How to Register in ORPIN

NOTE: If you have already registered in the ORPIN system, you do not need to create a new account. Use your existing username and password to log in and your OMWESB certification information will display under My Company Details.

To create a new ORPIN login account:

1. Open your web browser and go to http://orpin.oregon.gov.
2. From the ORPIN homepage, select **Supplier Registration** in the left-hand menu bar.
3. Choose the subscription level you are interested in. If you wish to submit bids electronically through ORPIN, check the box next to Electronic Bidding. Click on the **Next** button.
4. Review the Terms and Conditions, and click **I Agree** to continue.
5. Enter your first and last name, create a username and password, (which must be at least 7 characters and contain a number), and enter your telephone number and email address. Click **Next** to continue. (If you receive a pop-up security box at this point, click **Yes**.)
6. ORPIN will search for potential duplicate accounts in the system. Click the radio button next to the existing registration containing your correct information. (If you do not see your information in the list, contact the ORPIN Help Desk at 503-378-4642 for assistance in locating it.) Click the **Continue** button in the upper right corner of the screen.
7. For security purposes, you will need to re-enter your password into both the Password and Confirm Password fields for your login account. Click **Submit** to continue.
8. Verify your company information. Click **Next** to continue. (NOTE: If you need to make changes to any of the company information, contact the OMWESB office.)
9. Your certification number will display. (You can click **View MWESB Certification** to review your certified commodities. Contact DCBS if you see any that are incorrect. Click **Close** to exit that page.) Click **Next** to continue.
10. Click on the **Go** button next to Profile/Service Information and set up the goods/services that your company can provide. Click the **Close** button to continue.
11. Click on the **Go** button next to Location Information and specify the areas that your company can provide goods/services to. Click the **Close** button to continue.
12. Check your Registration Summary for accuracy. If you indicated that you are interested in Electronic Bidding, you also need to print off the pdf application file to be approved for eBidding.
13. Scroll to the bottom of the confirmation page and click on the **Finish** button.

If you have questions or need assistance, please contact the ORPIN Help Desk at 503-378-4642. You can also download a detailed version of the instructions above, as well as instructions for Electronic Bidding, by going to the "Information for Suppliers" section at http://procurement.oregon.gov.