

Accessibility

To register, click on the **First Time User? Register Here** link and create a username (email address) and password which you will use at each login.

Enter **your official business email address** (not a .gov address even though you may have an email account at a Government agency).

Passwords must contain at least eight characters, including at least one uppercase letter, at least one lowercase letter, and at least one numerical digit. Passwords will need to be changed every 90 days.

Navigation

After logging in and selecting a task order to view, you can select to **Manage Questions, Manage Proposal, or Enter No Response** by using the links under the **Activity Menu**.

Manage Questions

Use the text box to type out your question. You can choose to click **Add Question** to add the question to the **Questions Submitted to Customer** section. Once a question is added, the customer is able to view the question immediately. Answers to questions will become available once they have been answered by the customer.

You can choose to remove a question after it has been added to the **Questions Submitted to Customer** section by checking the box under **Remove** and then clicking the **Update** button.

Be aware that questions that have been answered or have **answers in progress by the customer cannot be removed.**

Manage Proposals

To submit a proposal, click the dropdown in the **Attach Proposal File** section to select document type. Enter the title of your proposal using the *Title* text box. You may choose to write a brief description of the proposal in the description box. Finally, use the *Browse* button to select and attach your company's proposal. Click *Attach* when finished with the above steps.

A list of your attached proposal documents can be found under the **List of Proposal Documents**. Enter the number of files in the **Proposal Files** section and click *Submit* to submit your proposal. If the number of files entered does not match the number of files attached, you will not be able to submit.

Enter No Response

If you choose to submit a *No Bid* for the Task Order, please provide your reasoning for doing so in the text box and click *Submit*.

Program Manager

Each company must identify one **Program Manager (PM)** whose account will be activated by the Government after registration.

The PM serves as the gate keeper for their company and is responsible for:

- Activating the accounts of other staff from their company that register with the system.
- Deleting a staff member's account if, for example, that person no longer works for your company.
- Assigning other staff members as a PM either to serve as a backup or to take his/her place.

Note that the PM is not the person who receives notifications from the system. eGOS will continue to use the single email address provided by each company to the LTASC II Support Team at the commencement of the contract.