

Authorized Users with existing accounts will need their username and password for the filing system.

If an Authorized User doesn't have logon credentials, they will need to create a new filing account. To create a new filing account, Authorized Users will need their OGS Authorized User Number.

Authorized Users that do not know their OGS Authorized User Number or do not currently have one may contact Procurement Services Customer Services at 518-474-6717 or customer.services@ogs.ny.gov to obtain this information.

Please be advised that the process to obtain an OGS Authorized User Number may take a few days to complete. This number will not be provided over the phone.

When submitting filed requirements, please note the following:

- **MINIMUM ANNUAL REQUIREMENT:**
The minimum annual requirement is **22 tons (44,000 lbs.)**.
- **OBLIGATION TO PURCHASE:**
Authorized Users must purchase **at least 70%** of their filed requirements, or 50% of filed requirements if solar salt is awarded in their county.
- **GUARANTEED DELIVERY:**
Authorized Users are guaranteed delivery **up to 150%** of their filed requirements.
- **PRICE INCREASES:**
Ordered quantities **over 120%** of the filed requirement will be subject to a 10% price increase.
Ordered quantities **over 130%** of the filed requirement will be subject to a 15% price increase.

Filed Requirements must be submitted no later than Friday, May 15, 2020.

Once requirements have been submitted, Authorized Users should **print a copy of the confirmation page** for their records. Authorized Users will not receive email confirmation of their filing.

For assistance, please contact Brandy Alden at (518) 408-1140 or by email at OGS.sm.SST_RoadSalt@ogs.ny.gov