RAMSEY COUNTY
Working with you to enhance our quality of life

Demandstar
Registration Process

Procurement Division

www.demandstar.com

B2G Procurement

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What is DemandStar?

- DemandStar is a web-based notification and delivery system used for public solicitations.
- DemandStar is free (with single agency subscription) and automatically notifies registered vendors when competitive solicitations are released.
- The next few slides will walk you through the registration process.
- If you need help along the way, please email customer service at Demandstar@demandstar.com.

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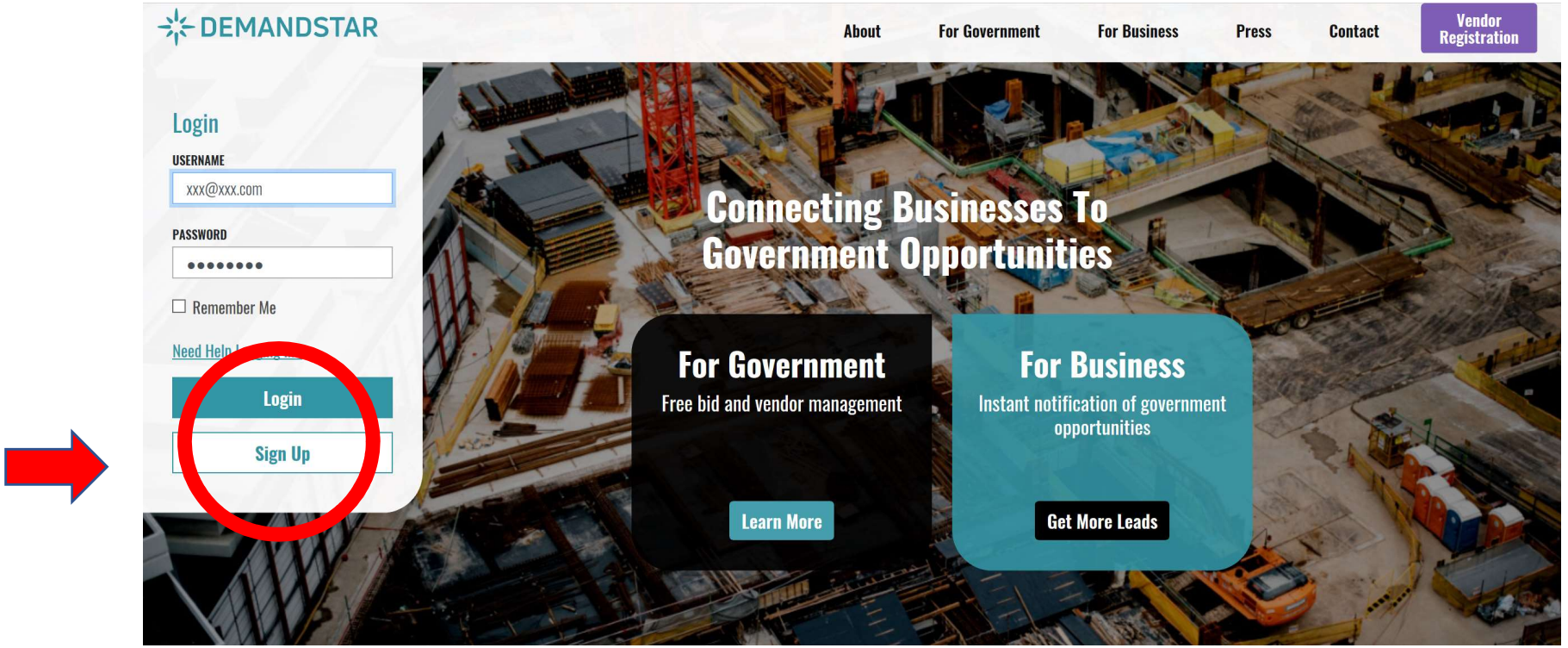
Overview of the Registration Process

- Registering your Company
- Accepting the Membership Agreement/Terms of Use
- Updating Company Profile
- Setting your password (to “activate” your account)
- Logging in to the DemandStar Platform

