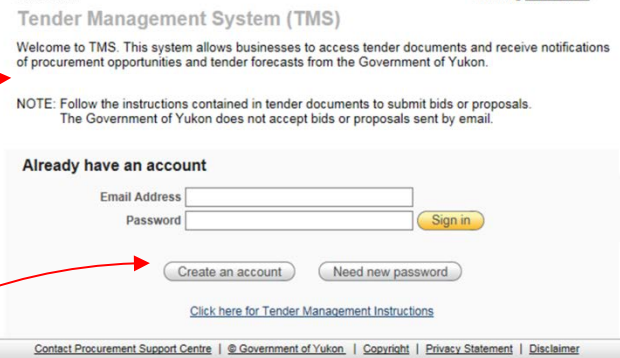
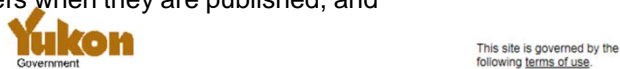


Signing up for an account for the Government of Yukon Tender Management System will allow you to do the following:

- view, download and print current active tender documents,
- receive automatic email notifications for specific categories of tenders when they are published, and
- view and add yourself to the plan holder list for a particular tender.

## Follow these easy steps to sign up for an account:

1. Open your internet browser (e.g. Microsoft Internet Explorer) and click or type the following link in the address bar:  
<http://www.hpw.gov.yk.ca/tenders/tms.html>
2. From this page, click the link to the TMS.
3. The Tender Management System sign up page will display.
4. Click on the „**Create an account**’ button as highlighted here.
5. Enter the relevant information in the fields.
6. Click on the „**Create Account**” button.
7. The system will automatically send you an email with a temporary password and will return you to the login screen.
8. Login in to the account of the email you provided and check for a message from „tenders@gov.yk.ca”. Check your “junk” email folder if the message does not appear in your “inbox” email folder.
9. Note the password contained within this email (diagram) and click the link „**Government of Yukon Tender Management System**”.
10. At the login prompt, enter your email address and password provided.
11. The system will prompt you to change your password.
12. Once the password is changed, you will be logged in to the Tender Management System.



### Account Details

All fields are mandatory except where stated otherwise.

First Name  Last Name

Email Address

Organization or Business Name (Optional)

**Contact Information**

Phone Number  Fax Number (Optional)  Country Code (Optional)

**Mailing Address**

Address Line 1  Address Line 2 (Optional)

City  Province / Territory / State  Postal Code / Zip

Country

Canada

**Notification Profile**

Select your contact preference to receive notifications for new tenders, any addenda issued, or the cancellation of tenders for which you are on the Plan Holder List.

NOTE: Notifications for new tenders are sent only by email. If your contact preference is by phone, you will not receive notifications for new tenders.

Contact Preference

Notify me of tenders from the following categories:  
At least one category must be chosen to receive email notifications for new tenders.

Goods  
 Services  
 Construction

Do you also want to be notified about Forecasts within the categories above?  
 Yes  No

