



MRSC Rosters is a convenient place for businesses to register with Washington public agency Small Public Works, Consultant, and Vendor Rosters to become eligible to receive notifications about small construction projects, consulting opportunities, and contracting of vendor services.

*Why register with MRSC Rosters?* To be considered for Sno-Isle Libraries quote or bidding projects, vendor/contractor must be registered with MRSC Rosters to comply with WA State Public Works Act.

**NOTE: You must re-apply to MRSC Rosters annually.**

**COST:** There is no cost when you select one Public Agency Roster and one Service Category at a time. There is an option to fill out an Enhanced Application that has less limitations and more features for a fee, but that is not mandatory.

**\*Sno-Isle Libraries is listed as SNO-ISLE INTERCOUNTY RURAL LIBRARY DISTRICT**

There are 3 steps to the business registration process:

1. Create an MRSC Rosters account
2. Complete the online application
3. Submit your application for verification

#### **How to sign up:**

1. Visit the MRSC Rosters website: <https://mrscrosters.org/>
2. Click on the “*Business Membership*” button on the right side of the page
3. Create your MRSC Rosters account by completing the “*Join MRSC Rosters*” fields, accepting *Terms and Conditions*, and clicking the “*CREATE MY ACCOUNT*” button.
4. After you create your account, a message will appear notifying you that an activation email will be sent to the email address you have provided.
5. Open the email and click on “*BEGIN MY APPLICATION*” button to enter the MRSC Rosters application.
6. Once you have opened the activation link, click the “*START MY APPLICATION*” button to begin the application.
  - a. The step-by-step instructions on how to fill out the application can be found here: <https://mrscrosters.org/wp-content/uploads/2014/05/Bus-Reg-Instructions-UX-update.pdf>.
7. Once you have completed and reviewed the application, click the “*SAVE & CHECKOUT*” button. You will be taken to the payment and application submittal page.
  - a. If you are a basic member with less than 10 public agency selections, simply click “*SUBMIT APPLICATION*”.
8. Once submitted, MRSC will review the application with 2-3 business days. **NOTE: Your business is not registered until you receive a confirmation email from MRSC Rosters.**