

# Demandstar Registration Process

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Procurement Division

# What is DemandStar?

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- 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](mailto:Demandstar@demandstar.com).

# Overview of the Registration Process

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- 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  
<https://network.demandstar.com/>

Click on "Sign Up"

A screenshot of the Demandstar login page. The page has a dark teal background with a starburst pattern. At the top, the word "Login" is written in white. Below it are two input fields: "Username" and "Password". Under the "Password" field is a checkbox labeled "Remember Me". Below the checkbox is the text "Need help logging in?". At the bottom of the form are two buttons: "Login" and "or Sign Up". The "or Sign Up" button is circled in red. The Demandstar logo is visible in the bottom right corner of the screenshot.

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

**Create an Account with DemandStar**

You are one step away from picking your free government agency

**Email Address**  
fine@fine.com

**Company Name**  
Fine

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

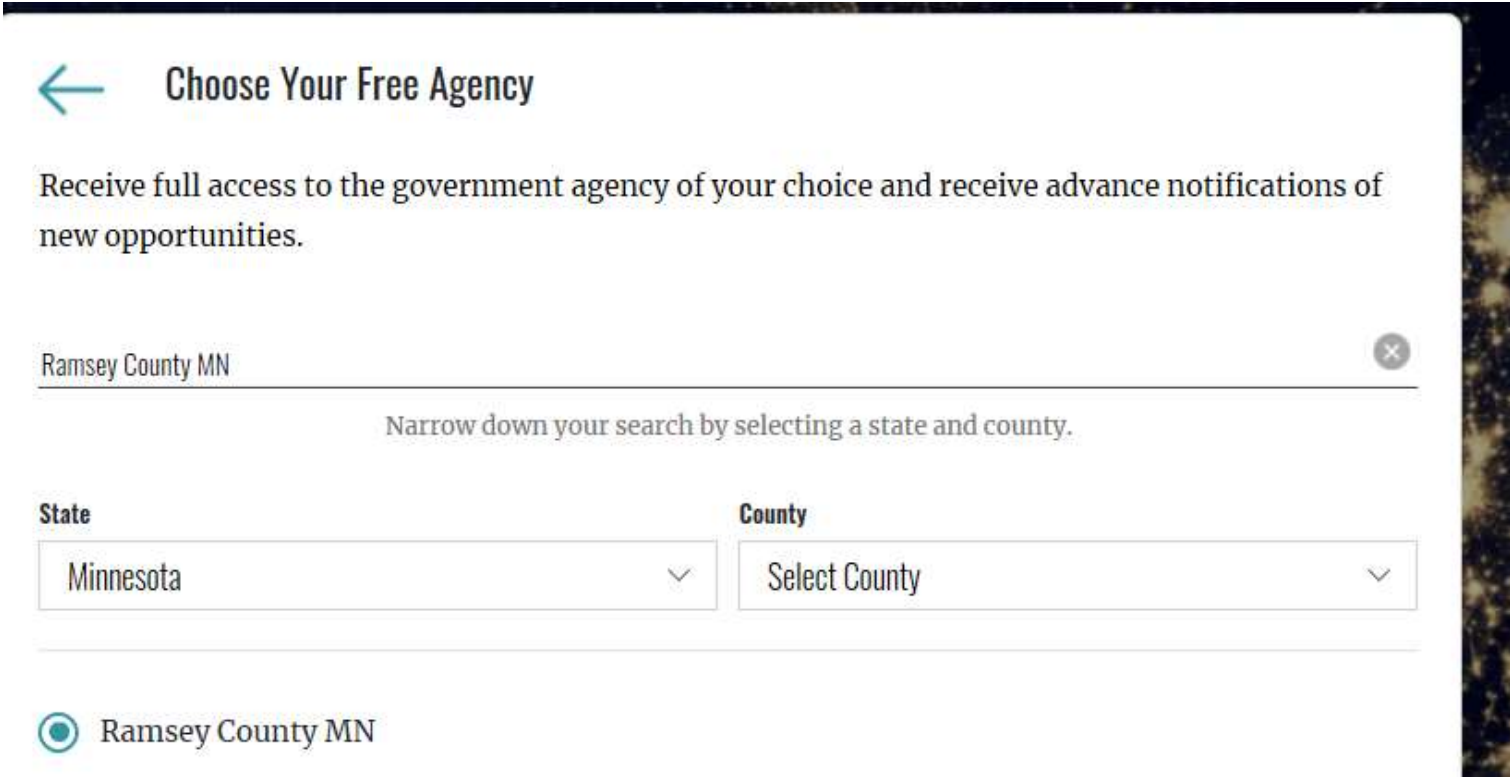
**Next**

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

# This page gives you options for your subscription

To register with Ramsey County on a complimentary basis

- choose your agency from the pull-down list (start by choosing the state)



The screenshot shows a web form titled "Choose Your Free Agency" with a back arrow icon. Below the title is a descriptive sentence: "Receive full access to the government agency of your choice and receive advance notifications of new opportunities." A search bar contains the text "Ramsey County MN" and has a close button (X) on the right. Below the search bar is the instruction: "Narrow down your search by selecting a state and county." There are two dropdown menus: "State" with "Minnesota" selected and "County" with "Select County" selected. At the bottom, there is a radio button selected next to "Ramsey County MN".

