

Demandstar Registration Process

Procurement Division



B2G Procurement

What is DemandStar?

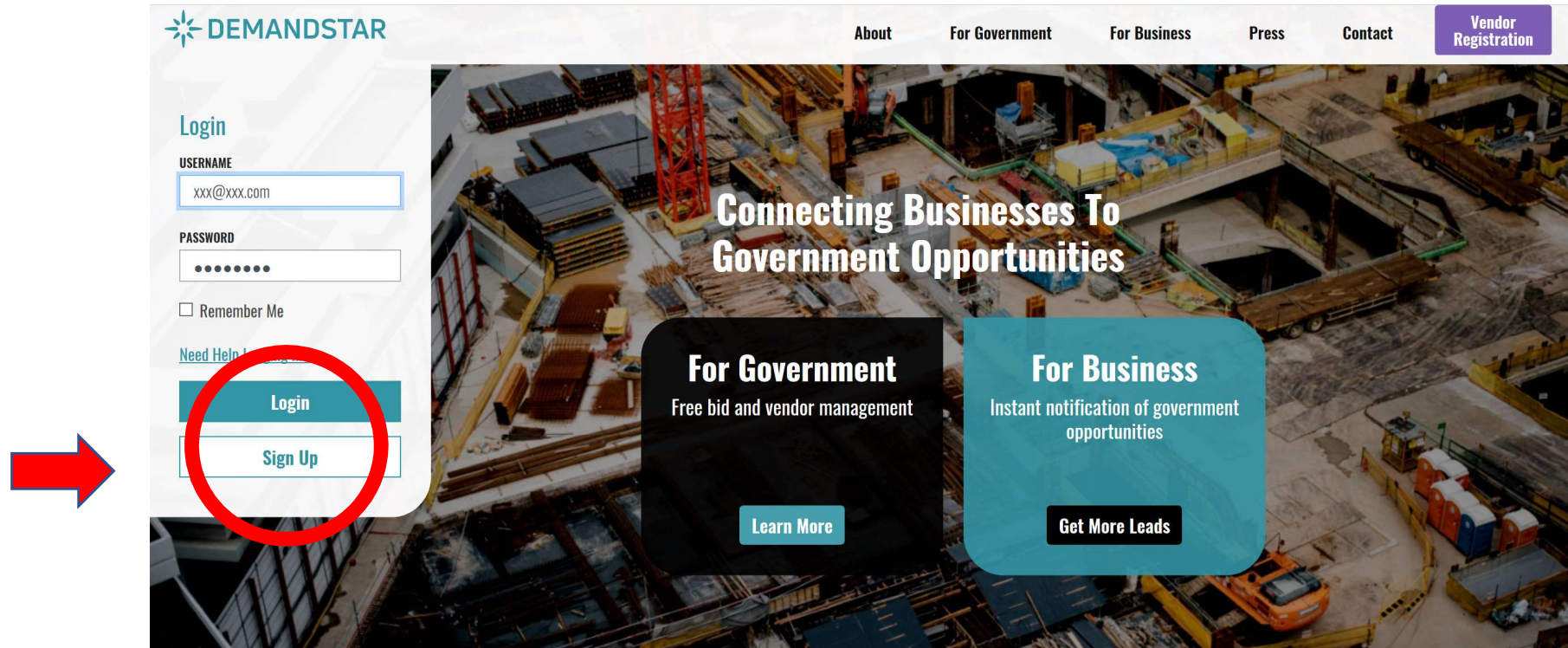
- DemandStar is a web-based notification and delivery system used for public solicitations.
- DemandStar is free (with single agency subscription) and automatically notifies registered vendors when competitive solicitations are released.
- The next few slides will walk you through the registration process.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

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

Register once across all government that use DemandStar

Free




Free bid notifications and unlimited access to one government agency of your choice.



Free access to search all DemandStar agencies to find relevant contracting opportunities.

Register Now

DemandStar Select



Get more leads from multiple government agencies with pricing starting at \$25 per county per year.

- Choose the counties within your sales territory.
- Pick the Commodity Codes that represent what your business provides.
- Get opportunities delivered immediately to your email directly from government purchasing officers through DemandStar.