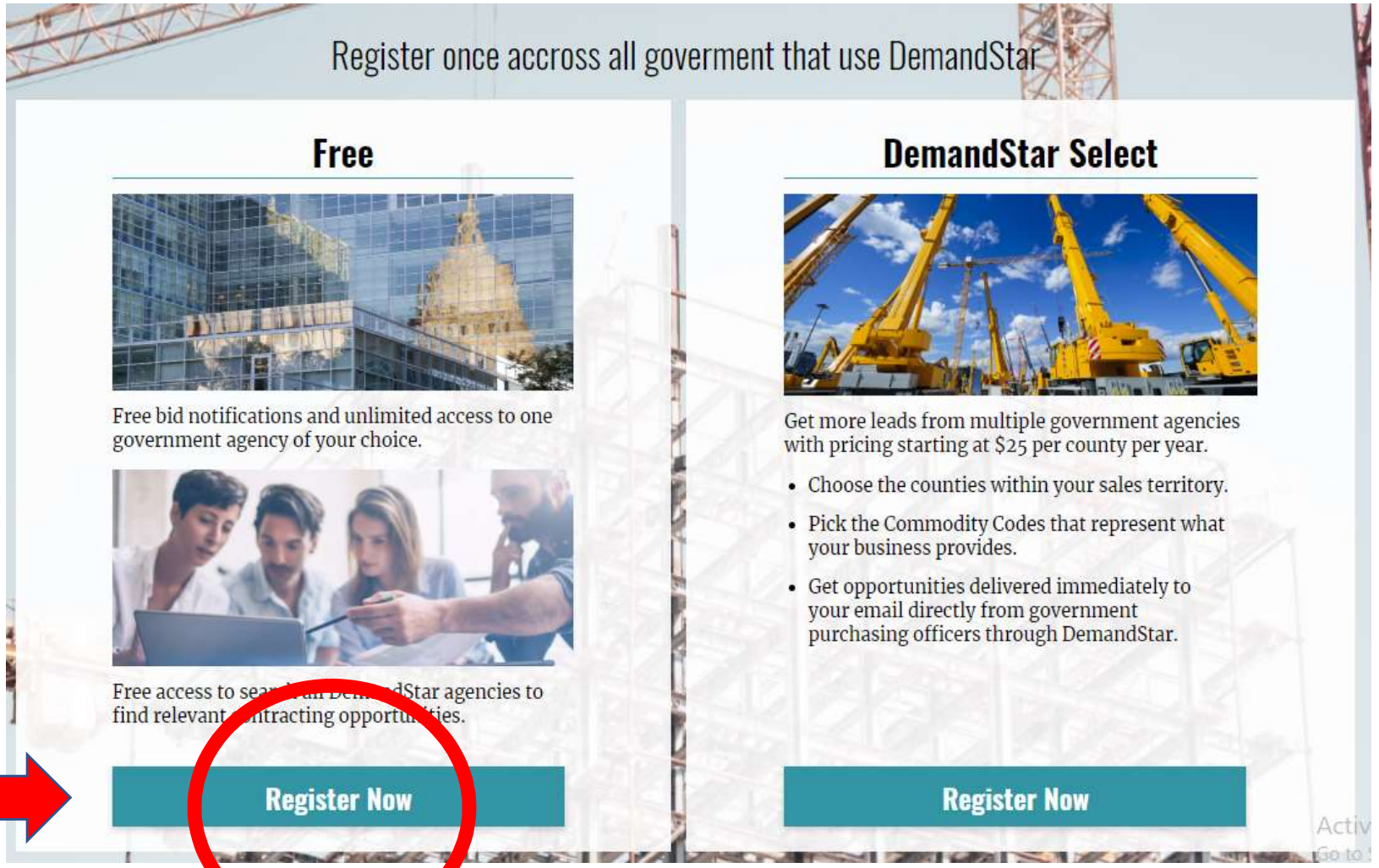
Register your Company

Go to www.demandstar.com



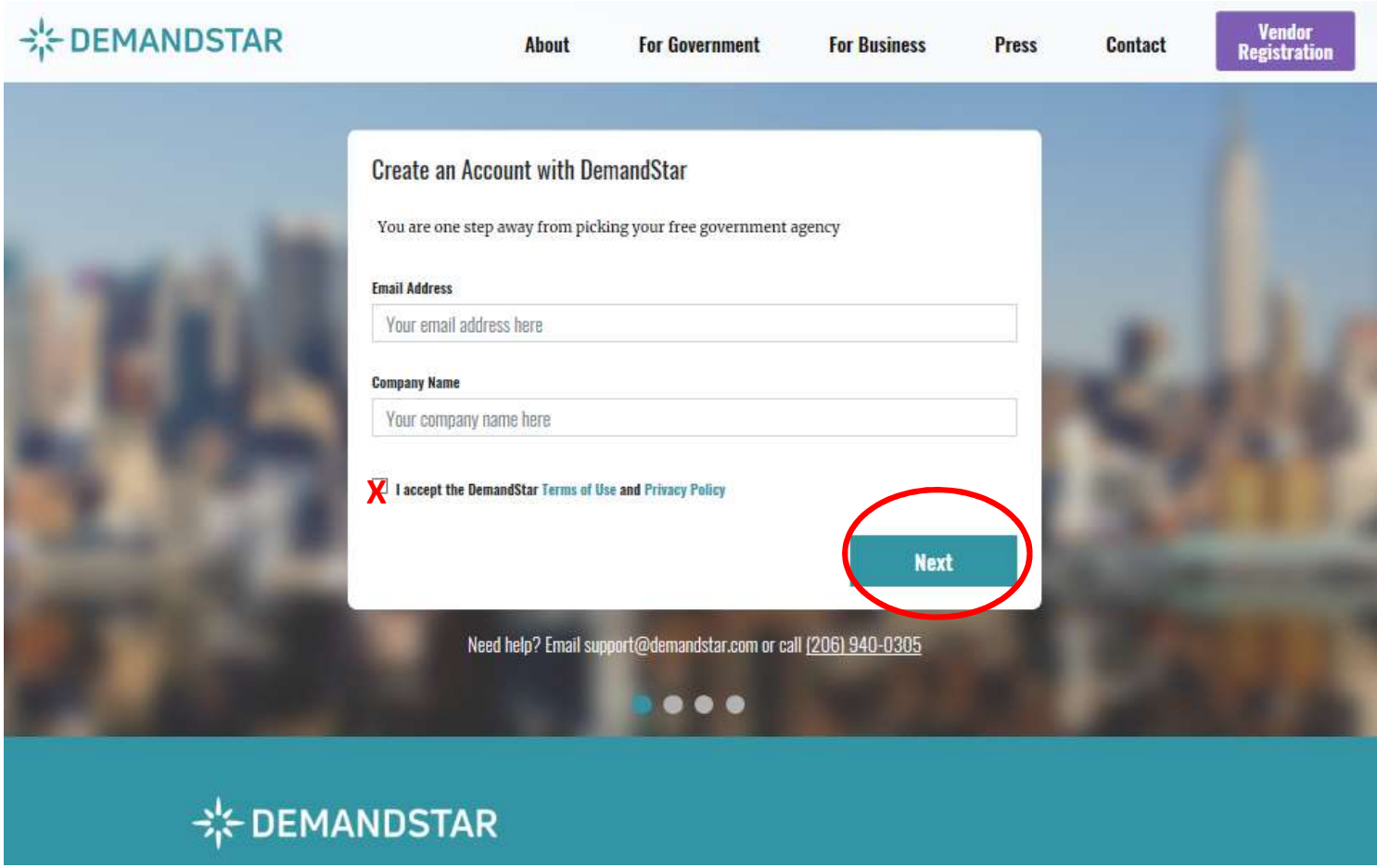
Click on “Sign Up” on the left side of the page

Click on the **Free** side “Register Now” on the left side of the page



On this next page:

- Enter your email address and Company Name
- Check to accept the Terms of Use
- Then click on “Next”

