

**Instructions for Viewing each vendor contract for Mail Processing Equipment Contract  
#OFF22**

The complete details of the contract are located on Comm-Pass at [www.comm-pass.com](http://www.comm-pass.com)  
It is recommended that you search Comm-Pass utilizing the following steps:

- Front page of Comm-Pass select search for contracts link,
- Search Page – input **OFF22** in the **document number box** and click search,
- Sentence Link – **Click on the sentence link** at the top of the search page and the contract title will appear,
- Click on the eyeglasses at the end of the active contract name,
- Click on the **Terms Tab** for additional contract information and click on the **Vendor Tab** to view the list of Contractors.
- Click on the eyeglasses for all Contractors to expand the view and at the bottom of the expanded view are the approved cost files. As a Contractor's websites are approved the **Contractor's Name** will become a live link to the pricing which may replace the cost files at the bottom of the expanded view.