Register Now

Activ
Go to

On this next page:

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

DEMANDSTAR

About For Government For Business Press Contact **Vendor Registration**

Create an Account with DemandStar

You are one step away from picking your free government agency

Email Address
Your email address here

Company Name
Your company name here

☒ I accept the DemandStar [Terms of Use](#) and [Privacy Policy](#)

Next

Need help? Email support@demandstar.com or call (206) 940-0305

DEMANDSTAR

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

The screenshot shows the DemandStar website's registration interface. At the top, the DemandStar logo is on the left, and navigation links for 'About', 'For Government', 'For Business', 'Press', 'Contact', and a purple 'Vendor Registration' button are on the right. The main content area features a white modal titled 'Choose Your Free Agency' with a back arrow. Below the title, it states: 'Receive full access to the government agency of your choice and receive advance notifications of new opportunities.' There is a search bar labeled 'Search Agency' with a magnifying glass icon. Below this, a prompt says 'Narrow down your search by selecting a state and county.' Two dropdown menus are shown: 'State' with 'Florida' selected and 'County' with 'Pinellas County' selected. Below these are radio button options for various cities: City of Dunedin, City of Largo, City of Oldsmar, City of Pinellas Park, City of Safety Harbor, City of Seminole, and City of St. Pete Beach. At the bottom of the modal are two buttons: a teal 'Next' button and a blue 'Skip for Now' link. Below the modal, a footer line reads: 'Need help? Email support@demandstar.com or call (206) 940-0305'. The bottom of the page has a teal bar with the DemandStar logo.

Complete the Free Agency Registration form



[About](#)[For Government](#)[For Business](#)[Press](#)[Contact](#)[Vendor Registration](#)

My Subscriptions  [0]

Nation (0)

States (0)

Counties (0)

←

Search for States

×

Go Nationwide!

Subscribe to every agency in every county of every state in the nation.

[Add to Cart](#) ☐

All Counties in Every State for just \$2000/year

Choose Your Counties

Alaska☐

Connecticut☐

Illinois☐

Maryland☐

Nevada☐

Arizona☐

Florida☐

Indiana☐

Michigan☐

New Jersey☐

California☐

Georgia☐

Kansas☐

Minnesota☐

North Carolina☐

Colorado☐

Idaho☐

Kentucky☐

Missouri☐

Ohio☐

Total

(0 subscriptions)

Your Current Rate

\$0/year

Proceed to Checkout

Skip for Now

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

Complete the Company Information Registration Pages

← Where is Your Company Based?

This information lets government buyers know where you are located.

Address 1
56

Address 2
Ad

City
Ba

State
W

Zip/Postal Code
98

← What is Your Company Information?

This helps government buyers get in contact with you.

Name
Bu

Contact
20

Website
W

Brief Description
Sr
240

Phone
2

Email
lv

← Who is Your Company's Main Contact?

This person will have administrative control of your account.

First Name
L

Last Name
W

Phone
2

Email
lv

Account Confirmation

A confirmation has been sent to your email. Please use the link and temporary password we sent you to log in and take advantage of your membership.

