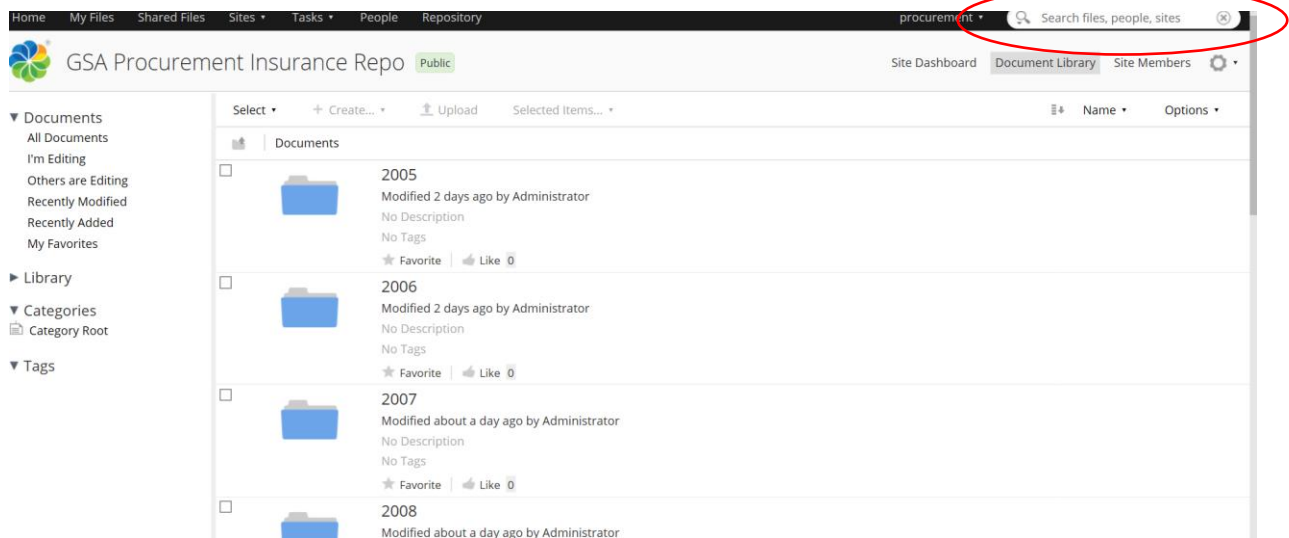# LEGACY INSURANCE

LOGIN: procurement

PASSWORD: procurement

http://gsa-proc01:8080/share/page/site/gsa-procurement-insurance-repo/documentlibrary

This is the first screen that you will see upon logging in.

Use the 'search' field located at the top right hand of the screen to type in the 'word' that you would like to search for.

Type the name of the vendor in the search field. In this example I used our vendor Ameripride. Hit 'enter'
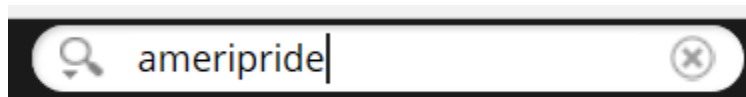
Once you hit 'enter' you will notice the system will search for all documents that are in this repository that contain the word AMERIPRIDE (not case sensitive).
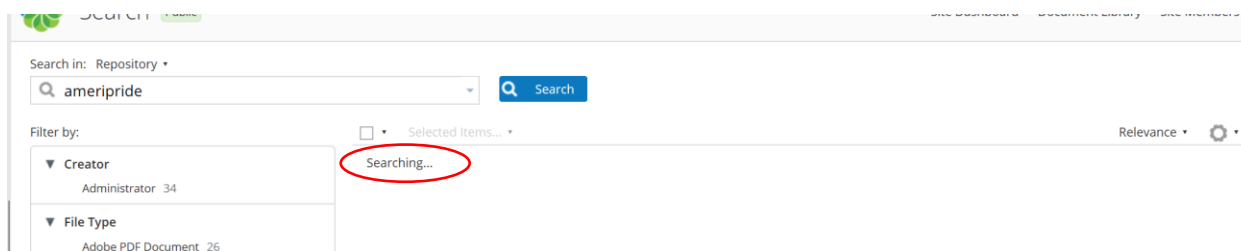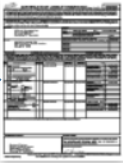
In this example, there are 12 (twelve) documents that contain the word AMERIPRIDE. (This example only shows four results, however, you can scroll down by using the bar located on right hand side to see the additional results.'

Click on the sample PDF

410831770 AMERIPRIDE SERVICES INC.-.pdf ⓘ
Modified about a day ago by Administrator | Size:11 KB | Site: GSA Procurement Insurance Repo
In folder: /2015

"Blvd. P. O. Box 305191 Nashville, TN 37230-5191 d/b/a AmeriPride Uniform Services 5950 Al..."

This will bring up the PDF scan in another window.

You can use the bar on right hand side to scroll through the document.

You can zoom out or in.

You can download.

Click on the X in the upper right hand corner to exit out of this window.

