

## Registration through an invitation to join a colleague to the organization's profile in CAIS EPP

The centralized automated information system "Electronic public procurement" (CAIS EPP) is available at <http://www.eop.bg>. For optimal use of the system, it is recommended to use the latest two versions of all major browsers.

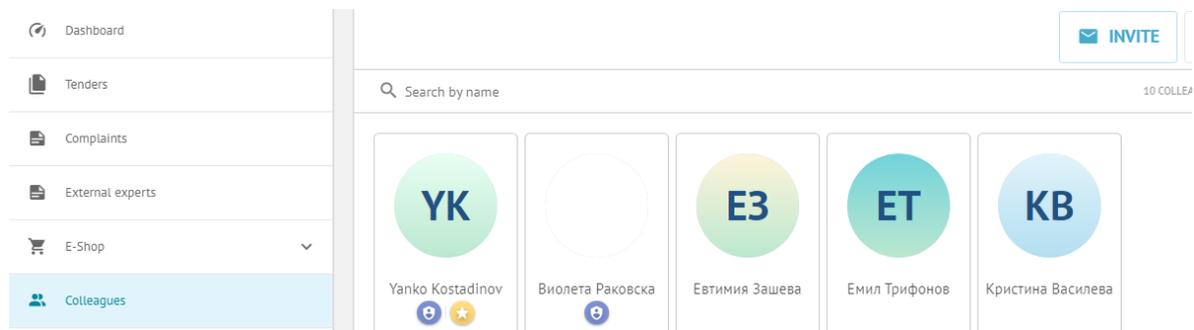
Registration by sending an invitation to join a colleague to the organization's Profile in CAIS EPP is carried out in several steps:

1. For the registration of colleagues in an organization by sending an invitation to join, it is not necessary to use a Qualified Electronic Signature (QES).

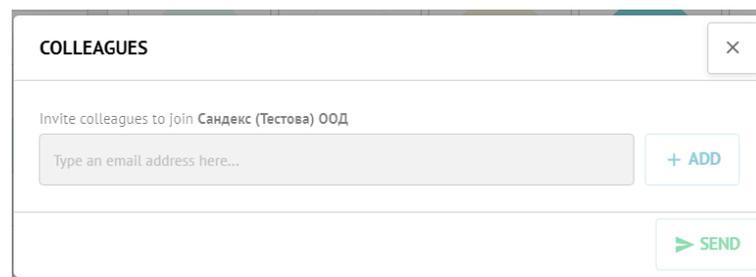
The administrator of the organization or another colleague of the organization who has the appropriate rights sends an invitation to the e-mail of the person who wishes to join as a colleague of the organization in the CAIS EPP.

The invitation to join is sent through the "Invite" button in the "Colleagues" section of the organization.

The email address to which the invitation is sent is written in the designated field on the information card and added with the "Invite" button. The invitation is sent by pressing the "Send" button.



The e-mail address to which the invitation is sent, it is entered in the designed field on the information card and added by the "ADD" button. The invitation is sent by the "Send" button.



2. The system sends a message to the specific joining e-mail address with a link to the invitation.

Dear Sir or Madam,

You are invited by Людмила Веселинова Златина to join organization Сандекс (Тестова) ООД.

[View invitation](#)

Or copy and paste the following link in your browser:  
<https://app-test.eop.bg/invitation/validate/a9aa729a-7905-4fa7-ab45-791f9d4c7112/637989296730000000/1/1>

The link is valid until 15 November 2022 (Tuesday) 15:54 (UTC+2).

