

**Pueblo Chemical Agent Destruction Pilot Plant (PCAPP) Project  
eAuction  
Offerors Setup Check List**

**Bidder Setup Checklist**

**Before the Event Begins...**

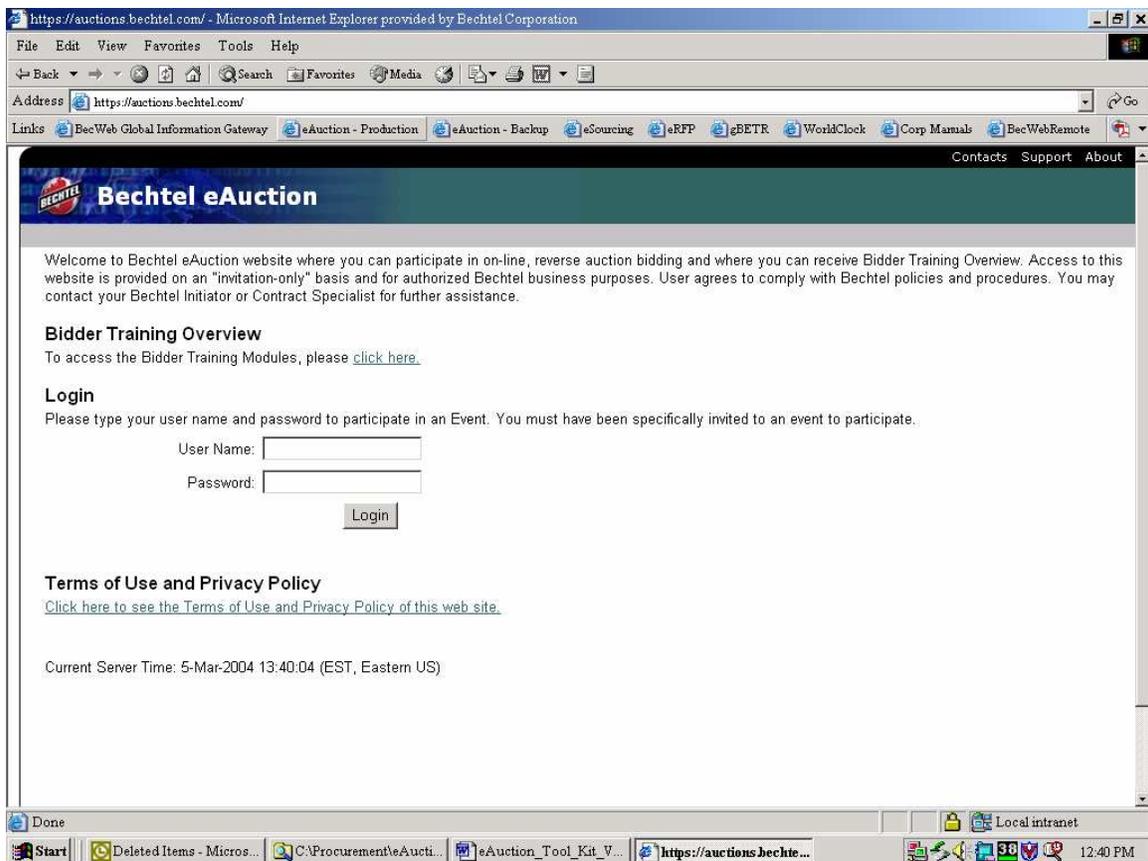
1. Train on the same computer that you will use during the actual Custom Auction Event.
2. Check your Internet Browser Type. This software only supports:  
  
BUYER recommends the current version of Microsoft Internet Explorer, or a comparable type of application (Follow Internet instructions for upgrading browser type if necessary).
3. Confirm your Internet Connection is working at least 30 minutes prior to the Event start time.
4. Verify that your monitor resolution setting is 1024 x 768 / small fonts. (See page 4 for adjustment instructions.)
5. Gather the Request for Proposal requirements and invitation email information, previously sent to you from the Acquisition Representative.

***Have the above information available during the Event.***

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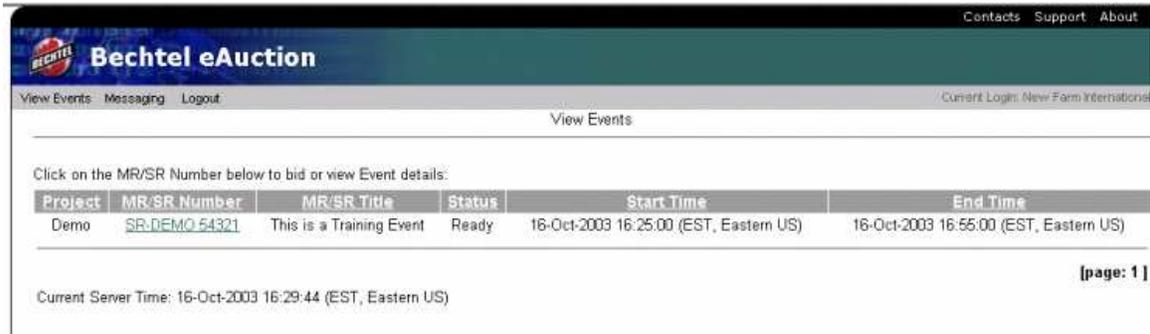
## Event Login Process

1. Complete Logon Process 15 minutes prior to Event start time.
2. Close all windows, except your Internet browser program.
3. Go to your specified Logon website location, provided in the invitation email.
4. Log-on using your assigned username and password.