You can also click on the word/file name. This will also bring up the insurance certificate in a PDF with just a slight difference in the screen presentation.
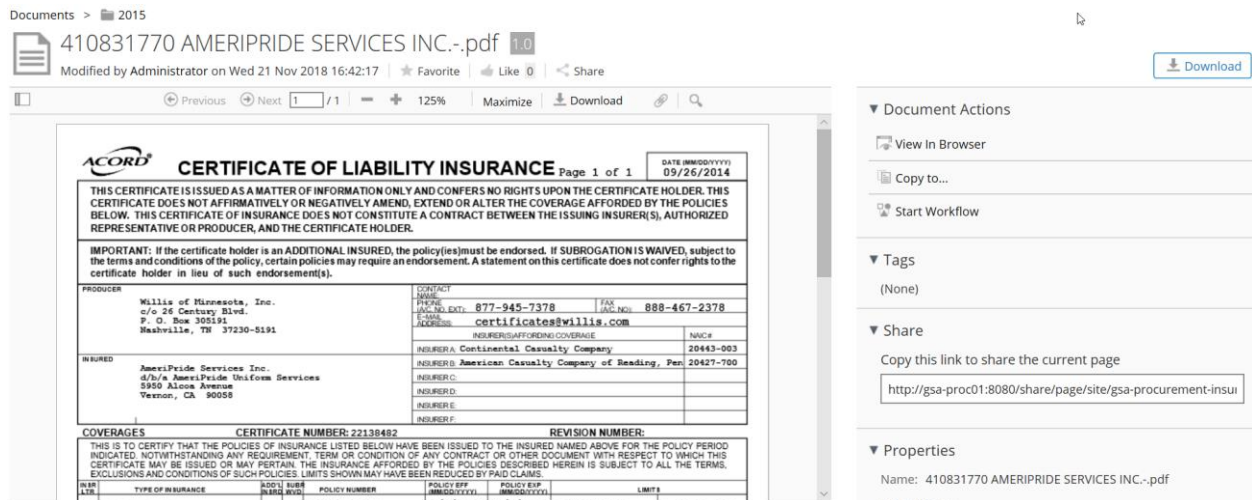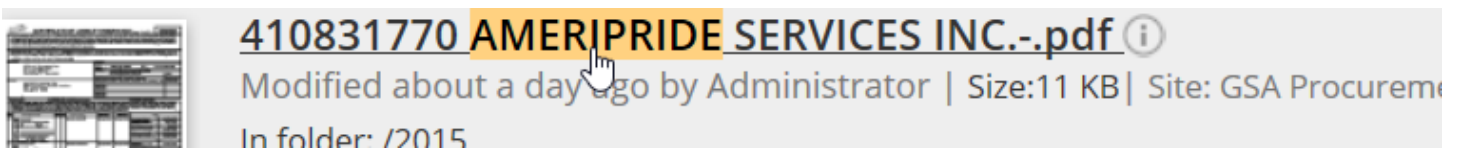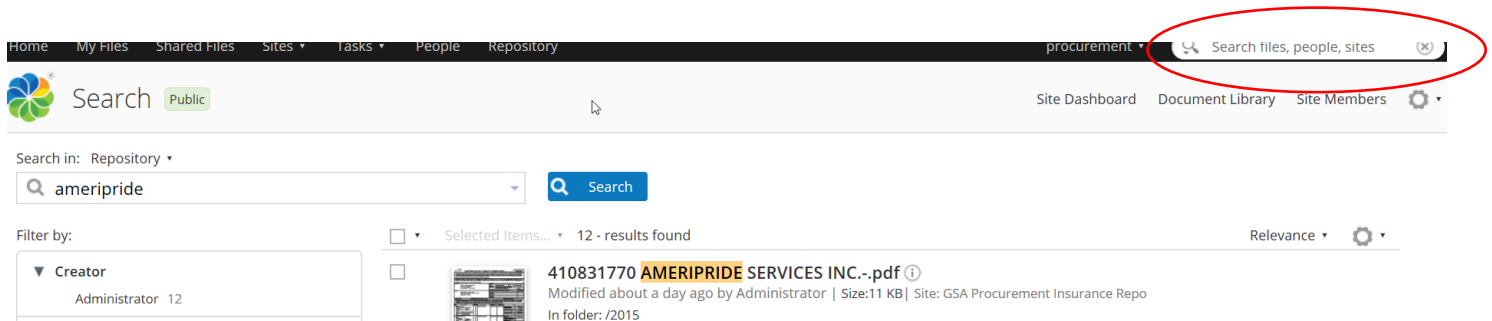

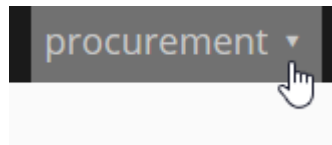You have the same options as noted above with just a slight presentation difference.

If this is not the certificate that you are looking for you will can click on the next certificate until you locate the particular certificate that you need for this vendor.

You can search for the next vendor by typing in the name in the search field.

Remember to 'log out' when you are done searching.

Click on the drop down arrow next to 'procurement':

Click on 'logout'