Important Notes: Administrators should wait until your department registration has been approved by Surplus Property before adding users to your department profile. It is the department administrator’s responsibility to ensure all users for their department have received training before being given access to PETS.

1. Log into OneStop.

2. Click on PETS link.
3. Click on the **Departments** link to add department users.

4. Click on **Department Profile** link.
5. Click Add|Edit User tab.

6. Click New button to create department users for entering surplus pickup request.
7. Enter user’s Individual Name, Email, Job Title, Sec. Level (User Only) & Phone Number. Note: If the user will approve Surplus Pickup Request, you will need to check Authorized For check box for the Department.

8. Click Save button to complete the steps for adding a department User. Important Notes: Administrators should wait until your department registration has been approved by Surplus Property before adding users to your department profile. It is the department administrator’s responsibility to ensure all users for their department have received training before being given access to PETS.