# Complete the **Free Agency** Registration form

The screenshot shows the DemandStar website interface for agency registration. At the top left is the DemandStar logo. The top navigation bar includes links for 'About', 'For Government', 'For Business', 'Press', 'Contact', and a purple 'Vendor Registration' button. A teal banner at the top right shows 'My Subscriptions' with a shopping cart icon and '[0]'. Below the banner, a message states: 'You have chosen City of Tampa, FL as your free agency. Add additional government agencies below for \$25 per County, Statewide and National subscriptions available.' The main content area features a search bar for states, a 'Go Nationwide!' section with an 'Add to Cart' button, and a 'Choose Your Counties' section with a grid of state checkboxes. The right sidebar shows counts for 'Nation (0)', 'States (0)', and 'Counties (0)'. At the bottom right, a summary table shows 'Total (0 subscriptions) \$0/year' and two buttons: 'Proceed to Checkout' and 'Skip for Now', with the latter circled in red.

DEMANDSTAR

About For Government For Business Press Contact Vendor Registration

My Subscriptions [0]

Nation (0)  
States (0)  
Counties (0)

You have chosen City of Tampa, FL as your free agency. Add additional government agencies below for \$25 per County, Statewide and National subscriptions available.

Search for States

Go Nationwide!  
Subscribe to every agency in every county of every state in the nation. All Counties in Every State for just \$2000/year

Choose Your Counties

Alaska	Arizona	California	Colorado
Connecticut	Florida	Georgia	Idaho
Illinois	Indiana	Kansas	Kentucky
Maryland	Michigan	Minnesota	Missouri
Nevada	New Jersey	North Carolina	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”. If you want all agencies within a county or a state or nationwide, choose them then click on “Proceed to Checkout”.

# Complete the Registration Pages

← Where is Your Company Based?

This information lets government buyers know where you are located.

Address 1  
123 Main

Address 2  
Address

City Name

← What is Your Company Information?

This helps government buyers get in contact with you.

← Who is Your Company's Main Contact?

This person will have administrative control of your account.

First Name  
Linda

Last Name  
Watson

Phone  
2065842564

Email Address  
lwatson@demandstar.com

Submit

[Empty field]

5842564 (optional)

