

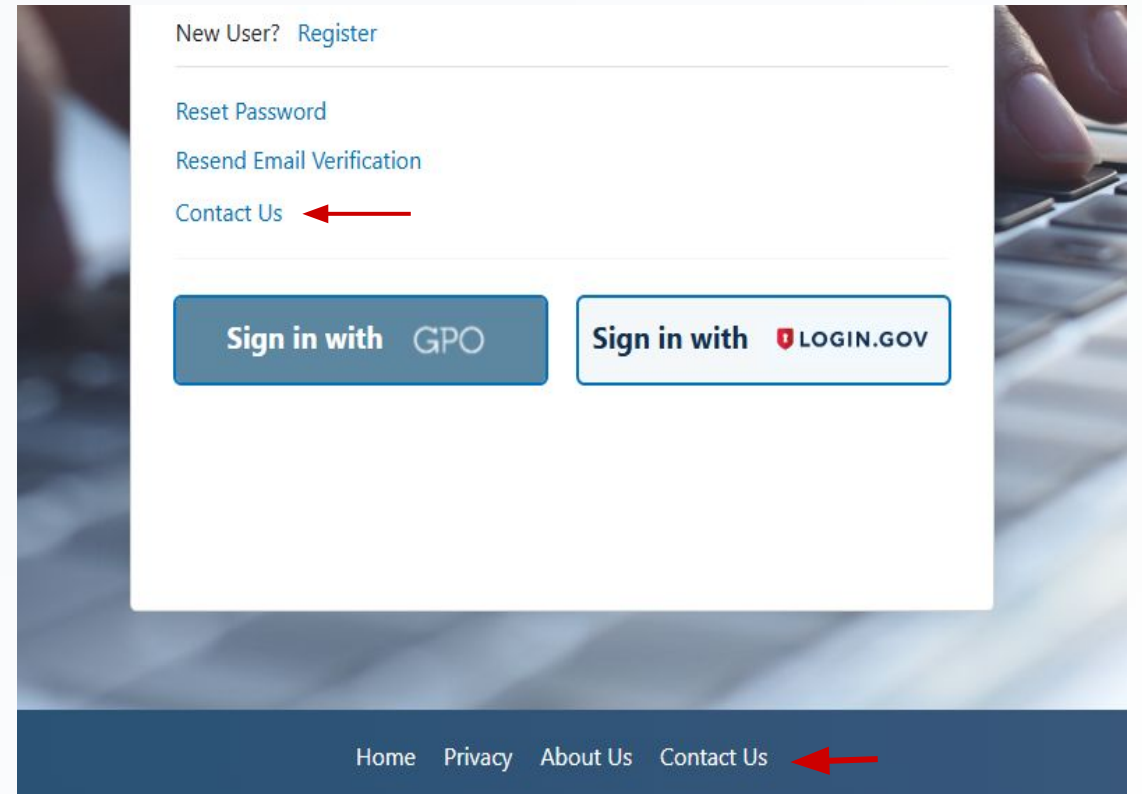
# Contact Us Tutorial

# 1. Access via Website Footer

## Available from Any Page

The support team can be reached from anywhere on the portal. Simply scroll to the very bottom of your current screen.

- ✓ Scroll to the footer section.
- 🔗 Locate the **Contact Us** link.
- 🖱️ Access via Login Page




# Form Submission

## Contact Us Form

Provide a specific description of the problem you are experiencing.

- ✓ Fill out all required fields.
- ✓ Select the specific GPO application you are inquiring about from the dropdown.
- ✓ Categorize your issue: Lockout, Login, or Verification issues.

### Contact Us



Our Office:  
732 North Capitol St NW, Washington, DC 20401

Sign in to your account  
[Sign in](#)

Enter First Name \*

Enter Middle Name

Enter Last Name\*

Enter Phone Number

Ext

Enter Email\*

HTML

testmachinew

Reason \*

Account Locked

Comments \*

Submit

# Contact Us Workflow

**Navigate to Contact Us Page**



**Fill form**



**Review**



**Submit**

