Portal Instructions

https://rfp.ohiohighered.org

---

1. Navigate to **https://rfp.ohiohighered.org**.

2. You may download an active RFP and supporting documentation **without** creating an account.

3. If you want to apply to an specific RFP, select its accompanying blue "Apply" button. The "Apply to RFP" webform creates your account profile for submission purposes.

    a. An individual with an existing account will not need to set up a new profile.
    b. You MUST have an account to apply to an RFP.
    c. You will create a password as part of the registration process.
    d. You will indicate your project title as part of the registration process.

4. The **Project Title** associated with the selected active RFP will appear in your dashboard.

5. Select the desired Project Title and proceed with applying (by selecting "Submit").

6. Select "Submit" again after responding to ALL required information and uploading any required documents.

7. You will NOT get an email confirmation; however, your dashboard will include a timestamp alongside your submission.

8. You may resubmit any required information/documentation PRIOR to the submission deadline. Any updated information/documentation will override previously submitted information/documentation.