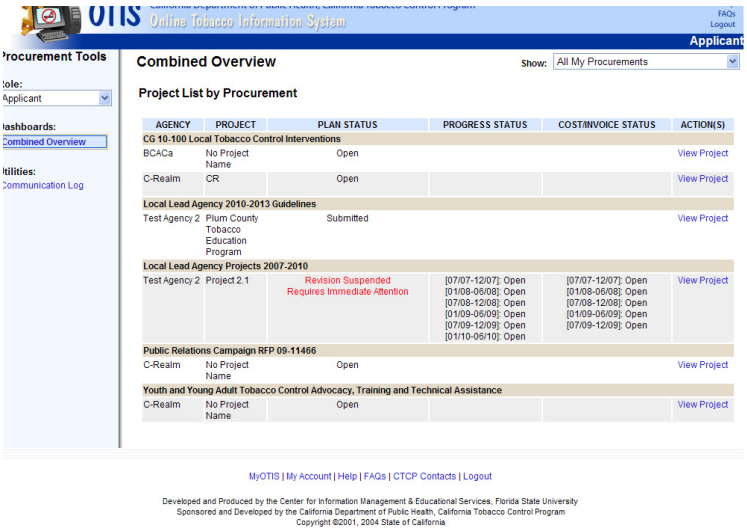
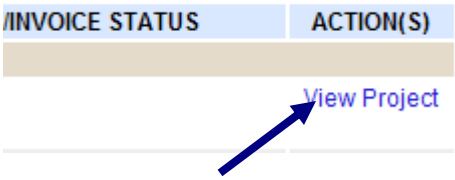
Requesting a New User Account for OTIS

Instructions for creating a new account for a member within your agency.

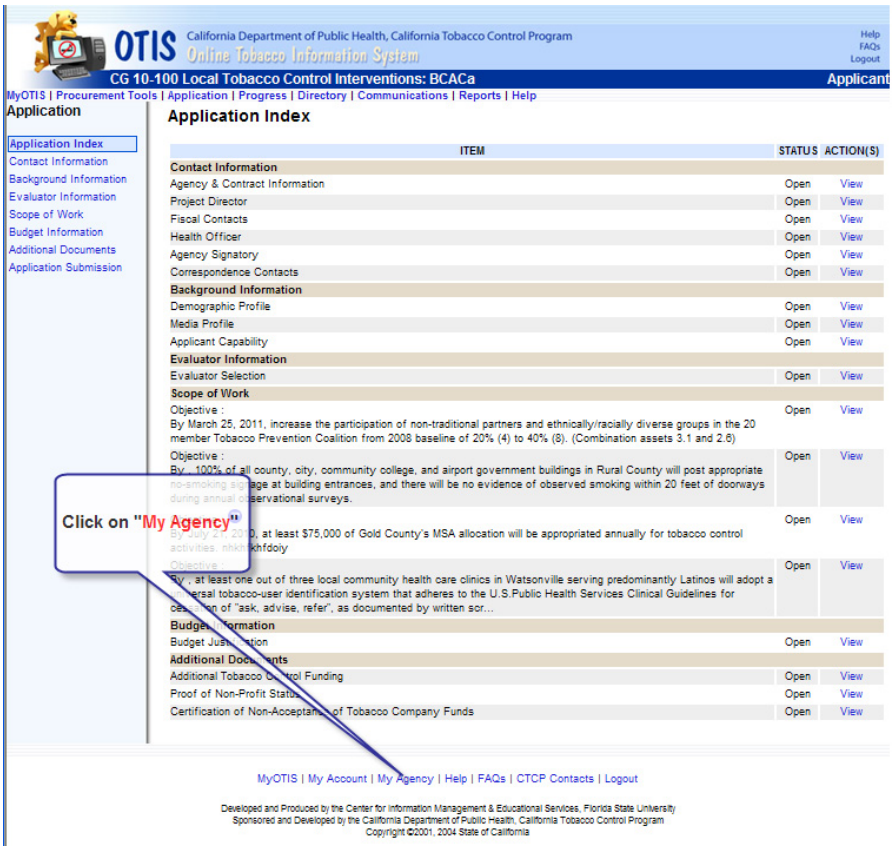
1. Log into OTIS. Click on the "**Procurement Tools**" links under the "**Applicant Tools**" Header (Top Left).

