


Registering on the Ofcom eTendering Portal

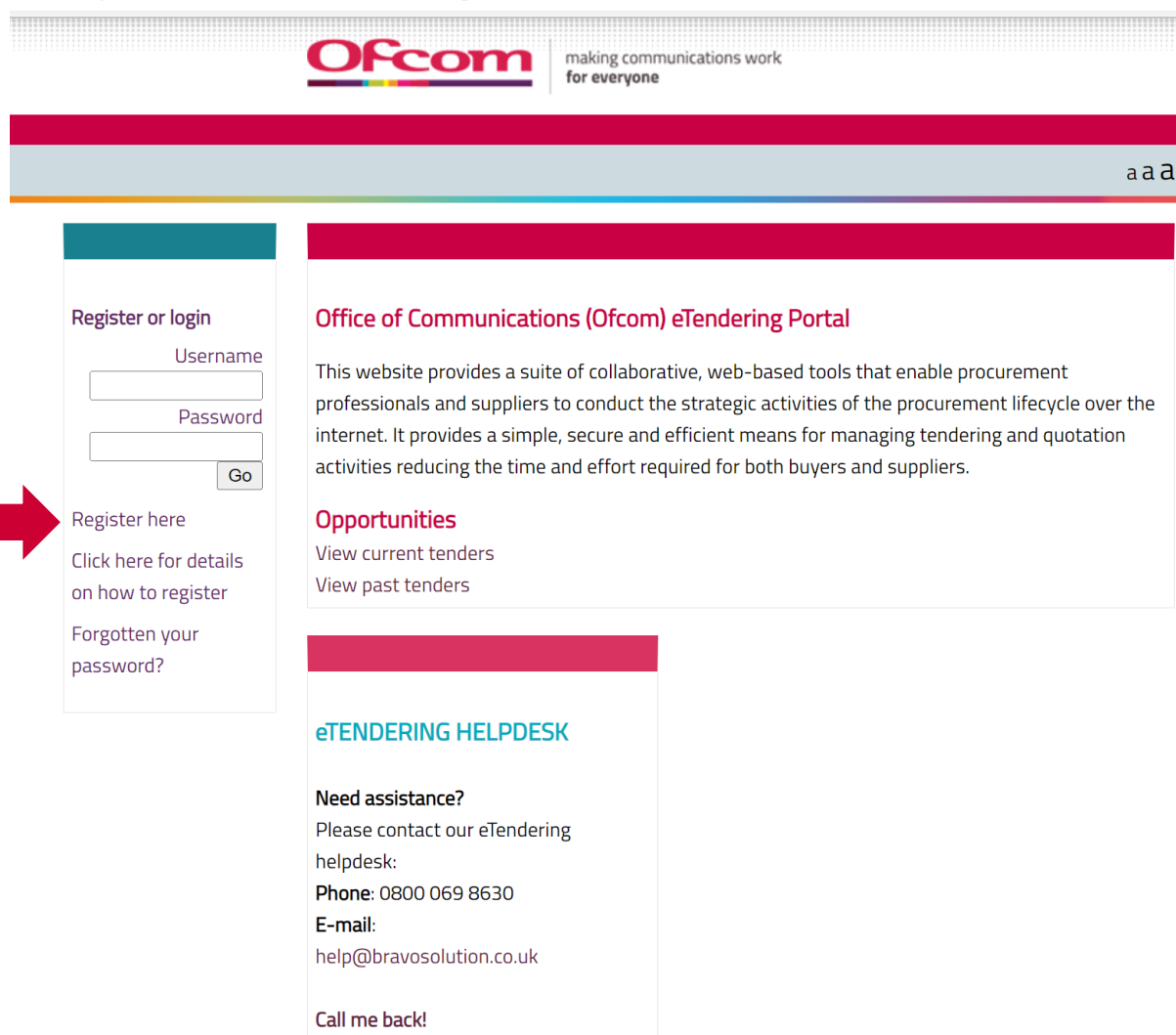
Registering on the portal (hosted by BravoSolution Jaggaer) only takes a few moments and enables you to gain access to Ofcom's tendering documents including Selection Questionnaires and Invitations to Tender.

If you experience any problems while registering please contact the BravoSolution helpdesk on +44 (0)800 069 8630.

Step by Step Guide

1. Browse to the Ofcom eTendering Portal: <https://ofcom.bravosolution.co.uk>
2. Click on the "Register here" hyperlink.

 <https://ofcom.bravosolution.co.uk/web/login.shtml>



The screenshot shows the Ofcom eTendering Portal login page. At the top is the Ofcom logo and tagline. Below is a navigation bar with 'a a a' on the right. The main content area is divided into two columns. The left column has a 'Register or login' section with fields for 'Username' and 'Password', a 'Go' button, and links for 'Register here', 'Click here for details on how to register', and 'Forgotten your password?'. A red arrow points to the 'Register here' link. The right column has a section titled 'Office of Communications (Ofcom) eTendering Portal' with a description of the portal's purpose, an 'Opportunities' section with links to 'View current tenders' and 'View past tenders', and an 'eTENDERING HELPDESK' section with contact information for assistance.

3. Read the user agreement, select "I agree" and click "Next".
4. Enter your organisation and user details.

5. Note the username you chose (we recommend the name of your organisation) and click “Save” when complete.
6. When your registration is activated you will receive an email confirming activation and then another email with your unique password to allow you to log into the portal.
7. Please note this has registered your **organisation** not an **individual**. If you wish to add additional colleagues as users please contact the BravoSolution helpdesk and they will assist.
8. Please note that the portal is a secure environment (similar to online banking) and will log you out if you are inactive for longer than 15 minutes. To avoid this happening whilst you are working it is advisable to allow pop-ups for this portal, you will then receive a two minute warning allowing you to refresh the session before you are logged out for inactivity.

If you require any further assistance, please contact the BravoSolution helpdesk on +44 (0)800 069 8630 / help@bravosolution.co.uk