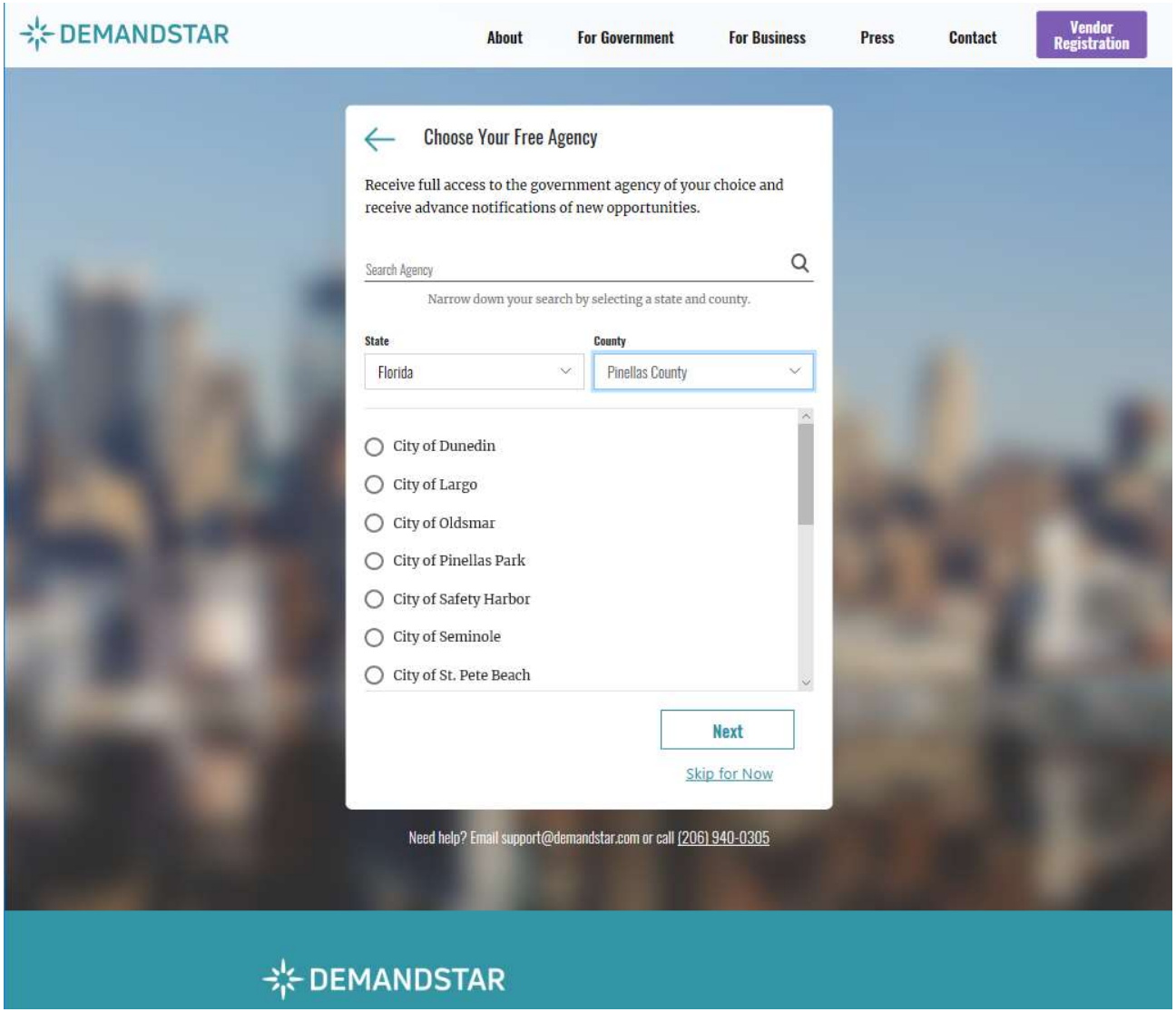


This page gives you options for your subscription

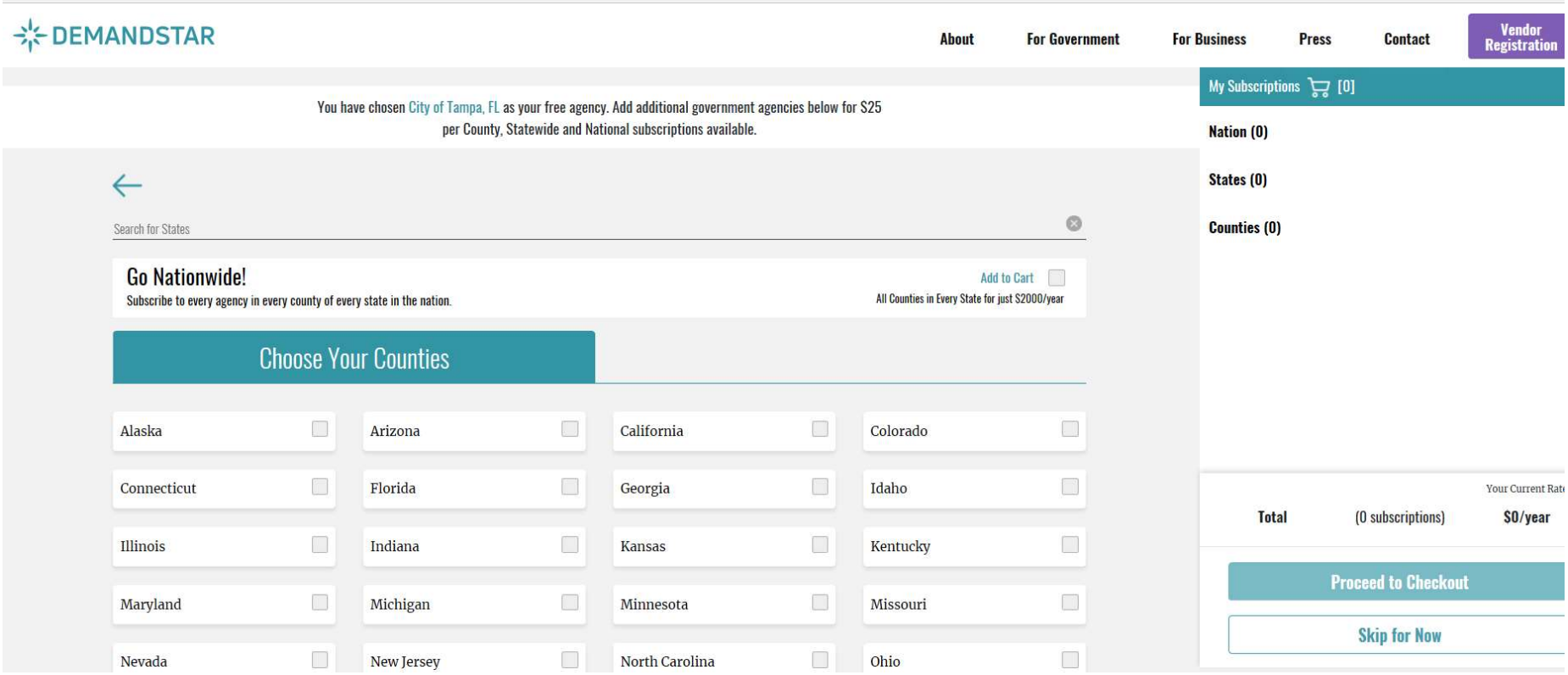
If you want to register for Ramsey County on a complimentary basis, either

- choose Ramsey County from the full pull-down list, or,
- first narrow down by choosing the state, then the county

To register for a comprehensive subscription to a full county or state, click on “Skip for Now”
This requires a subscription



Complete the **Free Agency** Registration form



For a subscription to one free agency, simply click on “Skip for Now”.

