



Thank you for registering for the **Operation Opportunity – Keys to Contracts Roundtable Business Connections** scheduled for September 24, 2014.

The event includes the **Keys to Contracts Roundtable Business Connections** event that will give vendors the chance to meet corporations, government agencies, and prime contractors in a round table group setting. If you are interested in scheduling appointment(s) for this event, you must register your business and complete an online profile at <http://www.procurementregistration.com/wbec/> **by September 11, 2014** to be eligible for to participate in up to eight 20 minute rotations.

Matchmaking appointment schedules will be sent out after September 20, 2014 with additional event details.

REGISTRATION INSTRUCTIONS FOR MATCHMAKING MEETING

New Users:

1. Please go to <http://www.procurementregistration.com/wbec/>
2. Scroll down to "**Operation Opportunity – Keys to Contracts Roundtable Business Connections**" event and click on "Register Now" button.
3. If you are new to the system, please select "Register Now under "Not a User (Register)" on the User Login Page. If you have used the system before, please enter in your username and password.
4. For new users, you must create an account.
5. Complete "01 Create Account" page
6. Check the boxes for "California Construction Expo - Meet the Design-Build Primes Matchmaking" to register, located below the fields for contact information.
7. Make sure to save the username and password for future Matchmaking Opportunities

Returning Users:

Please ensure all of your information is up to date. Once you have reviewed your information, please select "**Operation Opportunity – Keys to Contracts Roundtable Business Connections**" event to register.

Online Profile Requested Information

We encourage you to provide the following information in order to successfully complete your business online profile.

- Contact Information
- Business Information
- Company Revenue (optional)
- Products and Services Description and Industry Category
- Certificates and Licenses (DGS, Minority and other certifications, Business License, Other)
- Commodity Code (NAICS, SIC, UNSPSC)
- Classification and Bonding (only if applicable)
- Upload "Capability Statement" (optional)

[Click here for FAQs for the WBEC-West Matchmaker System.](#)