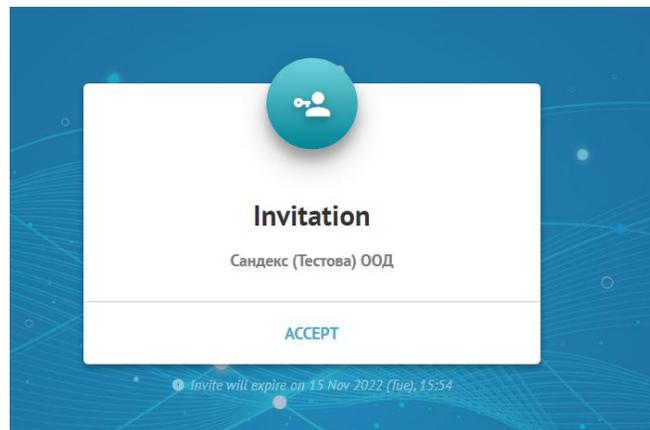
Best regards,

CAIS EOP

This message is automatically sent by CAIS EOP, you cannot reply.

For more information please visit [www.eop.bg](http://www.eop.bg)

The user can access via the direct link from an email or by copying and pasting it into their browser .



Upon accepting the invitation, the System transfers the user to a page containing an information card in which to fill in their personal data details. After filling in all the data required, the user should click on the "Register in the system" button. In case the user already has a registration in CAIS EPP, he should select the button "Already registered? Login". In this way a user can be joined as colleague in several organizations.

Important: In case the invitation to join is sent and received from one workstation, make sure that the sender of invitation colleague is logged out.

3. Upon successful registration the system notifies the user by displaying the modal card and sends an electronic message to confirm registration.

**ABOUT YOU**

✓ Title First name  
 Mrs. Valentina

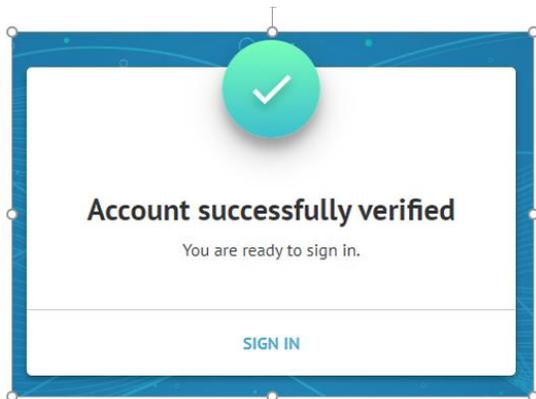
Middle name Last name  
 Kirilova Stoeva

✓ National ID Email  
 11111111 test6@stoppersubekt6.bg

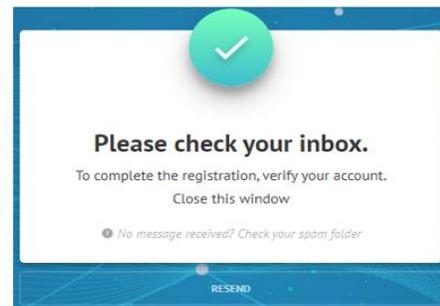
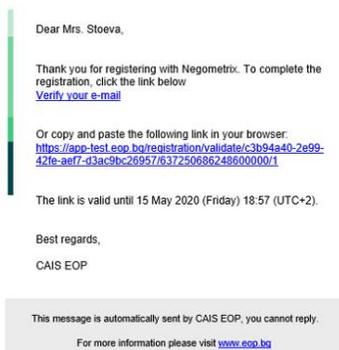
Username Password

I'm not a robot 

4. After filling all the details, the user should click on the “Registration in System” button. On successful registration, the system notifies the user by displaying a model card and sends a registration confirmation e-mail.



5. The registration process is completed after the user click on the “Active Account link” in the email sent by the System or copies the activation link in a browser.



**Important:** The login password must meet the following conditions:

- Contain at least 8 characters;
- Contain at least one capital letter
- Contain at least one special character or number.

Up to date information and answers to frequently asked questions related to the operation of the CAIS EPP is available on the Public Procurement Portal in the sections "CAIS EPP - Up to date" and "CAIS EPP - frequently asked questions" section.

Expert technical assistance is provided on the national telephone number **0700 17 151**, every working day from 09:00 to 17:30 PM.