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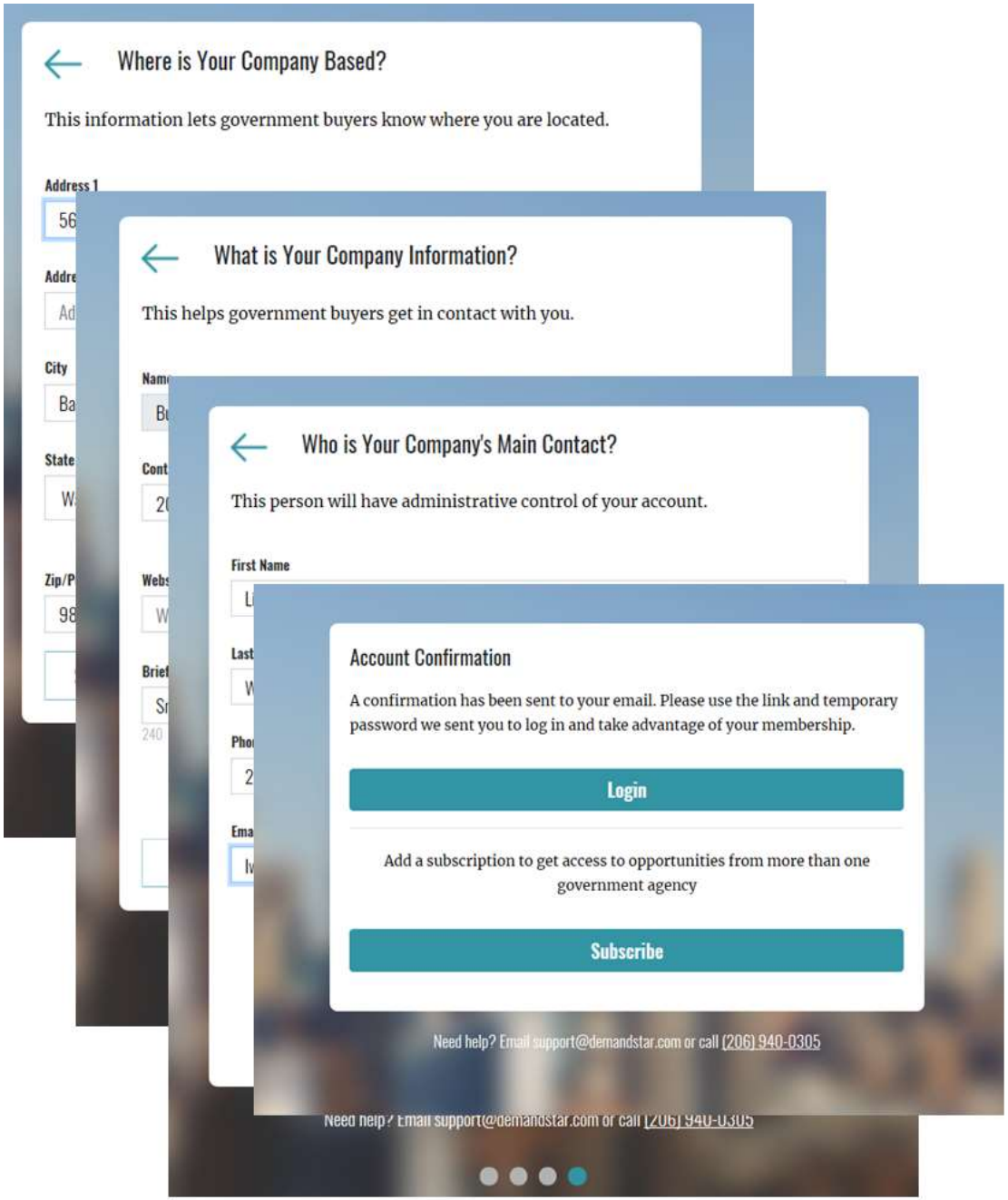
Complete the Company Information Registration Pages



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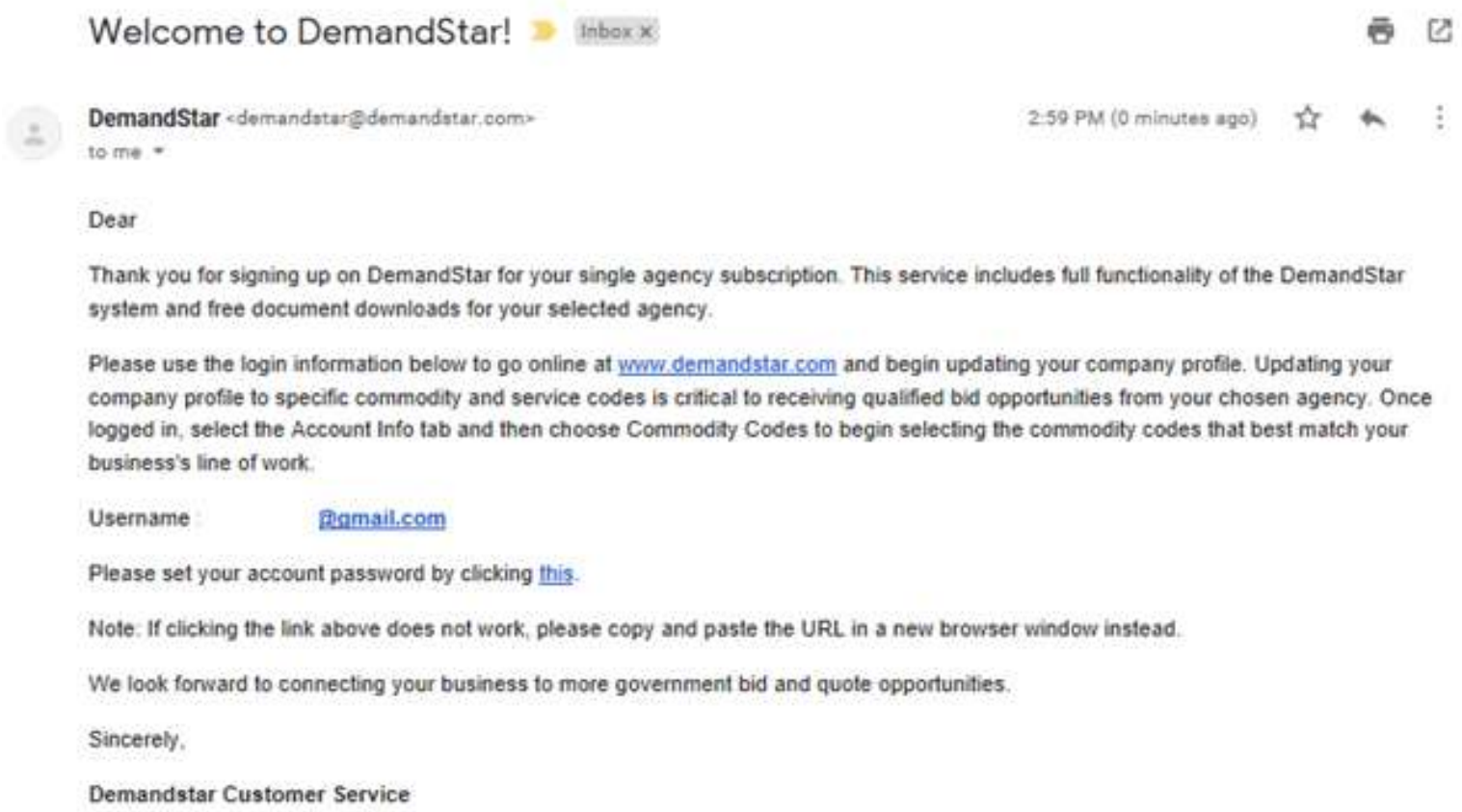
Use Email Confirmation to Login and Set Your Password



Welcome to DemandStar! Inbox ×

DemandStar <demandstar@demandstar.com> 2:59 PM (0 minutes ago)

to me

Dear

Thank you for signing up on DemandStar for your single agency subscription. This service includes full functionality of the DemandStar system and free document downloads for your selected agency.