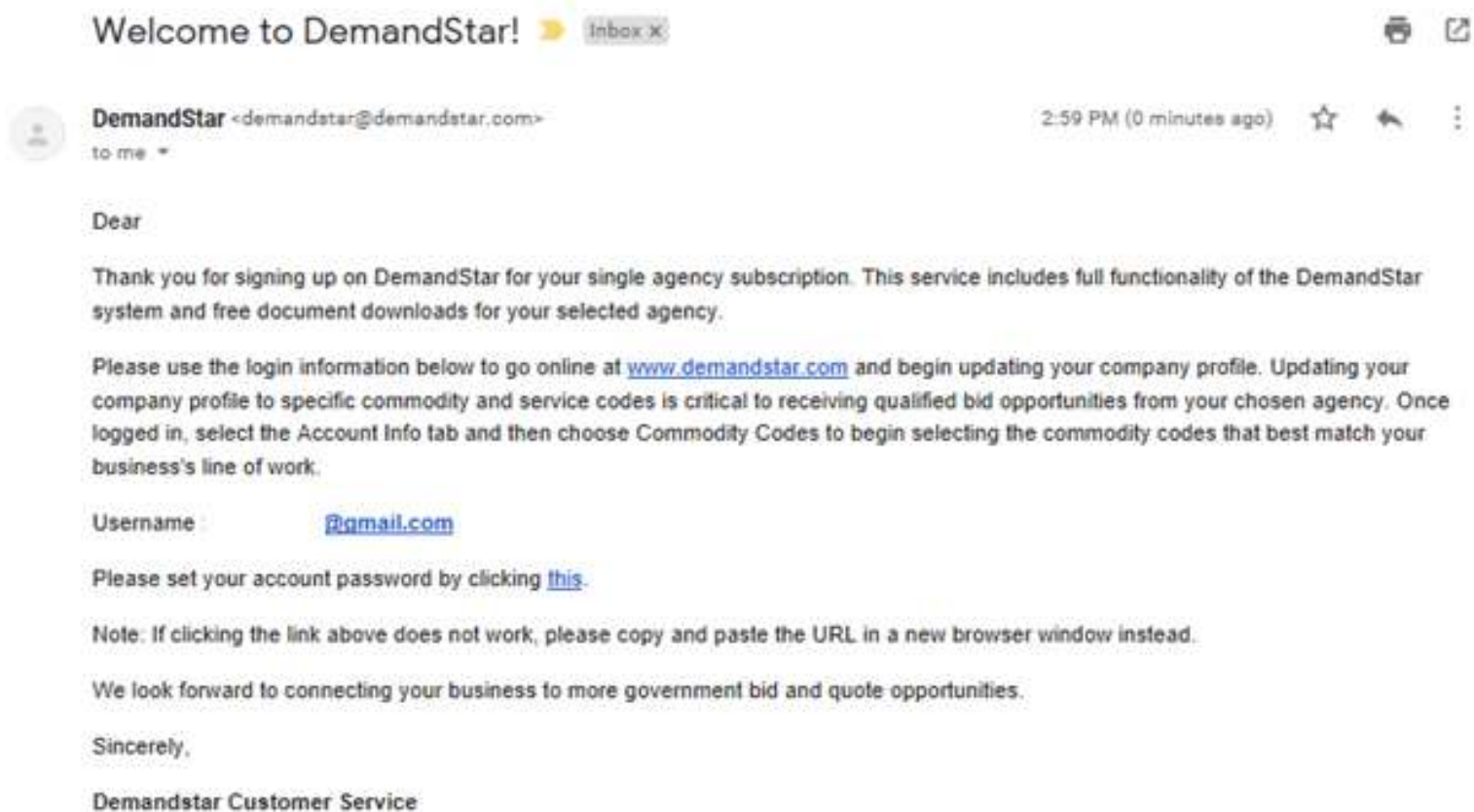
[Empty field] (optional)

[Empty field] (optional)

Next



# Use Email Confirmation to Login and Set Your Password



Click on "Account Info" to Complete Your Set Up

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](mailto:DemandStar@demandstar.com)

Government Agencies: [agencyervices@demandstar.com](mailto:agencyervices@demandstar.com)

# 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 – 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 – 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