5. Type your Username and Password in the boxes provided.
6. Click the "Login" button.

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As a default, the “View Events” screen is displayed upon Login.

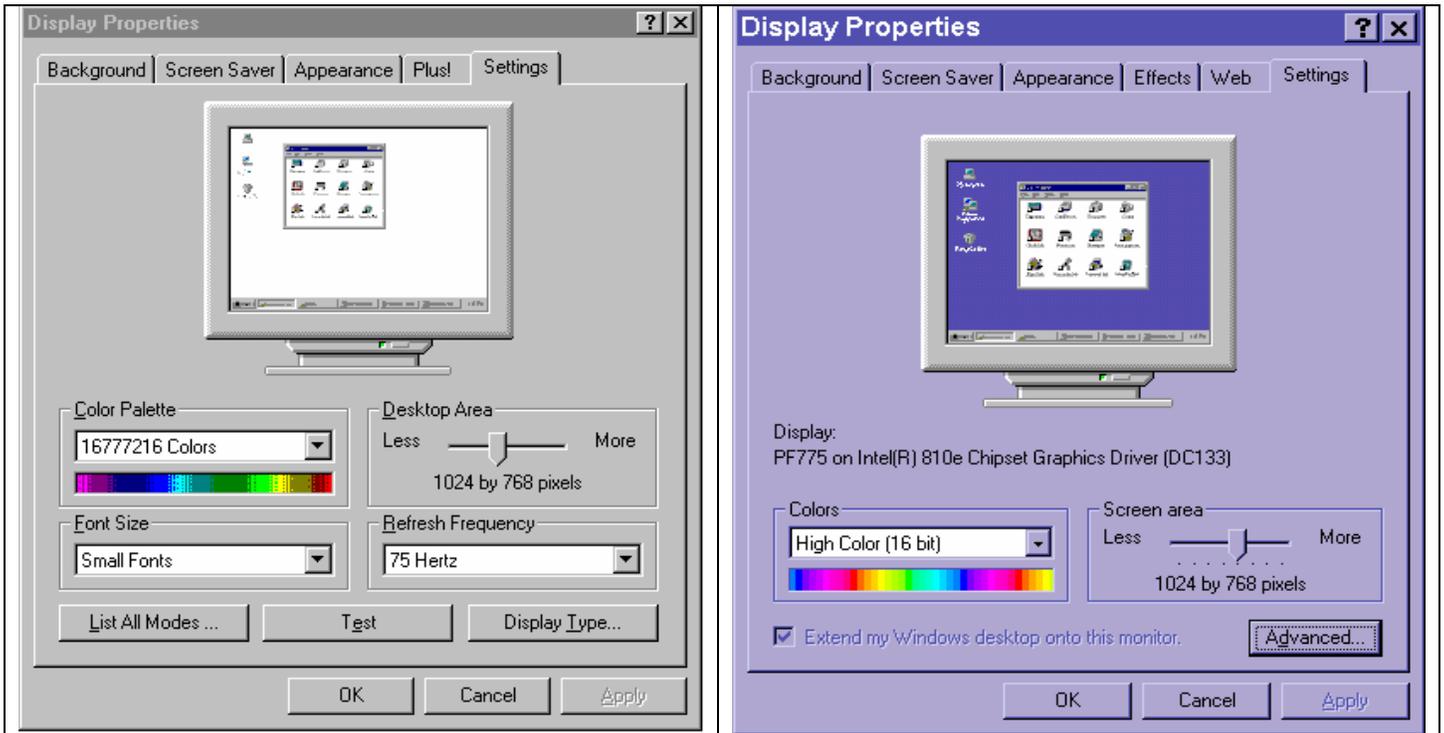
## Monitor Resolution Adjustment Instructions

Follow steps A or B to view monitor resolution settings:

- A. **Right click anywhere on the desktop, a pop up menu will be displayed.**  
Select “Properties”.  
The Display Properties window will appear.
  
- B. Select “Start” located on bottom left corner of the screen.  
Select “Settings”.  
Select “Control Panel”.  
The Control Panel window will appear.  
Double click on “Display”.  
The Display Properties window will appear.

The “Display Properties Window” will differ in appearance depending upon the browser version.

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Select "Settings" at top right corner.

