


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 supplier profile" or "Update bidder profile". Follow the appropriate directions below.

Update Supplier profile

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

Company Profile

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

Contacts

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

Categorization

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

Submit

16. Select an **Audit Reason Code** from the drop-down list.
17. Select the **Confirm Changes** checkbox.
18. Select the **Submit** button.
19. 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.