Login

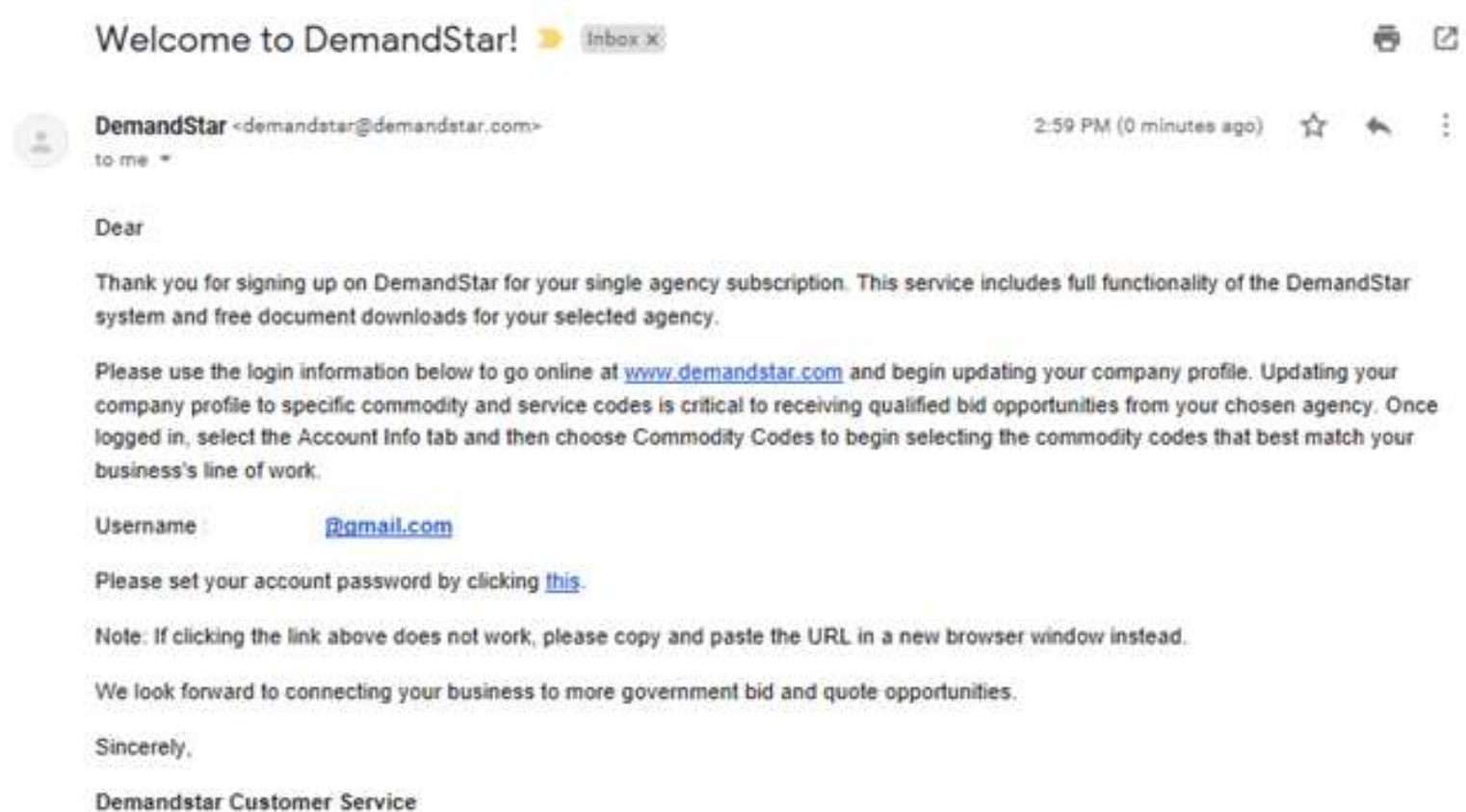
Add a subscription to get access to opportunities from more than one government agency

Subscribe

Need help? Email support@demandstar.com or call (206) 940-0305

Need help? Email support@demandstar.com or call (206) 940-0305

Use Email Confirmation to Login and Set Your Password



Click on “Account Info” to Complete Your Set Up



My DemandStar

Suppliers

Account Info

FAQs

CONNECTING BUSINESS AND GOVERNMENT
TO OPPORTUNITIES ONLINE



**DO YOU WANT TO
SELL TO GOVERNMENT?**

Connect your business to the 21st century of government procurement – search sales leads online from nearly 400 agencies nationwide and submit your bids and proposals over the Internet.

**ARE YOU A
GOVERNMENT AGENCY?**

Reduce costs and save money by increasing competition for your bids, quotes and RFPs.



VIEW BID OPPORTUNITIES

View current DemandStar bid opportunities in your area – or across the country – that match your products and services.

**New Agencies in the
DemandStar Network:**

Oakland Housing Authority,
CA
Rockford Housing Authority,
IL
City of Orange City, FL
City of Polk City, FL
City of Sebastian, FL
College of Central Florida,
FL
Juvenile Welfare Board of
Pinellas County, FL
Manatee County Port
Authority, FL
St. Johns County VCB, FL
Suwannee County BOCC,
FL
Town of Southwest
Ranches, FL
Town of Surfside, FL
Village of Key Biscayne, FL
Village of North Palm Beach,
FL
DeKalb County School
District, GA
City of Nixa, MO
City of Peculiar, MO
Bucks County Free Library,
PA
BlackHawk Technical
College, WI
Milwaukee Area Technical
College, WI

DemandStar Customer Support

Suppliers: DemandStar@demandstar.com

Government Agencies: agencyservices@demandstar.com

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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.

Programs EDIT

Certification Application Status None

Programs

Note



Government agencies can set up "Programs", such as M/WBE certification programs, to track suppliers that meet specific certification or qualification criteria.

