

WRPS Electronic Reps & Certs:

- 1) Using the login information contained in the confirmation email, log into the system (note: if you just completed the initial vendor registration or have updated your registration with a new NAICS code, you must exit the system and log in again using the information in the email).
- 2) Click on the "WRPS Reps/Certs" tab at the top of the screen. Select your desired NAICS code from the drop down menu on the left titled "Incomplete Reps & Certs". Proceed to fill in each text box on the form as all are required (note: if you have no exceptions, please place "None" in the exceptions field).
- 3) Once completed, click the Submit button. You will receive a message stating that you have successfully submitted your reps & certs. Repeat this process for each NAICS code for which you wish to submit a reps and certs.