

ANNEX B

## How to Update your Information in the BAC Contract System

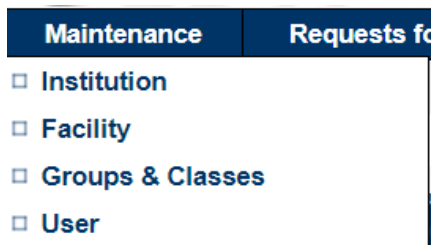
### 1. Login in

Login to our system at: <https://dakota.cebw.org/cebwWeb/>

- ❖ If your business is already registered in our system, you should have a username and password to access the system.
- ❖ In case you forgot your username and/or password, please click on [Forgot User Name or Password?](#)
- ❖ The system will then ask for the email address that is registered in our system and send your username and password to that email.
- ❖ In case you don't have an email registered with us, please request a username and password, by emailing [registration@cebw.eb.mil.br](mailto:registration@cebw.eb.mil.br)

### 2. Updating your information

Once you're logged in our system, in the upper left hand corner you will see the option "Maintenance". As you mouse over it, the following drop down will appear:



#### ❖ Institution:

Click the option "Institution" to update your company's information. You will see the following "5" tabs:



**Please make sure that all 5 tabs are up to date.**

**Please Note:** To begin updating any of the tabs, you must click the **NEW UPDATE REQUEST** icon at the bottom of the page. In order for the updates you made to that page to save, you must click on the **» NEXT** icon of each page, until you reach the last page. After all desired updates are complete, please click on the **FINISH ✓** icon.

**Please Note:** If you do not click on the **FINISH ✓** icon, BAC will **not** get your request for update.

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On the last tab “**Registration Document**” you will be prompted to upload 6 different documents, **4 of which are mandatory** for the continual activation (status Active) of your business in our system.


If you have more than 6 documents to upload, such as, certificates, manufacturer’s authorization letters/reference letters, etc., you may upload it by choosing any of the drop down options (please make sure to title each attached document).

### ❖ **Facility:**

Click the option “**Facility**” to update your company’s address as well as the point of contact’s name, title, email and telephone number.

Under the “**FACILITY LIST**” you will see your company’s type, complete legal name and email.


Click on the  icon to update any information pertaining to your company’s facility.

When you are done with all desired updates, please click the  icon to confirm.

### ❖ **Groups & Classes:**




Click the option “**Groups & Classes**” to update the list of products your company can supply.


Click on the  icon to add a new product.

You can add new products by either entering the Keyword in the box and clicking the  icon, by clicking on one of the letters A through Z (1<sup>st</sup> letter of product name) or by clicking on the option “All” to see all products groups and classes.

Check the box at the right side of the product you wish to add . You should see it change to .

Once you’ve updated all desired products, scroll to the very bottom of the page and click on the

 icon. This will bring you to the original groups & classes page, please make sure that all the products you’ve added are correct. **Should you need to delete one, click on the  icon on the right of the product. When you are done, please click on the  icon to confirm your selections.**

**Please Note:** If you do not click on the  icon, BAC will not get your request to update those products.

### ❖ **User:**

Click the option “**User**” to update the user information, such as, user complete name, password, email and company complete name.

Please make sure to click the  icon when done.