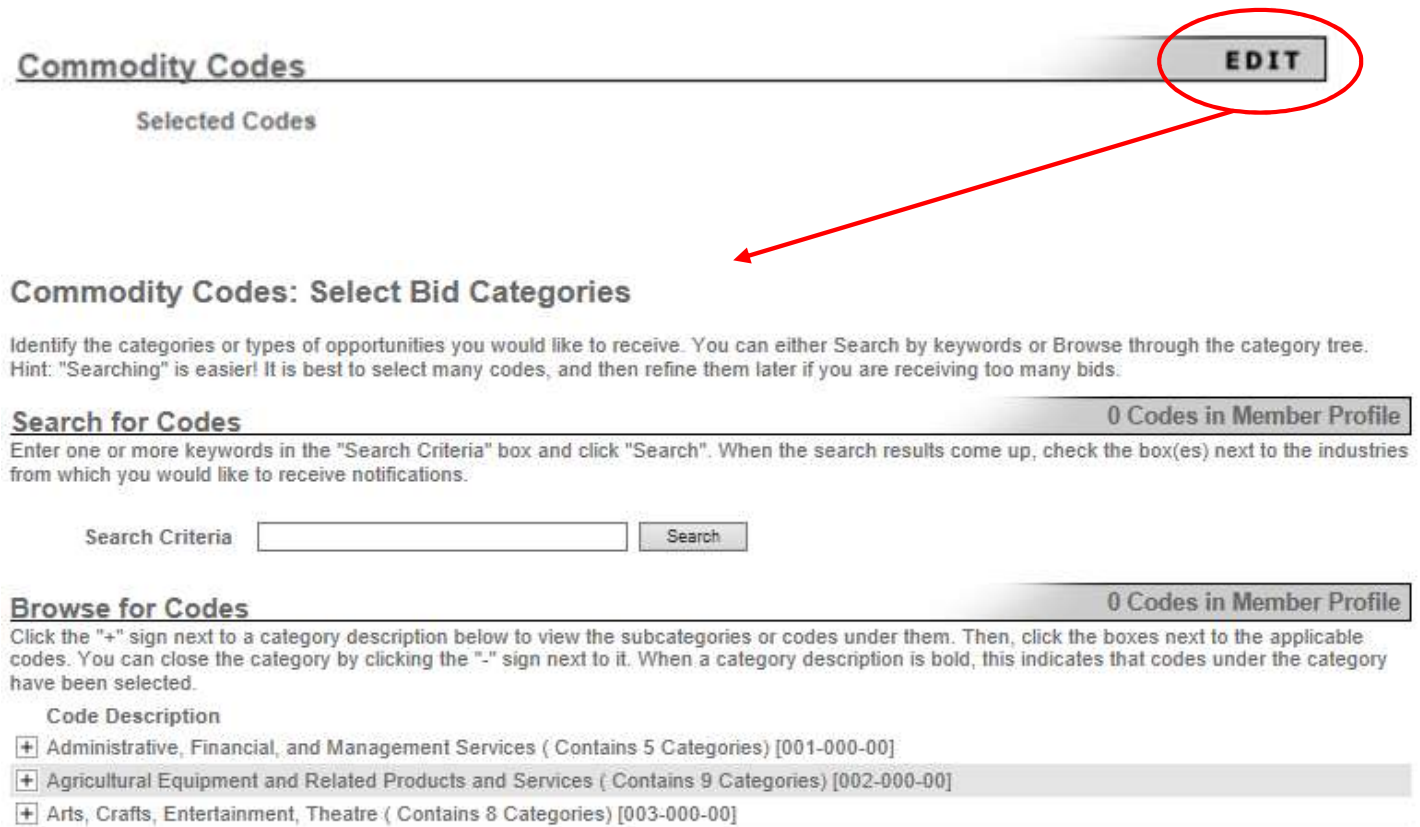
Cancel

**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 – 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

**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

- Administrative, Financial, and Management Services ( Contains 5 Categories) [001-000-00]
- FINANCIAL SERVICES ( Contains 36 Codes) [001-946-00]**
  - Accounting and Billing Services, Including Payroll Services, 3rd Party Reimbursement for Medicare, Medicaid, Private Insurance, etc. [001-946-10]
  - Accounting Services (Not Otherwise Classified) [001-946-11]
  - Actuarial Services and Retirement Planning [001-946-12]
  - Appraisal Services, Antique, Art, etc. [001-946-14]
  - 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.

## CONNECTING BUSINESS AND GOVERNMENT TO OPPORTUNITIES ONLINE



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Government Agencies: [agencysservices@demandstar.com](mailto: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





For help, please contact DemandStar

- [support@demandstar.com](mailto:support@demandstar.com)
- (206) 940-0305