Please use the login information below to go online at www.demandstar.com and begin updating your company profile. Updating your company profile to specific commodity and service codes is critical to receiving qualified bid opportunities from your chosen agency. Once logged in, select the Account Info tab and then choose Commodity Codes to begin selecting the commodity codes that best match your business's line of work.

Username @gmail.com

Please set your account password by clicking this.

Note: If clicking the link above does not work, please copy and paste the URL in a new browser window instead.

We look forward to connecting your business to more government bid and quote opportunities.

Sincerely,

Demandstar Customer Service

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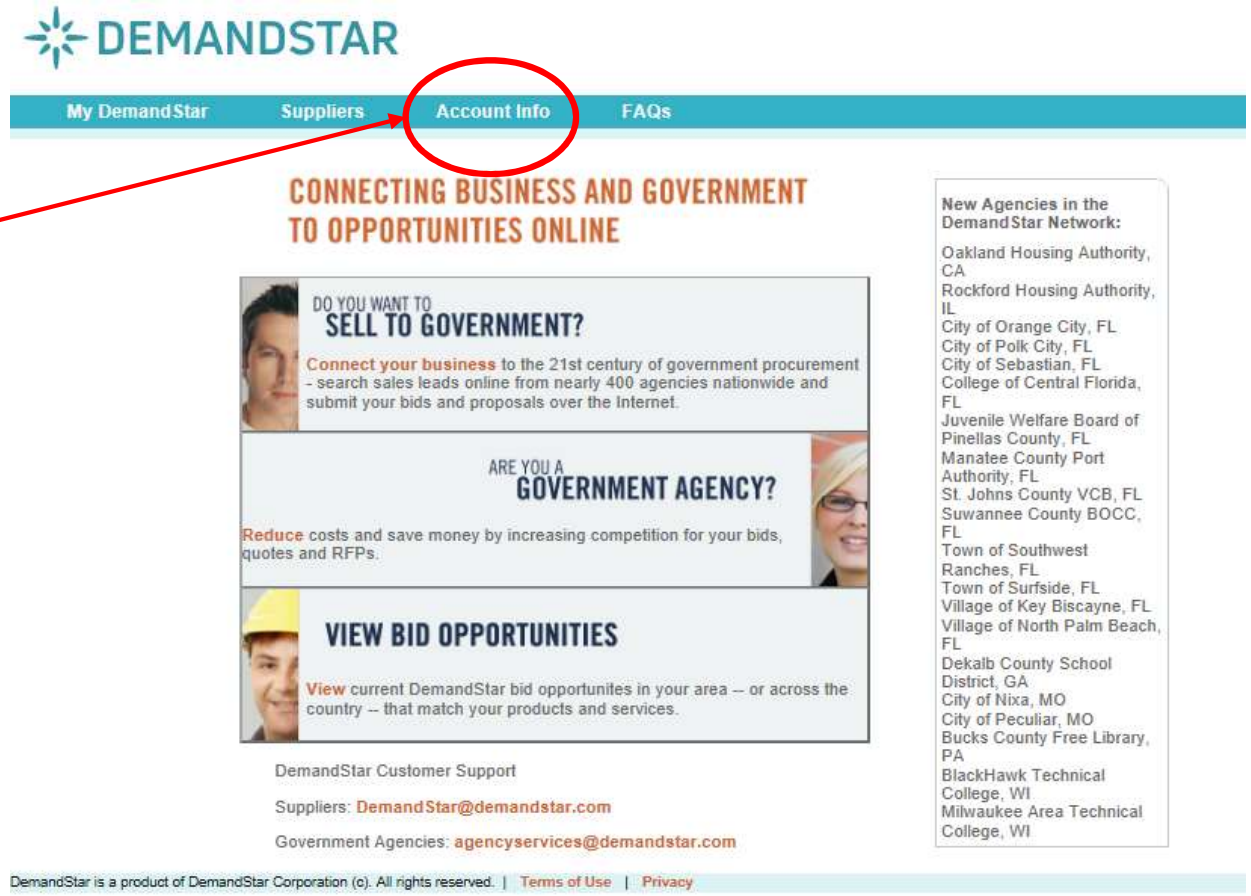
Click on “Account Info” to Complete Your Set Up



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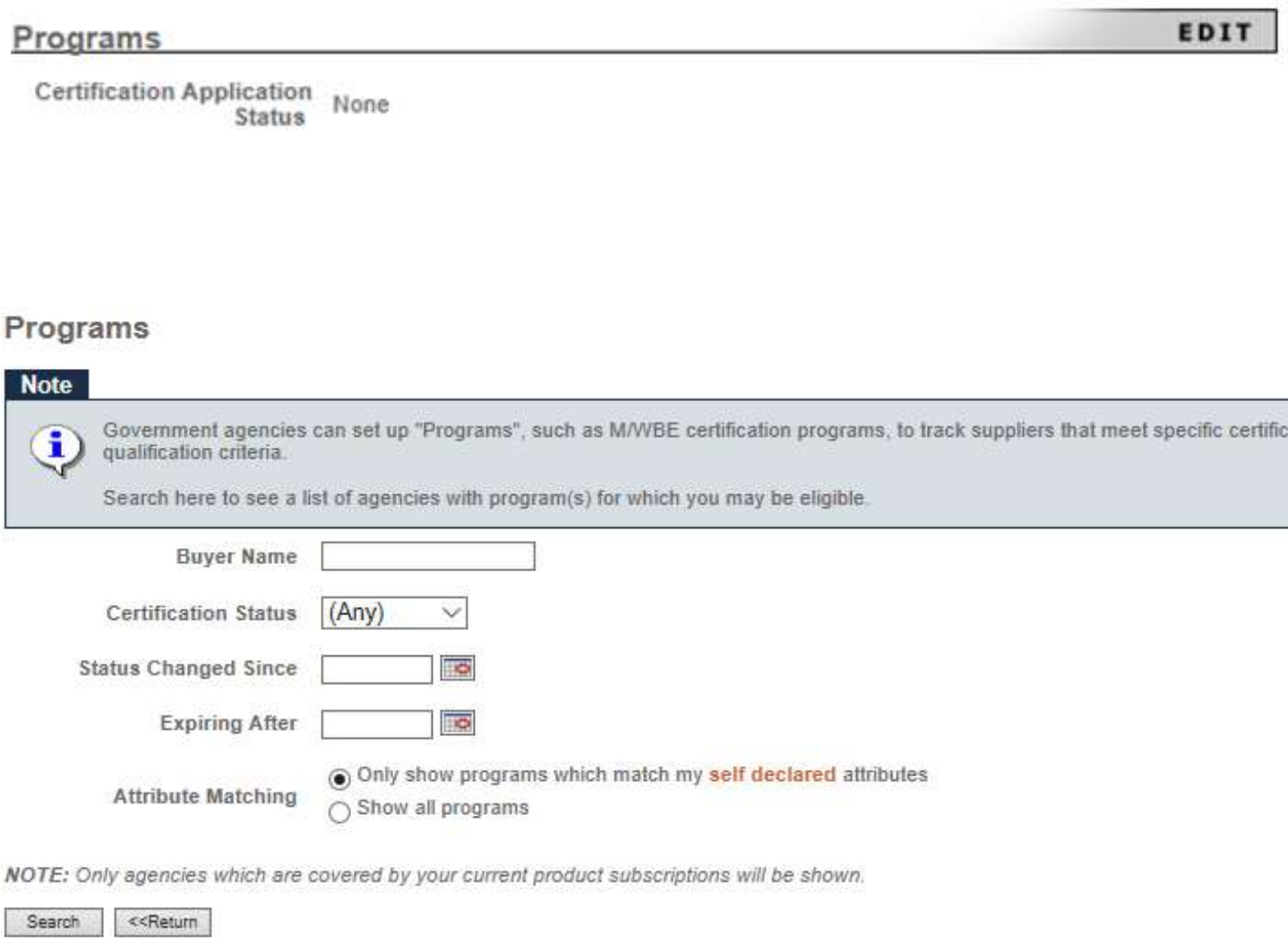
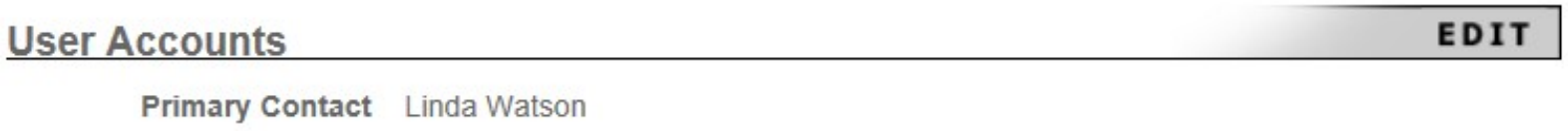
Updating Your Profile – Certifications

