How contractors register to post subcontracting opportunities

Business Link November 2011

Step 1

Before you can register as a prime contractor on Contracts Finder you'll need to have received an invitation email from the department which has sponsored you or for whom you are fulfilling a contract.

If you are unsure who to contact to get your organisation invited to register with Contracts Finder, please email Contracts Finder Buyer Support at IGM.Support@businesslink.gsi.gov.uk.

If you have received this invitation please go to Step 2.

Step 2

Please read and/or print out the instructions in the invitation email.
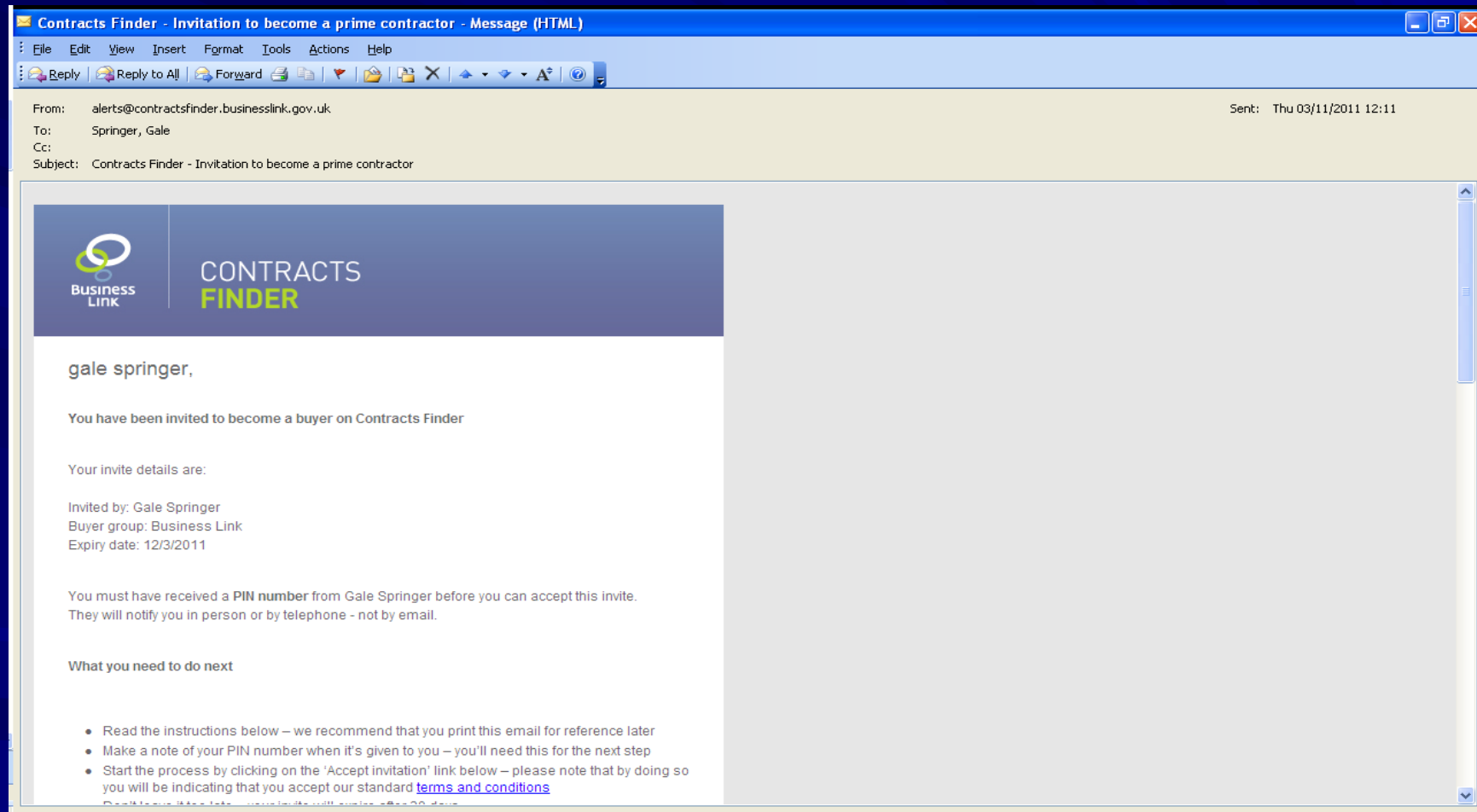
Step 3

You must be registered with Government Gateway before you can accept your invitation. You will need a **separate account for each prime contractor group** you wish to join. There's no limit to the number of Government Gateway accounts you can set up, and you can register for each one with the same email address if you wish.

