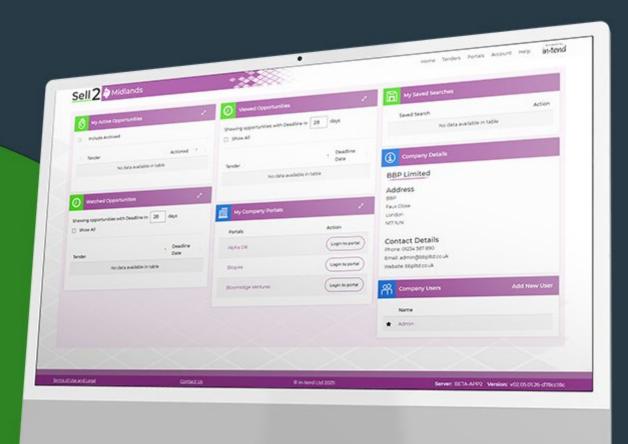
in-tend

Welcome to Sell2Midlands

Find out how to access your account, reset your password and link or register with organisation portals following the migration to Sell2Midlands



Sell2Midlands

Contents

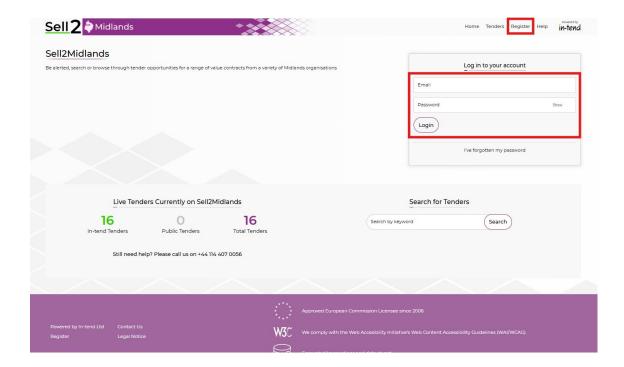
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Accessing Sell2Midlands

To access Sell2Midlands, visit the portal at: https://sell2.in-tend.co.uk/midlands/home

You will be asked to enter your email address and password.

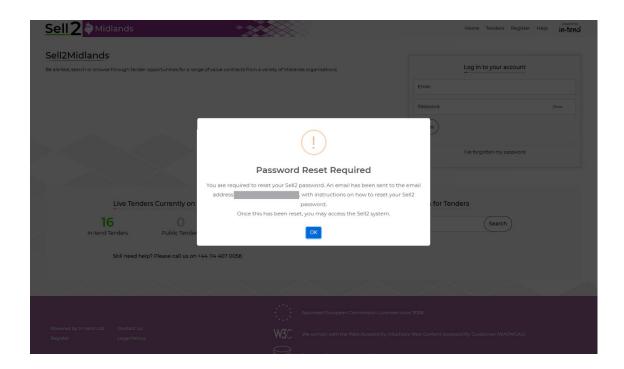
If your account has been migrated from the CSW-JETS Portal, please use your existing email address to log in. If not, you can use your existing Sell2Midlands credentials, or register for a new account by selecting Register from the menu bar.



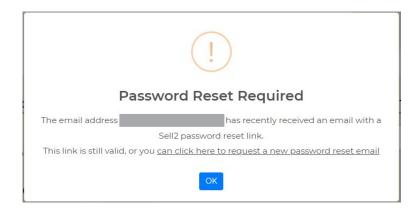


First-time access for migrated users

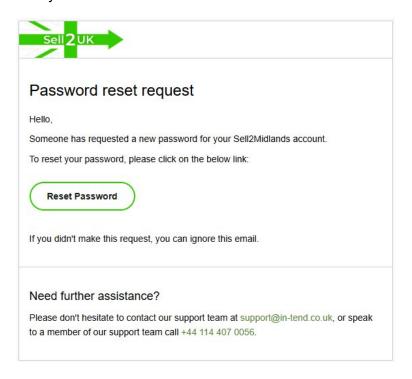
If this is your first time accessing Sell2Midlands, you will automatically receive an email with a link to set your Sell2Midlands password.



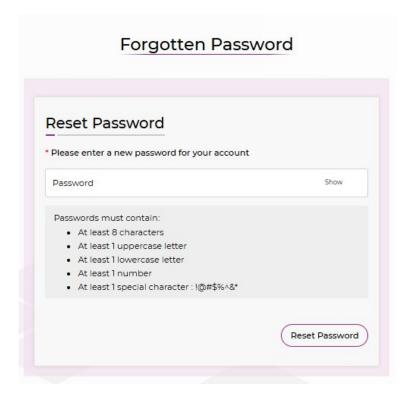
If you attempt to enter your email address again within 5 minutes, you will be prompted to use the **Reset Password** page. This will send you the same password reset email again.



The password reset email will contain a link that takes you to the password reset screen. You will be asked to create a new password for your Sell2Midlands account.

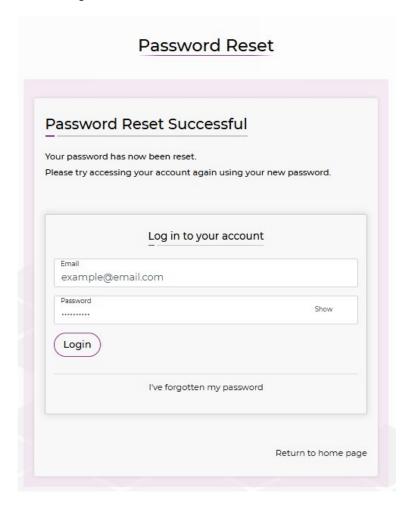


Important: This password does not replace your CSW-JETS Portal password. It is only for your Sell2Midlands account.



Logging in

Once your password has been reset, you will be directed to the login page. Enter your email address and new Sell2Midlands password to log in.



After logging in, you will land on your Sell2Midlands Dashboard. From here, you can:

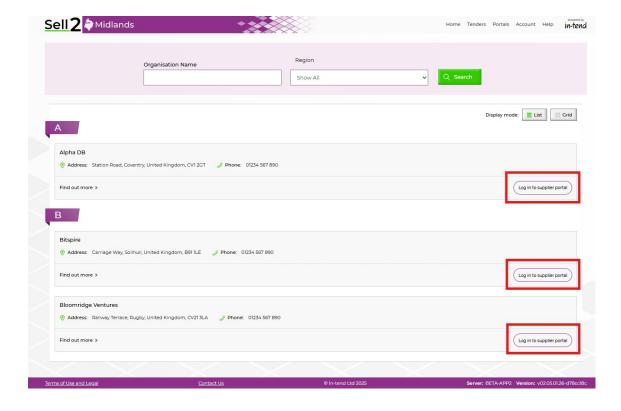
- View tenders
- View all portals available within the Sell2Midlands collaboration
- Update your company details

Accessing and linking other portals

To view the available portals, click Portals in the top menu.



Within the Portals page, you can see all the In-tend Supplier Portals - that you will already be registered with - and you can access the individual portals by clicking the Log In button.



Tenders

The benefit of Sell2Midlands is you can view all current tenders from the In-tend supplier portals that are within Sell2Midlands in one place, saving time of accessing each individual portal to look for opportunities. You can filter these using the Tender Search functionality here:



Next steps

You can now access all portals you have registered with or linked to Sell2Midlands, and continue using them as before.

If you have any questions or require further information, please don't hesitate to get in touch with the In-tend Support Team:

+44 (0)114 407 0065 support@in-tend.co.uk