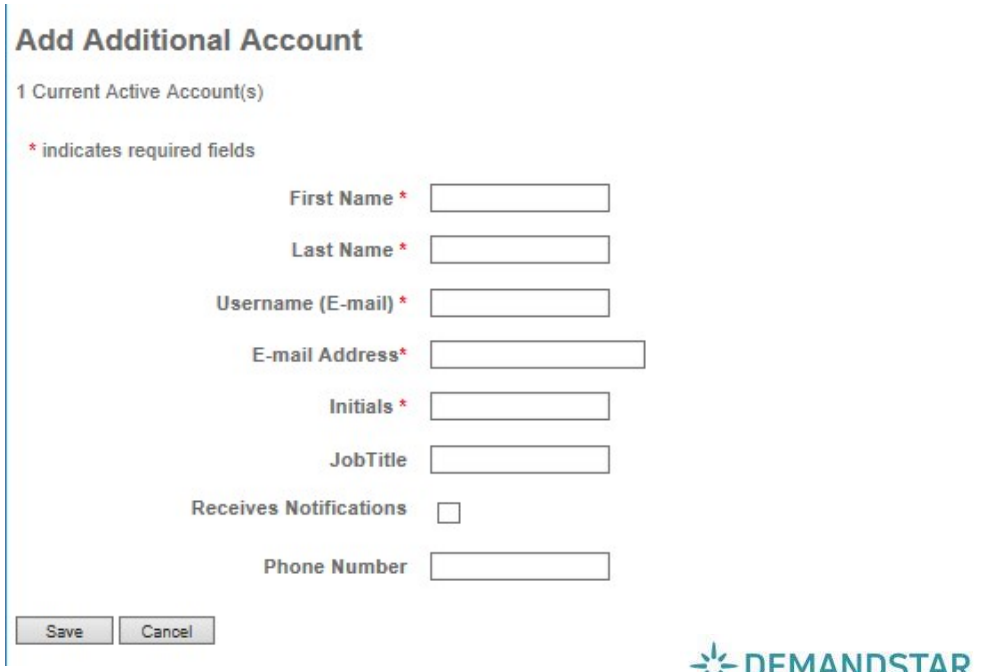
Check with your chosen agency to see if they have a particular program you need to apply to.



Updating Your Profile – Users



If more than one person needs access to this account please add them here. This is also where you go to update information should someone on the account leave your company.



Please Note: The username does not have to be an email. This is the suggested format in that if it is not available it is an indication of a duplicate account.

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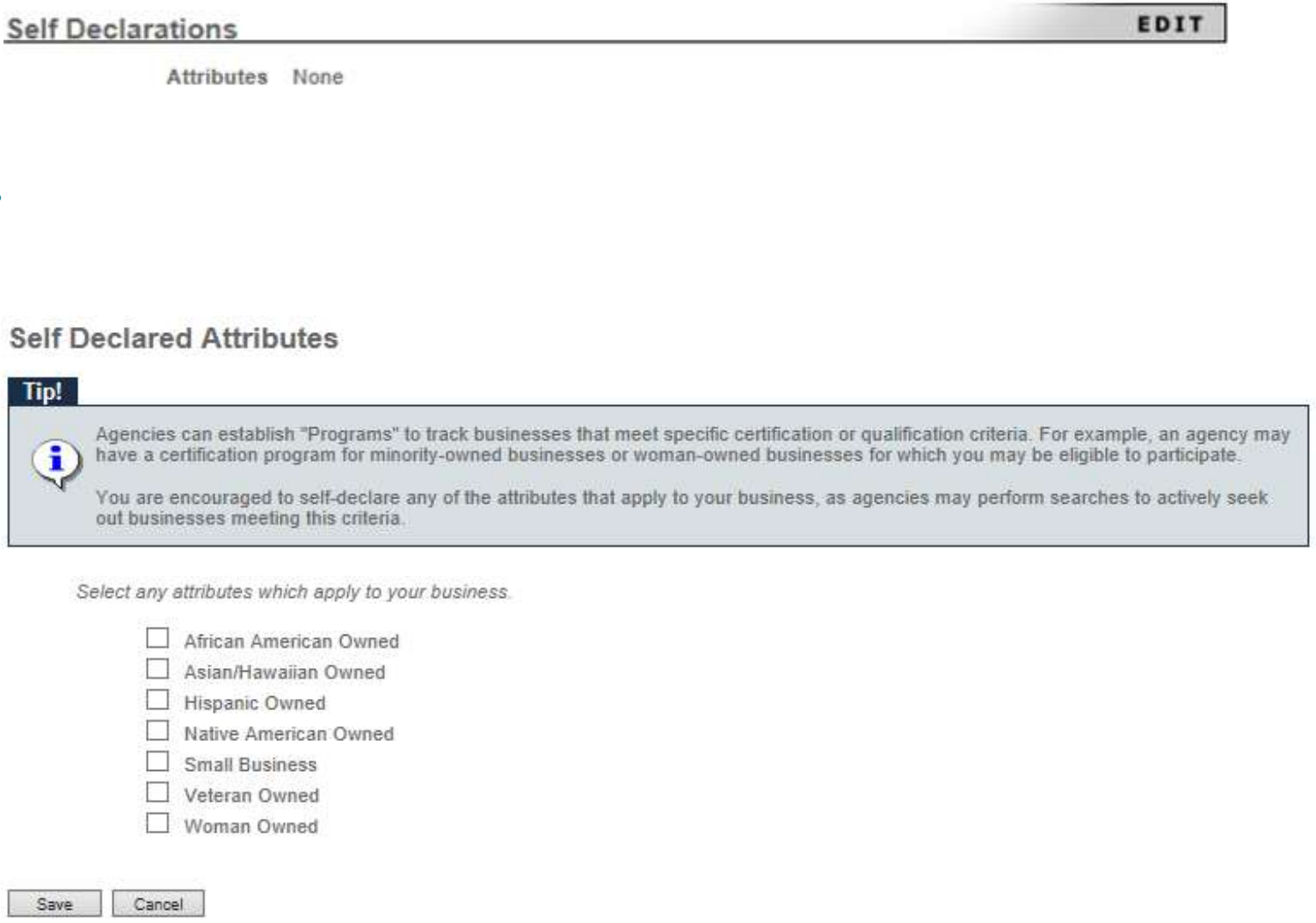
Updating Your Profile – Minority Status

