Update my profile

1. Go to the [Hennepin County Supplier Portal](#), log in, then select **Update profile**.
2. In the upper left-hand corner, note whether it displays "Update <u>supplier</u> profile" or "Update <u>bidder</u> profile".
3. Follow the appropriate directions below.

Update Supplier profile

1. Select **Update supplier profile.**
2. Select the **Create New Request** button.
3. Read the instructions on the Welcome page, then select the **Next** button.

Company Profile

4. In the Standard Industry Codes section, enter/update your [NAICS code(s)](#).
5. Select US - NAICS Codes from the **SIC Code Type** drop-down, then Select the magnifying glass 🔍 under **Standard Industry Code**.
6. Change the Description search option to 'Contains' to do a keyword search.
7. Select the **Add SIC** button to add more NAICS codes. Select the **Remove** checkbox to delete a code.
8. Complete/update the Additional Reporting Elements section.
9. Under Profile Questions, enter the email address where your company receives purchase orders.
10. Select the **Next** button.

Contacts

11. Select the **Add New Contact** button to add a company contact.
12. To delete or update a contact, email supplierportal@hennepin.us.
13. Select the **Next** button.

Categorization

14. Select the checkbox next to the categories for the good or services your business provides.
15. Categories are based on [NIGP codes](#).
16. Select the **Next** button.

Submit

17. Select an **Audit Reason Code** from the drop-down list.
18. Select the **Confirm Changes** checkbox.
19. Select the **Submit** button.
20. You will receive a confirmation email.

Update Bidder profile

1. Select **Update bidder profile.**

Main

2. Complete/update the Additional Information section.
3. Select the **Save** button.

Addresses

4. Select the **Addresses** tab.
5. Update address(es) as needed (Select the arrow > to view additional addresses).
6. Select the **Delete** button to delete an address.
7. Select the **Add a New Address** button to add a new address.
8. Select the checkboxes that apply to the new address.
9. Enter the address.
10. Select the **Save** button.

Contacts

11. Select the **Contacts** tab.
12. Update contact(s) as needed (Select the arrow > to view additional contacts).
13. Select the **Save** button.

Identifications

14. Select the **Identifications** tab.
15. In the Standard Industry Codes section, enter/update your NAICS code(s).

16. Select the magnifying glass 🔍 under **SIC Code**.
17. Change the Description search option to 'Contains' to do a keyword search.
18. Select the **Add SIC Code** button to add more NAICS codes. Select the 🗑 icon to delete a code.
19. Select the **Save** button.

Categorization

20. Select **View/edit categories** on the left menu.
21. Select the checkbox next to the categories for the goods or services your business provides.
22. Categories are based on [NIGP codes](#).
23. Select the **Save** button.