Search here to see a list of agencies with program(s) for which you may be eligible.

Buyer Name

Certification Status

Status Changed Since

Expiring After

Attribute Matching ☒ Only show programs which match my **self declared** attributes
☐ Show all programs

NOTE: Only agencies which are covered by your current product subscriptions will be shown.



Updating Your Profile – Users

User Accounts

[EDIT](#)

Primary Contact Linda Watson

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.

User Accounts

[Add Account](#)

Name	Title	Notified	Primary	Actions
Linda Watson	Main Contact	X	X	Edit , Email Password

[<< Return](#)

Add Additional Account

1 Current Active Account(s)

* indicates required fields

First Name *

Last Name *

Username (E-mail) *

E-mail Address*

Initials *

JobTitle

Receives Notifications ☐

Phone Number

[Save](#)[Cancel](#)

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.

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.

Self Declarations

[EDIT](#)

Attributes None

Self Declared Attributes

Tip!



Agencies can establish "Programs" to track businesses that meet specific certification or qualification criteria. For example, an agency may have a certification program for minority-owned businesses or woman-owned businesses for which you may be eligible to participate.

You are encouraged to self-declare any of the attributes that apply to your business, as agencies may perform searches to actively seek out businesses meeting this criteria.

Select any attributes which apply to your business.

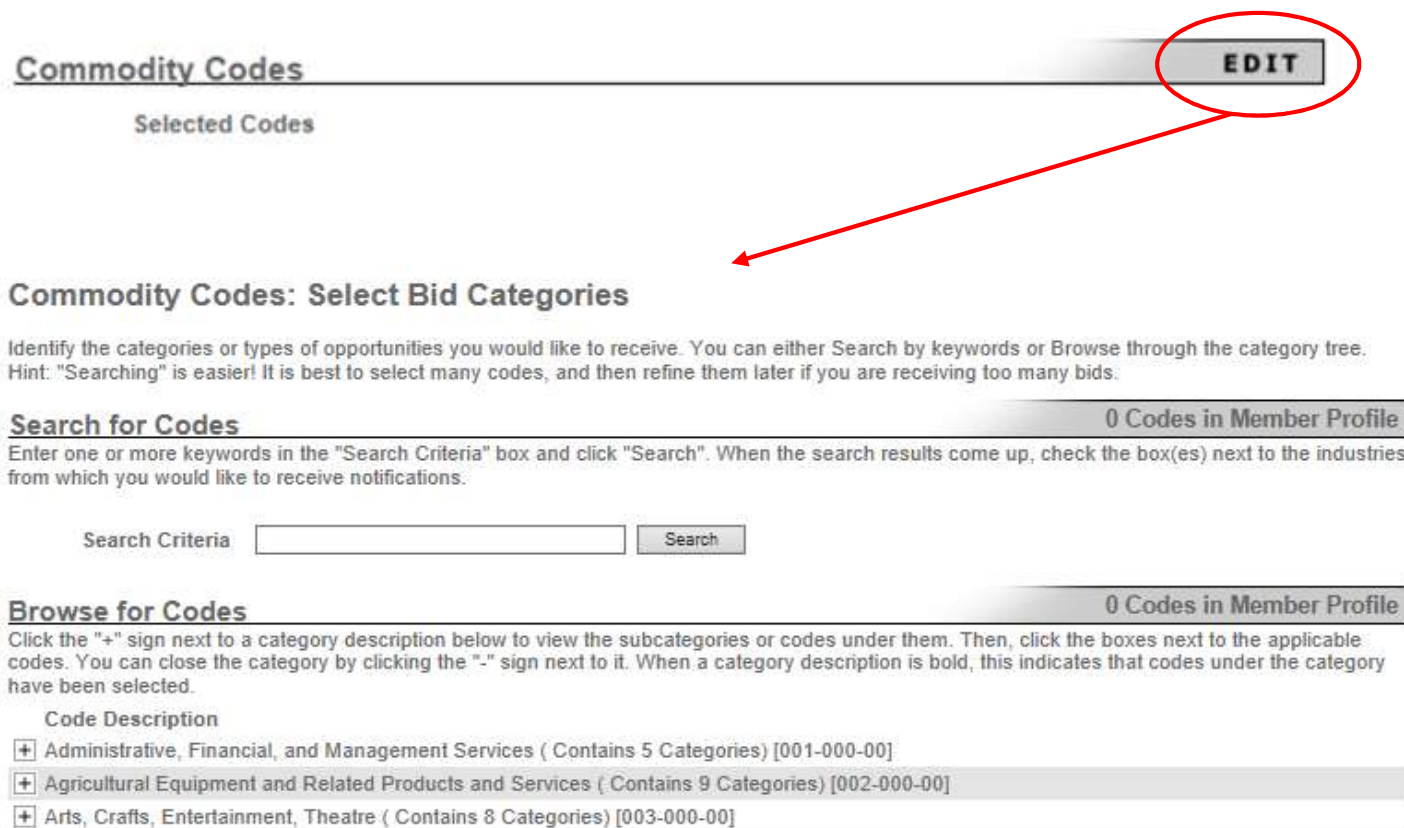
- ☐ African American Owned
- ☐ Asian/Hawaiian Owned
- ☐ Hispanic Owned
- ☐ Native American Owned
- ☐ Small Business
- ☐ Veteran Owned
- ☐ Woman Owned

