

## 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.

**RFP: Therapeutic Foster Care**  
**January 31, 2020** [Request for Proposals, Therapeutic Foster Care](#) Deadline: February 28, 2020, 5pm.

Starting this year, we've switched to a paperless, online-only application process via **RFP360**. Only proposals submitted through RFP360 will be considered. If you have not received an email invitation from RFP360, [click here for guidance on how to get started](#) using the link above.

- 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).

**RFP 360** Santa Barbara County BeWell invites you to participate in an RFP

**RFP 360**

RFP360 makes it easy to respond to proposal and information requests and better manage your content. Getting started is quick and free. Simply register your organization and invite team members. You'll submit your information electronically - no more printing, emailing or shipping. RFP360 saves responses to your private Knowledge Library to speed future requests. If you want to expand your use and leverage more advanced features, you can upgrade inside our app. [Learn more about RFP360](#)

**Project Name**  
TEST RFP

**Description**  
Test Description.

**Deadline:**  
Feb 28 2020 5:00 PM PST

**Point of contact:**  
Melanie Johnson  
mejohanson@co.santa-barbara.ca.us

[CONTINUE TO LOGIN](#)

[CONTINUE TO LOGIN](#)

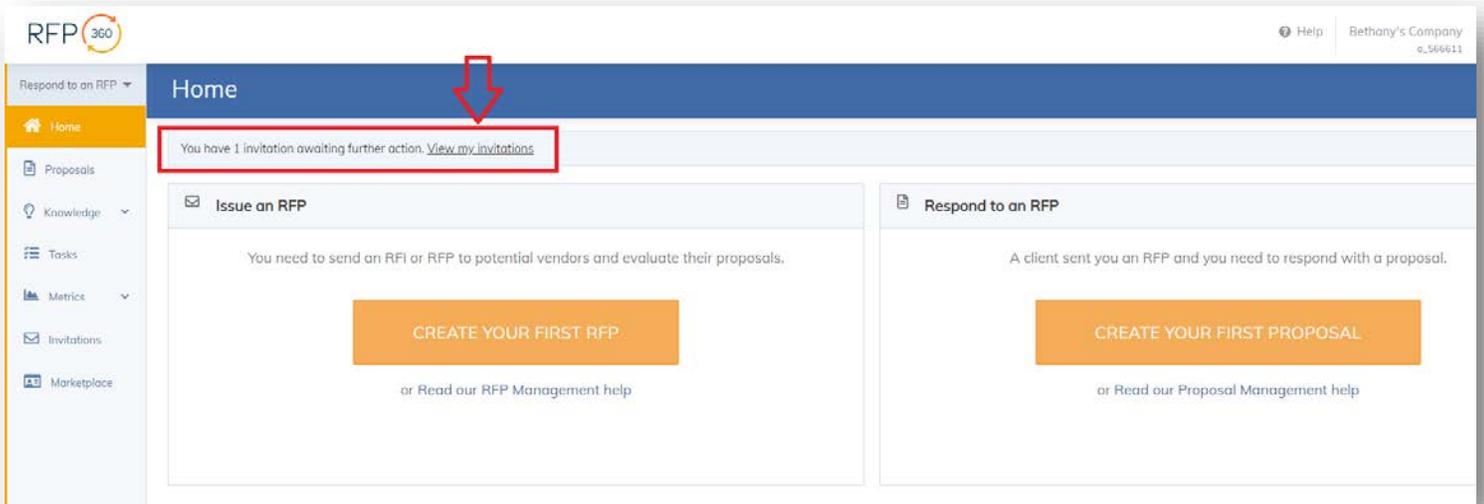
Wonderful! To get started, either [log in](#) and go to your invitations to accept this invite. **OR** [register a new account](#). Once you register, you can accept this invite in your invitations section. Thanks, and good luck on your Proposal!

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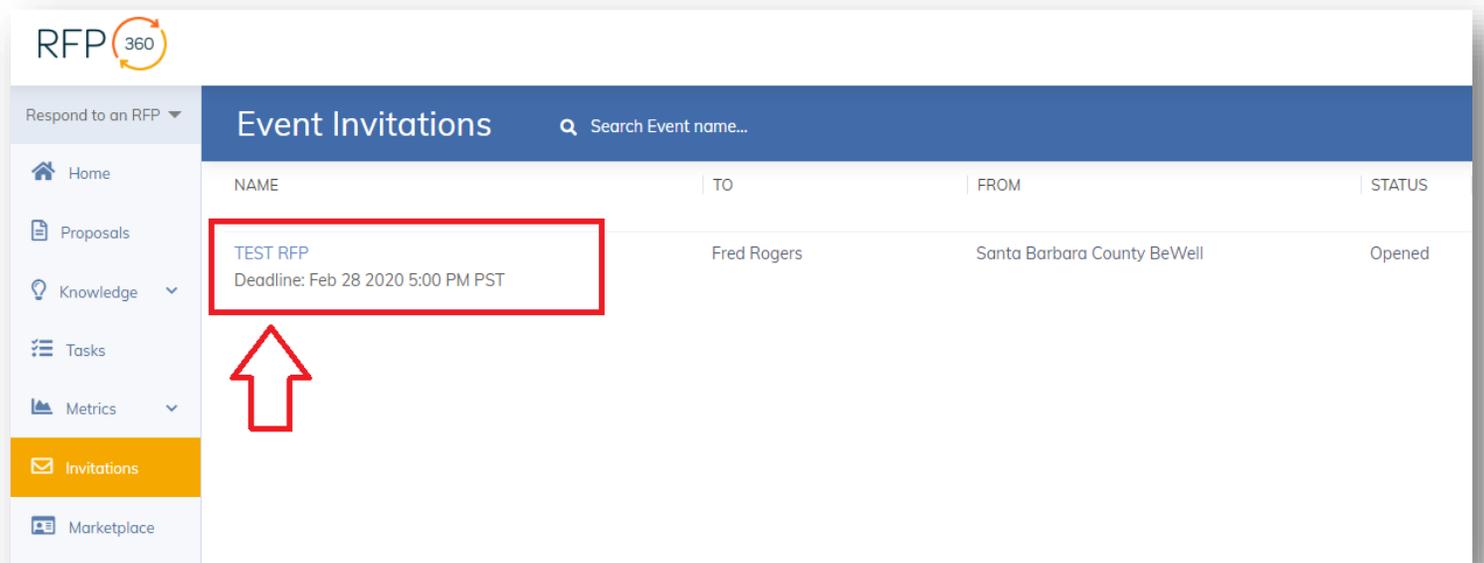
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**IMPORTANT:** Only ONE account should be created per organization. Once the account is created, you will be able to add other users.

- 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](#).