</strong></td>
<td>010101</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Project</th>
<th>Status</th>
<th>Post Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demo Project</td>
<td>Active</td>
<td>01/31/2017</td>
</tr>
</tbody>
</table>