Click on 'Set up a new Government Gateway account'. If you already have a Government Gateway account which you wish to use, please go to Step 7.
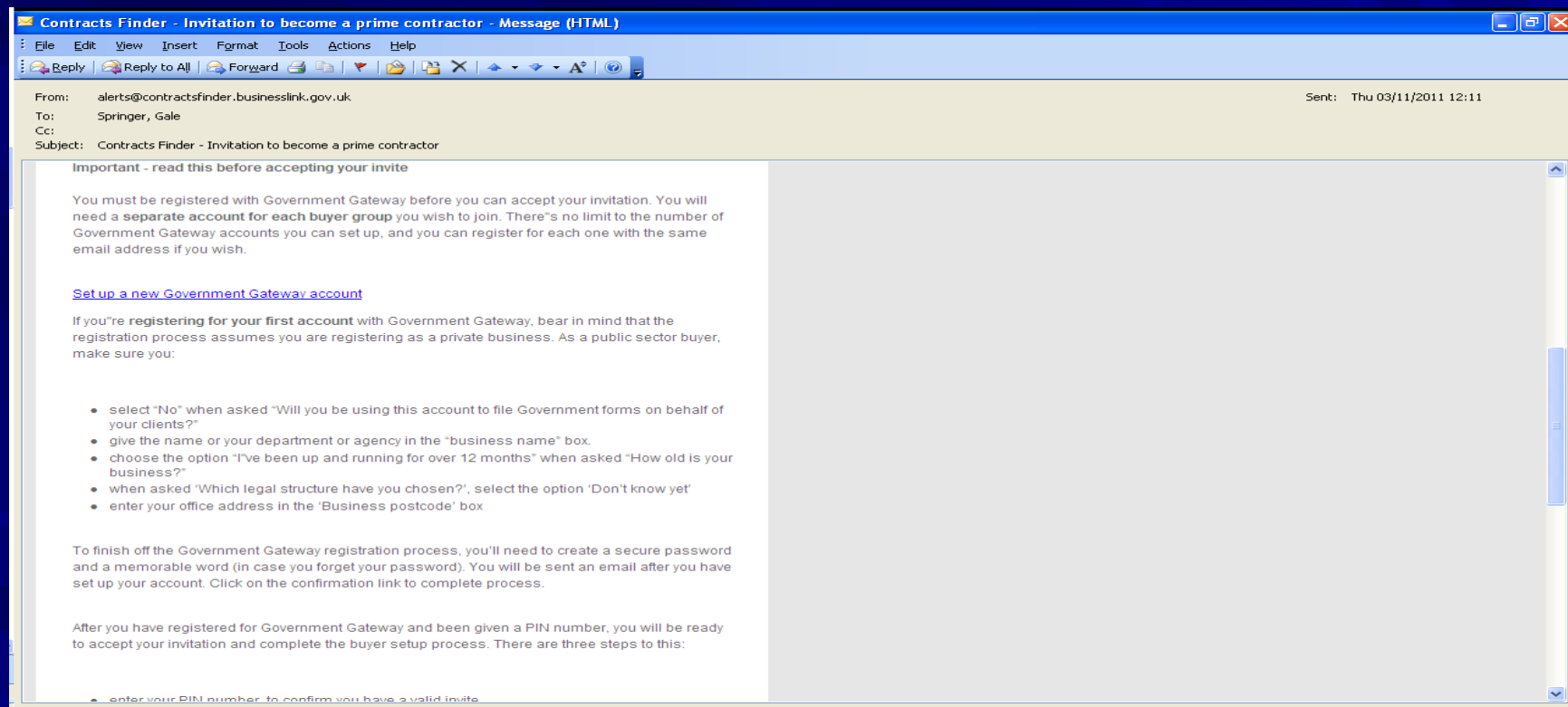
Step 4

Enter all the information required and click 'Next'. Accept the [terms and conditions](#) and [privacy policy](#) and click 'Next'.

Step 5

Create a password and a memorable word and click 'Next'.