Agencies often need bids from companies that fit a minority status. Check to see if your company meets one or more of these categories.



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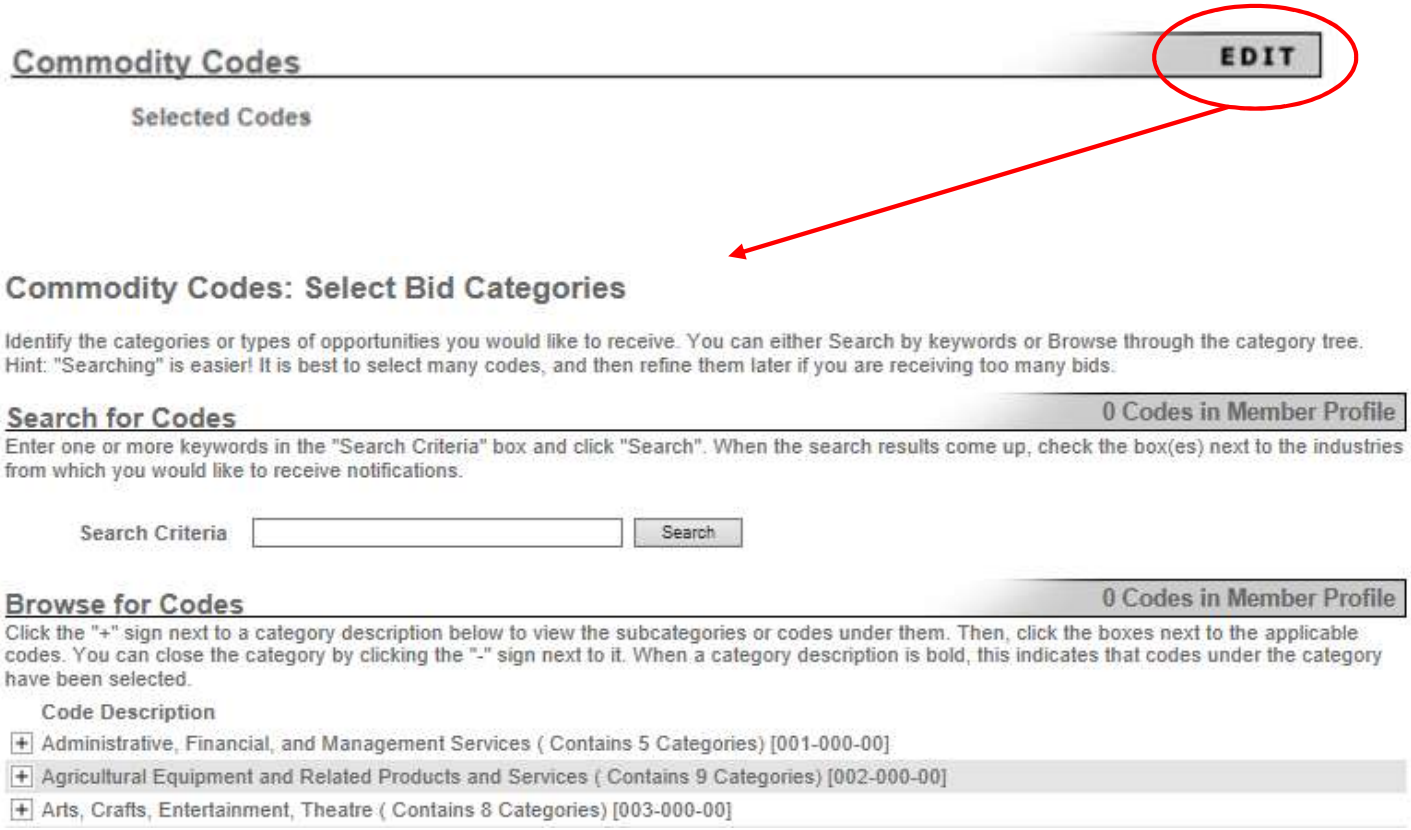
Updating Your Profile – Commodity Codes

Commodity Codes are **CRITICAL**. This is how the system matches your company with appropriate opportunities from your chosen agency. **Without these codes you will NOT receive notifications.**

When selecting codes take your time. Too many codes will bring noise to your inbox. Too few may cause you to miss an opportunity.