2. The "**Combined Overview"** page will appear Click "**View Project**" under "**Actions**".



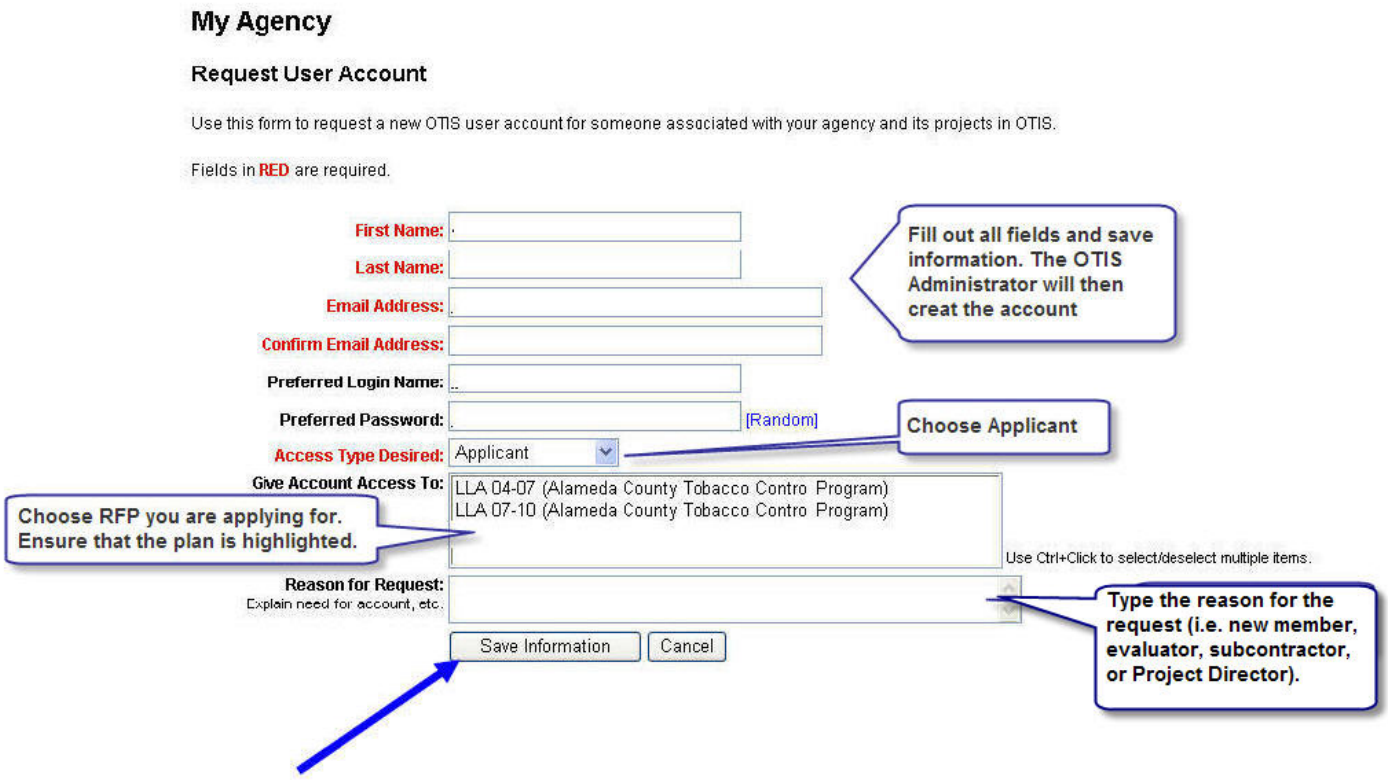


3. The **"Application Index"** page will appear Click "**My Agency**" link at the bottom of the page.



4. On the "**My Agency**" page, click on "**Request User Account**" near the top of the page.

5. Fill out all the fields. Chose the RFP you are applying for.



6. Save the information.

7. Once approved, the new user will receive an email with the username and password. They can now log-in to OTIS and evaluate the plan for your application.

Need Help? Contact: Humberto Jurado humberto.jurado@cdph.ca.gov or call (916) 449-5474