HELP GUIDE: First Steps - Opening the RFP via BWell’s Website

1) On BWell’s “Bid Opportunities” webpage, click on the name of the RFP.

2) You will be directed to RFP360. Click “CONTINUE TO LOGIN” and register a new account (or log in if you have an existing RFP360 account).
IMPORTANT: Only **ONE** account should be created per organization. Once the account is created, you will be able to add other users.

3) Once you have successfully created an account, you will see an invitation waiting for you. Click “View my invitations”.

4) Click on the name of the RFP to open the invitation.
5) Click “Preview” to preview the RFP. Click “GET STARTED” to accept the invitation and begin your Proposal.

**NEXT STEPS:** Add users and start drafting your Proposal

All questions regarding technical issues or usage of RFP360 should be directed to the RFP360 Customer Support Team, not BWell. Please see the [RFP360 General Help Page](#).