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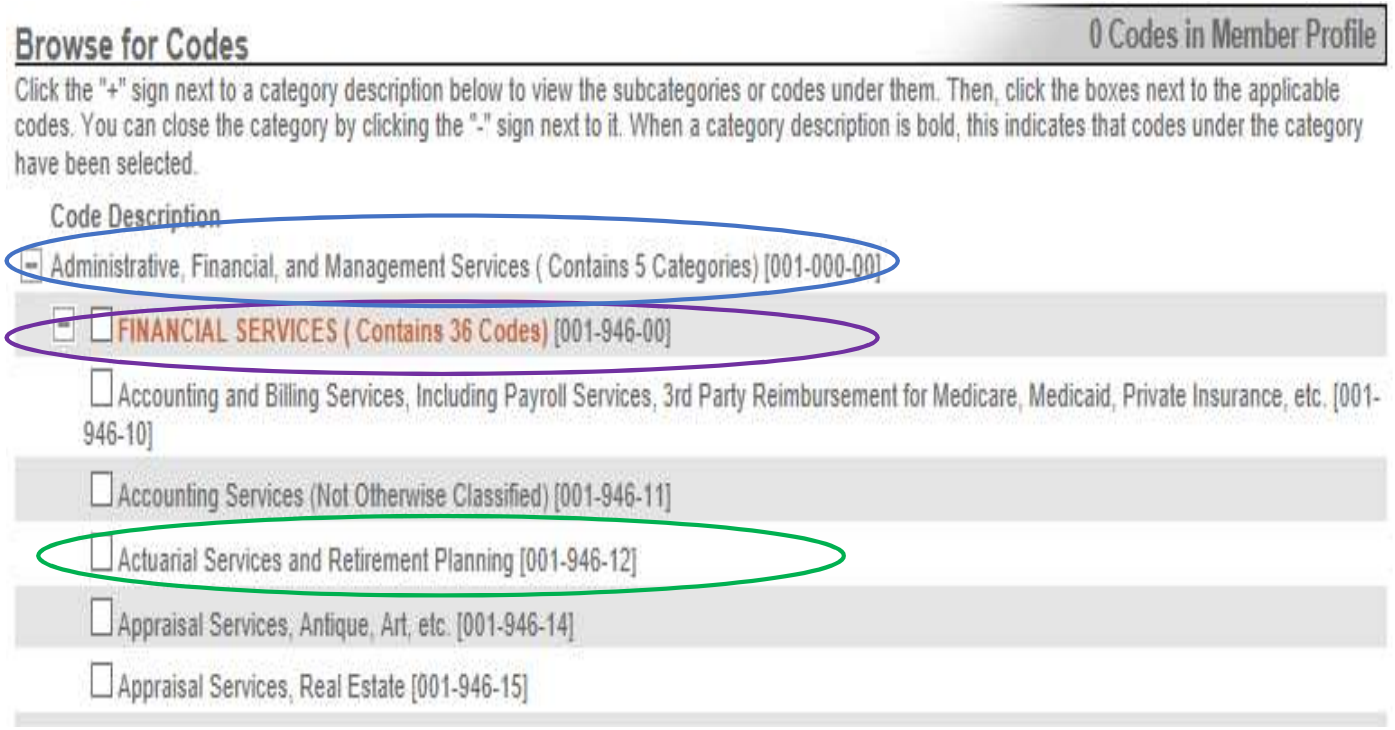
Commodity Codes – Continued

When selecting codes make sure you are selecting the true codes and not the parent codes.

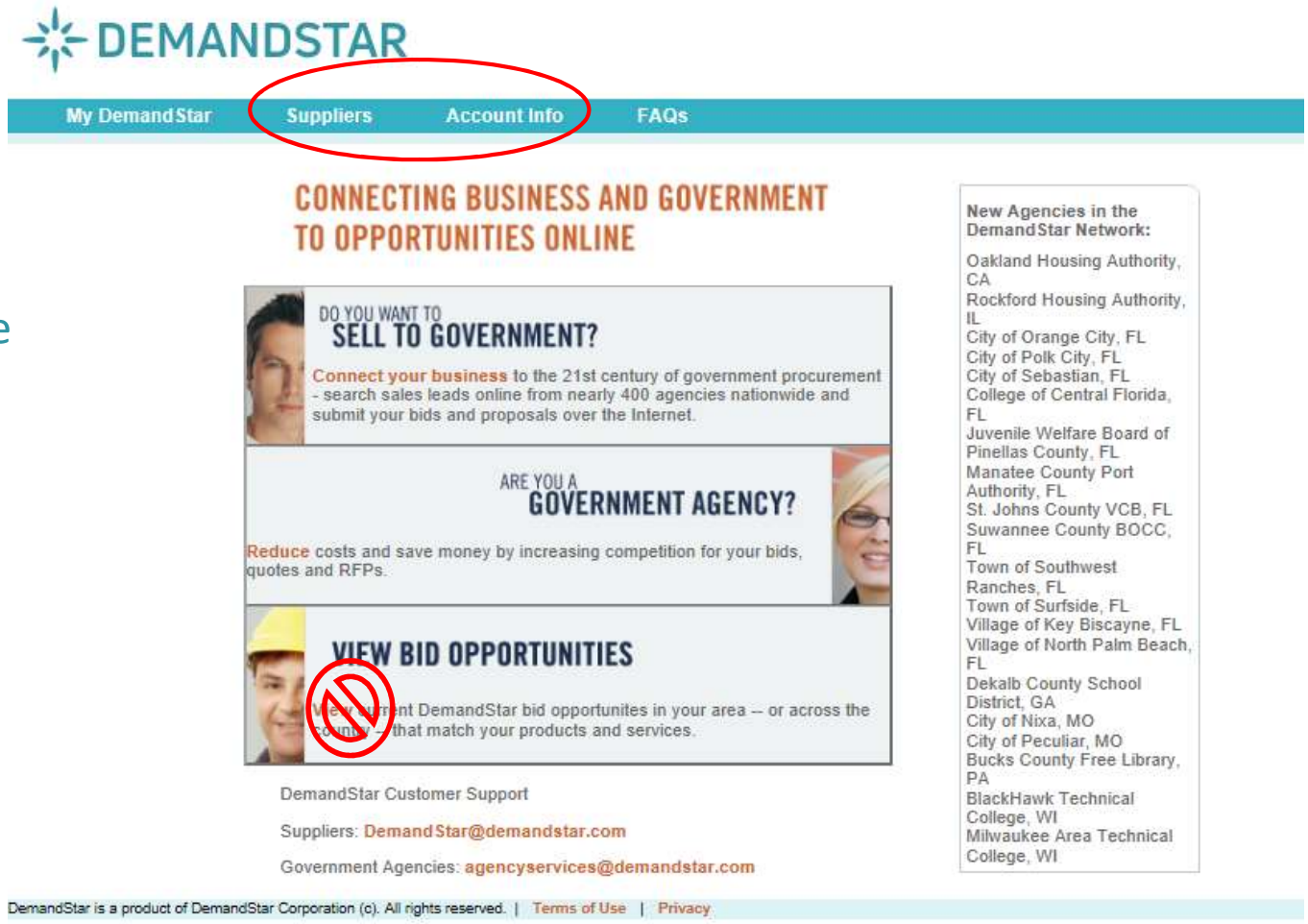
In the example:

Administrative … is a category
Financial Services is a Parent Code containing several true codes
Actuarial Services… is a true code



The codes you select should NEVER end in 00, *unless* your business truly represents all the subcategories.

On this page … use the links in the blue bar to navigate where you want to go. **DO NOT** click on the link at the bottom of the page or you will get stuck in a login loop.



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For help, please contact DemandStar

- support@demandstar.com
- (206) 940-0305

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