

June 2018

Performance and Management Services Scheme

– Updating your registered email address

This quick guide contains information on:

- Overview
- Accessing your registered profile
- Updating your registered email

Overview

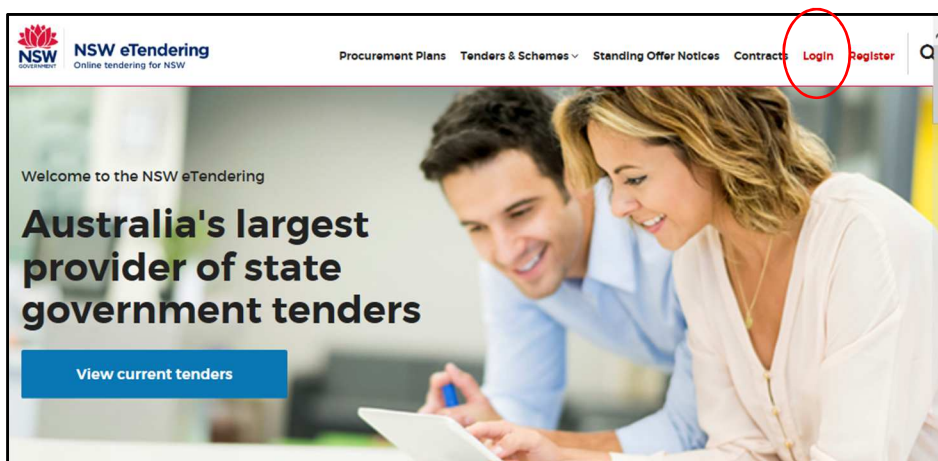
NSW Procurement has implemented changes to the Performance and Management Services Scheme (PMS Scheme). Depending on when you were approved on the PMS Scheme, you may be required to update several areas of your application.

This quick guide has been made available to assist with updating your registered email address.

Note: updating your email address will impact your login details, and it will update on all scheme applications - not just applications for the PMS Scheme.

Accessing your registered profile

Login to the [NSW eTendering¹](https://tenders.nsw.gov.au/) website (schemes are accessed via the NSW eTendering system).

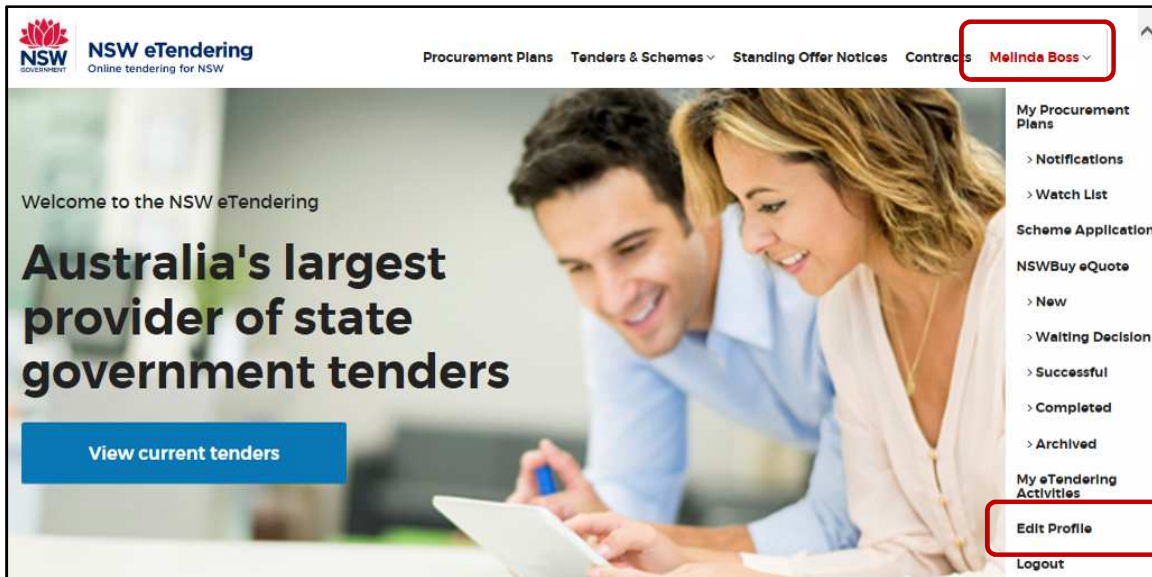


¹ <https://tenders.nsw.gov.au/>



Only the authorised company scheme owner (who registered on behalf of your organisation) can update the information. If unsure who the authorised owner is, or you need to update the authorised user, please contact the [NSW Procurement Service Centre](#)² on 1800 679 289.

From the ‘**Contact Name**’ dropdown, select ‘**Edit Profile**’.



Update the **email address** and **password** as required. When completed select the **Save** button.

Further Information

Further information is available via email from the [NSW Procurement Service Centre](#)³ or on 1800 679 289.

² <mailto:nswbuy@finance.nsw.gov.au>

³ <mailto:nswbuy@finance.nsw.gov.au>