

# Get to Know GovSpend

## Session 1: The Basics

July 25, 2024

## Meet the **Speaker**



**Jess Thompson**

*Host*  
GovSpend

What **motivated** you to  
join today?

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# Agenda

→ **Get Activated!**

→ **Admin Tasks**

◆ Managing User Licenses

◆ Updating Permissions

→ **Platform Navigation** in all 5  
Modules

→ **Best Practices** when curating the  
perfect search or alert

→ **“My Saved Searches”**  
organization

◆ Managing Alert Notifications

◆ Exports

→ **Support Resources**

## Goal for Today

Become **10% better** in maximizing our GovSpend subscription

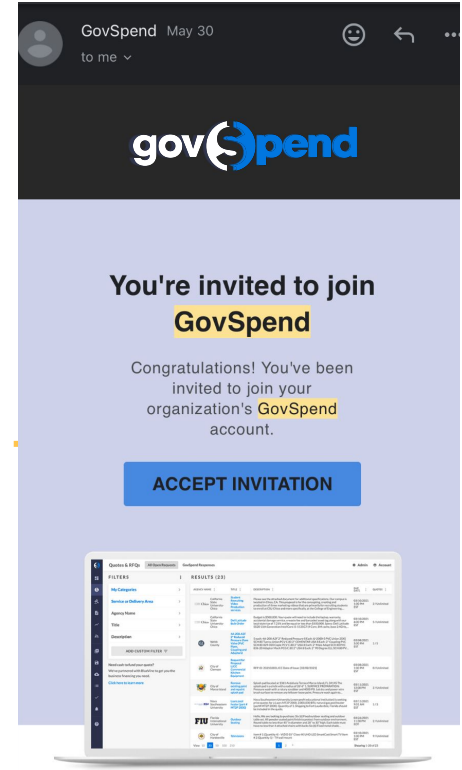
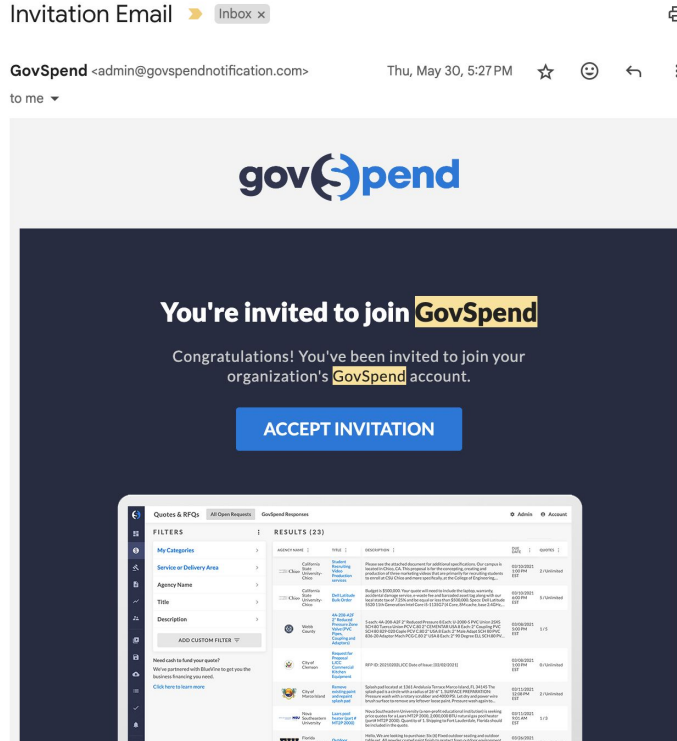


# Are you ready for GovSpend?

- GovSpend operates best when connected to high speed internet.
- Google Chrome is our preferred web browser.
  - ◆ We are not compatible with Microsoft Edge.
- Ensure that GovSpend domain is white listed or added as a safe sender for the following:
  - ◆ govspend.com
  - ◆ govspendemail.com
  - ◆ notification.govspend.com



# New User Invitation



# Ready to **dive** in?

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# We're here to help you!



**Jess Thompson**


*Host*



GovSpend


[jthompson@govspend.com](mailto:jthompson@govspend.com)

Chat ✕

**Hi there!**  
Getting in touch with us has never been easier.

 **Chat**  
Message a specialist >

 **Email**  
[support@govspend.com](mailto:support@govspend.com) 

 **Phone**  
[\(954\) 420-9900](tel:(954)420-9900)

OUR CUSTOMER SUCCESS TEAM IS  
AVAILABLE 8 AM - 6 PM ET, M-F.

EMAILED REQUESTS WILL BE RETURNED  
WITHIN 24 HOURS.



## Questions?

Reach out to our support team at

[support@govspend.com](mailto:support@govspend.com)

954-420-9900

## Interested in Learning more?

[Email for a Demo!](#)