[Save](#)[Cancel](#)

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.



Commodity Codes EDIT

Selected Codes

Commodity Codes: Select Bid Categories

Identify the categories or types of opportunities you would like to receive. You can either Search by keywords or Browse through the category tree. Hint: "Searching" is easier! It is best to select many codes, and then refine them later if you are receiving too many bids.

Search for Codes 0 Codes in Member Profile

Enter one or more keywords in the "Search Criteria" box and click "Search". When the search results come up, check the box(es) next to the industries from which you would like to receive notifications.

Search Criteria Search

Browse for Codes 0 Codes in Member Profile

Click the "+" sign next to a category description below to view the subcategories or codes under them. Then, click the boxes next to the applicable codes. You can close the category by clicking the "-" sign next to it. When a category description is bold, this indicates that codes under the category have been selected.

Code Description

- ☐ Administrative, Financial, and Management Services (Contains 5 Categories) [001-000-00]
- ☐ Agricultural Equipment and Related Products and Services (Contains 9 Categories) [002-000-00]
- ☐ Arts, Crafts, Entertainment, Theatre (Contains 8 Categories) [003-000-00]

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.

Browse for Codes 0 Codes in Member Profile

Click the "+" sign next to a category description below to view the subcategories or codes under them. Then, click the boxes next to the applicable codes. You can close the category by clicking the "-" sign next to it. When a category description is bold, this indicates that codes under the category have been selected.

Code Description
<input checked="" type="checkbox"/> <input type="checkbox"/> Administrative, Financial, and Management Services (Contains 5 Categories) [001-000-00]
<input type="checkbox"/> <input checked="" type="checkbox"/> FINANCIAL SERVICES (Contains 36 Codes) [001-946-00]
<input type="checkbox"/> Accounting and Billing Services, Including Payroll Services, 3rd Party Reimbursement for Medicare, Medicaid, Private Insurance, etc. [001-946-10]
<input type="checkbox"/> Accounting Services (Not Otherwise Classified) [001-946-11]
<input type="checkbox"/> Actuarial Services and Retirement Planning [001-946-12]
<input type="checkbox"/> Appraisal Services, Antique, Art, etc. [001-946-14]
<input type="checkbox"/> Appraisal Services, Real Estate [001-946-15]



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.



[My DemandStar](#)

[Suppliers](#)

[Account Info](#)

[FAQs](#)

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DemandStar Customer Support

Suppliers: DemandStar@demandstar.com

Government Agencies: agencysservices@demandstar.com

New Agencies in the DemandStar Network:

Oakland Housing Authority, CA
Rockford Housing Authority, IL
City of Orange City, FL
City of Polk City, FL
City of Sebastian, FL
College of Central Florida, FL
Juvenile Welfare Board of Pinellas County, FL
Manatee County Port Authority, FL
St. Johns County VCB, FL
Suwannee County BOCC, FL
Town of Southwest Ranches, FL
Town of Surfside, FL
Village of Key Biscayne, FL
Village of North Palm Beach, FL
DeKalb County School District, GA
City of Nixa, MO
City of Peculiar, MO
Bucks County Free Library, PA
BlackHawk Technical College, WI
Milwaukee Area Technical College, WI

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For help, please contact DemandStar

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