Step 6

You will be given your Government Gateway User ID number onscreen. It is important to make a record of this in a safe place. (You can download your User ID as a PDF). Tick the box to confirm you have made a note of your User ID, and then click 'Continue'.
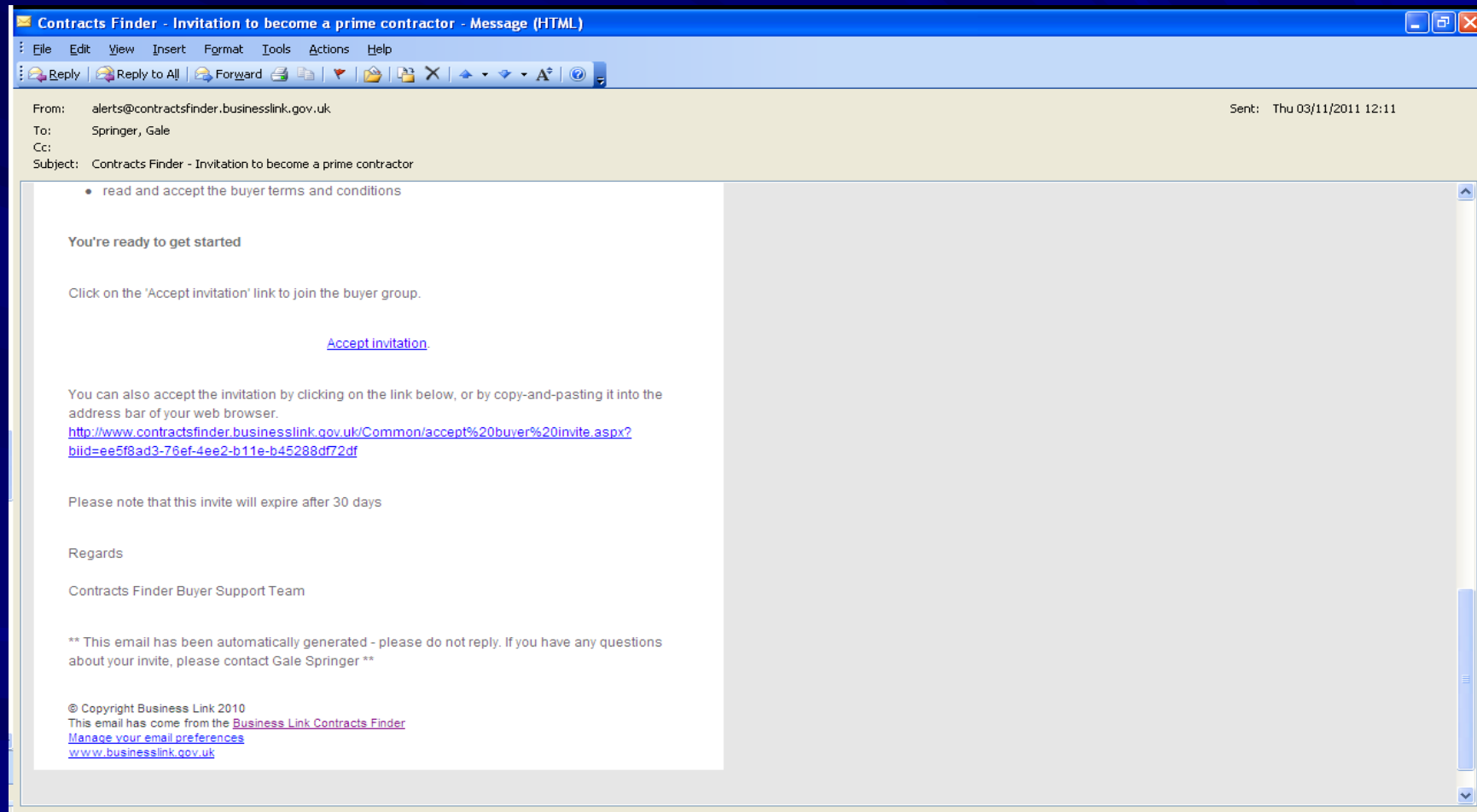
Step 7

Return to your invitation email and select 'Accept invitation'.

Step 8

You should now be prompted to enter the PIN given to you by the person who invited you onto the system. Depending on how long ago you created your Government Gateway ID you may be asked to log in with your ID before being prompted for the PIN.
Once you are prompted, enter the PIN and click 'Continue'.

Step 9

You will now be asked to create a Buyer Security Word. Make a record of this as you will be asked to enter three randomised characters from it every time you log in as a buyer. Then read and accept the Terms and Conditions and click 'Finish'.

Step 10

You are now registered as a buyer and can post notices.