



**Date:** February 20th, 2025  
**To:** Arizona Procurement Portal (APP) Agency Admin Users  
**From:** APP Help Desk  
**Subject:** [SPO ALERT] \*\*Agency Admin List Changes\*\*

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### **Process Changes/Notification of Agency Leads Admin List**

To ensure that our information pulled from APP is accurate, we will be updating the current Admin/Leads List the week of March 24th 2025. Going forward, we will be updating the Agency Leads Admin list on a monthly basis.. Please make sure that anyone with either the Agency Admin or AP Supervisor role logs into APP at least once every 30 days. This will prevent your login status from being marked "Disabled" and ensure that you are correctly included in the APP data collection process.

As a final note, in accordance with obtaining this data; If there are any staffing changes regarding these roles please notify the APP Helpdesk ( [app@azdoa.gov](mailto:app@azdoa.gov) ) to ensure that we keep the list up to date.

If you have any questions or concerns, please contact App Help desk by calling (+1-602-542-7600) or emailing support to: [app@azdoa.gov](mailto:app@azdoa.gov). Please note phone hours are Mon-Fri 8:30am-5pm.

Thank you for your patience and understanding.

Sincerely,

The APP Help Desk