Verify that the 'Screen Area' or 'Desktop Area' number of pixels is set at: 1024 x 768.

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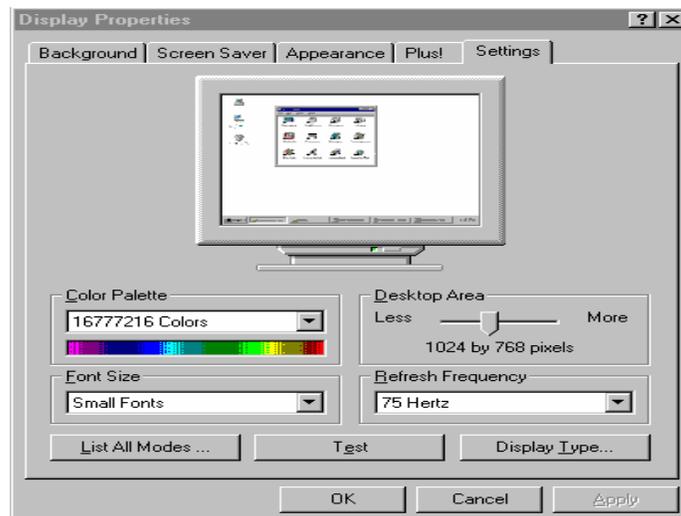
## To change number of pixels:

- Place the mouse on the slide bar and move to “More”. The numbers will change as the slide bar is moved.
- When the pixels are: 1024 x 768, the Apply button will become active and highlighted.
- Select “Apply”.
- The Display Settings window will appear.
- Select “OK”.
- Close the Display Properties window by selecting “OK”.
- Close the Control Panel window by selecting “X” in the upper right hand corner.

Verify that the ‘Font Size’ is set at: Small Fonts.

## To change Font Size:

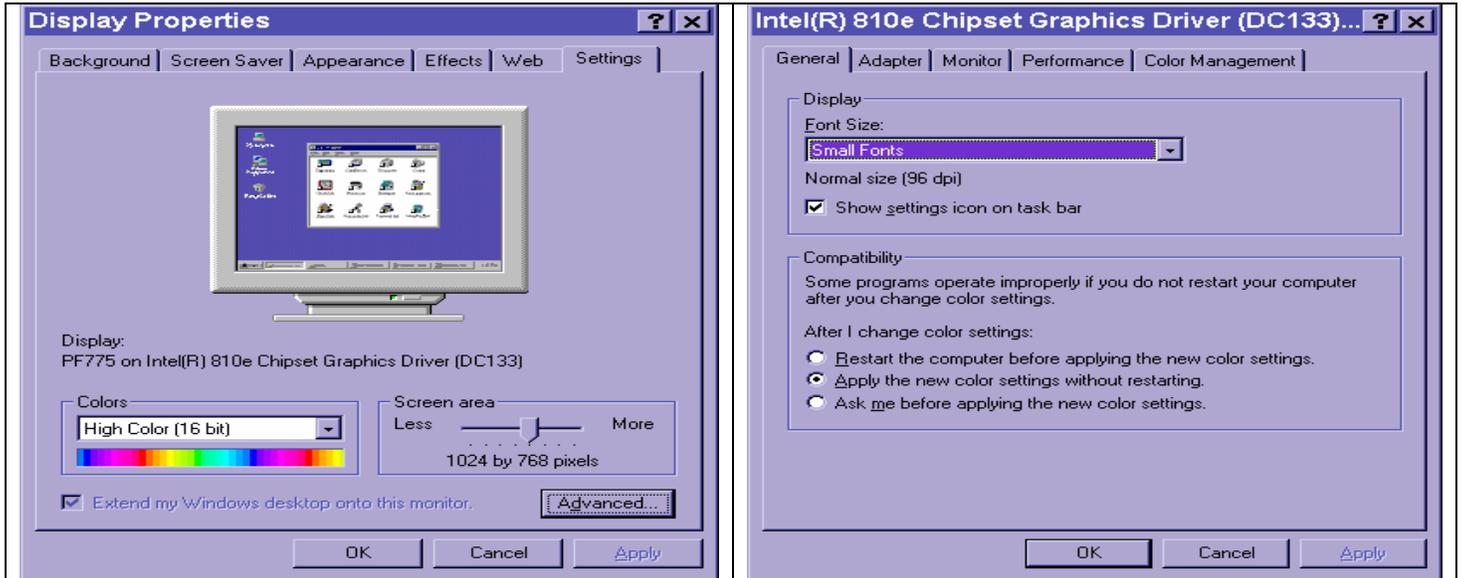
- If the Display Properties looks, like below.
- Select “Small Fonts” within the drop down menu for Font Size.



## OR

- If the Display Properties looks, like below.
- Select the “Advanced” button.
- Select “Small Fonts” within the drop down menu for Font Size.

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- Close the Display Properties window by selecting “OK”.