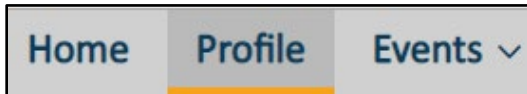


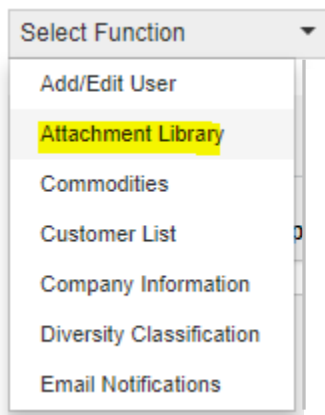
ESM Supplier Profile: Deactivate an Attachment in Your Company Profile

Note: ESM does not allow you to remove attachments from your profile. You can, however, deactivate attachments so they cannot be attached to a bid response.





- Go to <https://eprocmurement.esmsolutions.com/>.
- Log in using your email address and ESM password.
- Click on the “Profile” button in the upper left corner of the screen.



- Select “Attachment Library” from the “Select Function” drop down menu.



- Check the “deactivate” box for the attachment you wish to deactivate.

*File Name	*Effective Date	Expiration Date	Deactivate
My Company Capability Statement.pdf	10/19/2018 	<input type="text"/> 	<input type="checkbox"/>
Certificate of Liability Insurance.docx	10/19/2018 	10/31/2021 	<input checked="" type="checkbox"/>

- Click “Update.”

