

Demandstar Registration Process

Procurement Division

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 or call 206-940-0305.

Overview of the Registration Process

1. Register your Company
2. Accepting the Membership Agreement
3. Updating Company Profile
4. Setting your password (to “activate” your account)
5. Logging in to the DemandStar Platform

Step 1. Register your Company

1. Go to www.demandstar.com
2. Click on the link “Get More Leads” on the For Business block.

The screenshot shows the DemandStar website interface. At the top left is the DemandStar logo. To the right are navigation links: About, For Government, For Business, News, and Contact. The main content area features a large background image of a construction site with the headline "Connecting Businesses To Government Opportunities". Below this headline are two call-to-action blocks: "For Government" with the text "Free bid and vendor management" and a "Learn More" button; and "For Business" with the text "Instant notification of government opportunities" and a "Get More Leads" button. The "Get More Leads" button is circled in red. On the left side of the page, there is a login form with fields for "USERNAME" (containing "Enter Username") and "PASSWORD" (containing "Enter Password"), a "Remember Me" checkbox, a "Need Help Logging in?" link, and "Login" and "Sign Up" buttons.

DEMANDSTAR

About For Government For Business News Contact

Connecting Businesses To Government Opportunities

For Government
Free bid and vendor management
Learn More

For Business
Instant notification of government opportunities
Get More Leads

LOGIN

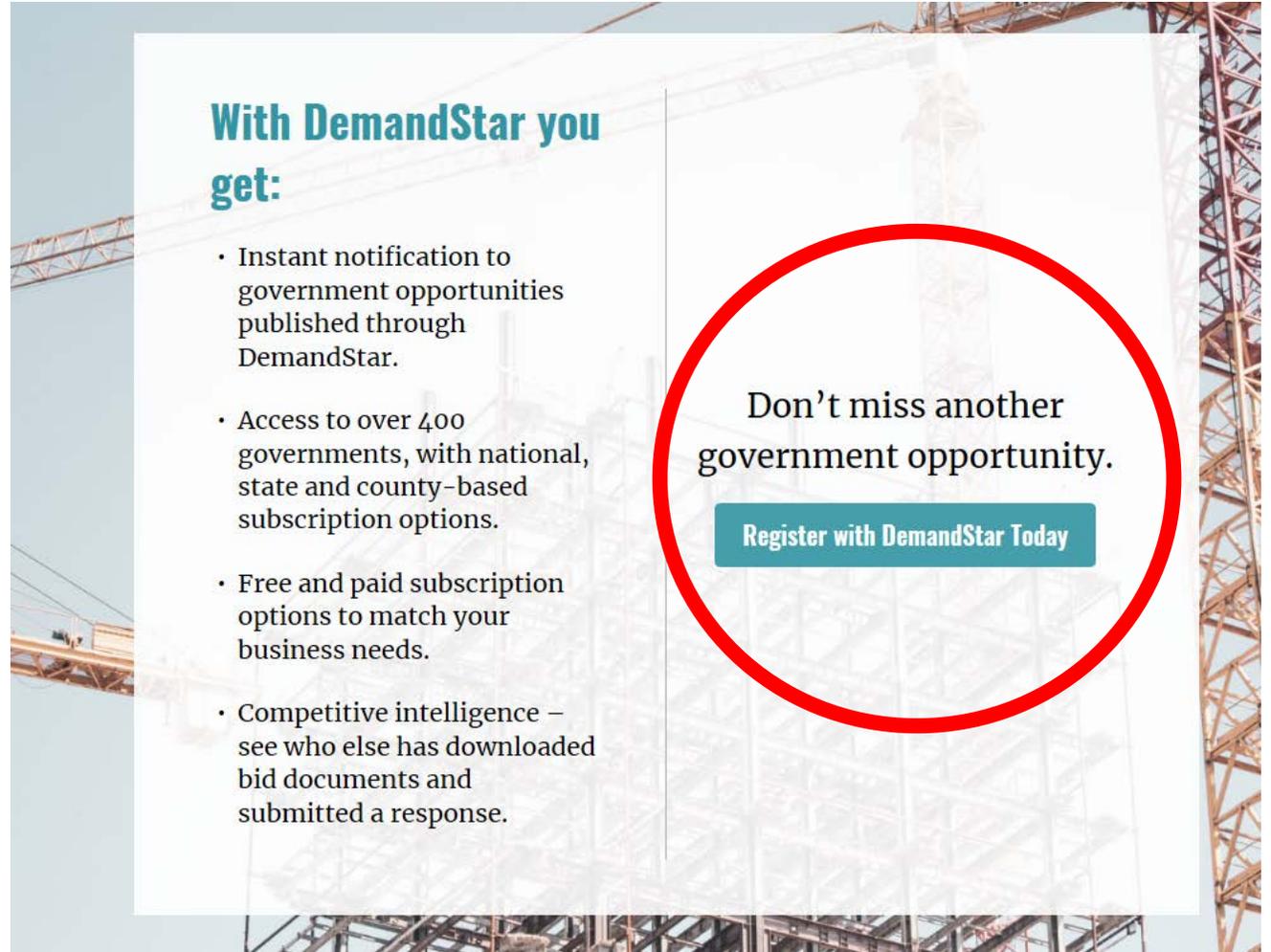
Sign Up

Need Help Logging in?

Remember Me

NEWS: DemandStar Ownership Transition is Complete

3. On the next page, click on “Register with DemandStar Today”

An advertisement for DemandStar, a platform for government opportunities. The background is a faded image of a construction site with cranes and steel structures. The text is overlaid on a white semi-transparent box. A red circle highlights the call to action and the headline.

With DemandStar you get:

- Instant notification to government opportunities published through DemandStar.
- Access to over 400 governments, with national, state and county-based subscription options.
- Free and paid subscription options to match your business needs.
- Competitive intelligence – see who else has downloaded bid documents and submitted a response.

Don't miss another government opportunity.

Register with DemandStar Today

This page gives you 5 options for a subscription.

4. When registering your company you should at a minimum choose the **Free Agency** account as that will allow you to truly explore the site and its capabilities.

The image shows a grid of five subscription options for DemandStar, each with a 'Register Now' button. A red arrow points from the text in the list to the 'Free Agency' option.

Subscription Option	Price	Description
DemandStar Basic	Free	Search the DemandStar government partner database at no cost. Each bid package will cost \$5 to download. Once a document is downloaded, you will receive notification of addenda and award information.
DemandStar Free Agency	Free	Same as Basic, but with free access to all DemandStar functionality for one government partner of your choice.
DemandStar Select	\$25 per county	Select just the counties in your territory. Get bid notifications, document access and quotes for all DemandStar agencies within each county you select.
DemandStar Statewide	Varies	Get bid notifications, document access and quotes for all DemandStar agencies within a state.
DemandStar Nationwide	\$2,000/year	Get bid notifications, document access and quotes for all 400+ DemandStar agencies.

Complete the Free Agency Registration form

Be sure to select the
agency you need



Subscriber General Information

By completing and submitting the form below you're creating a Free Subscription to one Demandstar Agency. Your subscription includes the full functionality of the DemandStar platform including Bidwire, Quotewire and free document downloads from a single agency. Bid document downloads from other agencies are available at an additional cost.

* indicates required fields

Create Your Username

Login Username (E-Mail) *

Main Contact Information

First Name *

Last Name *

Phone *

E-mail Address * (Please call [800-575-1738](tel:800-575-1738) for help if you do not have an email address)

Company Information

Company Name *

Address Line 1 *

Address Line 2

City *

State/Province *

Zip/Postal Code *

Phone Number *

Fax Number

Time Zone *

Country *

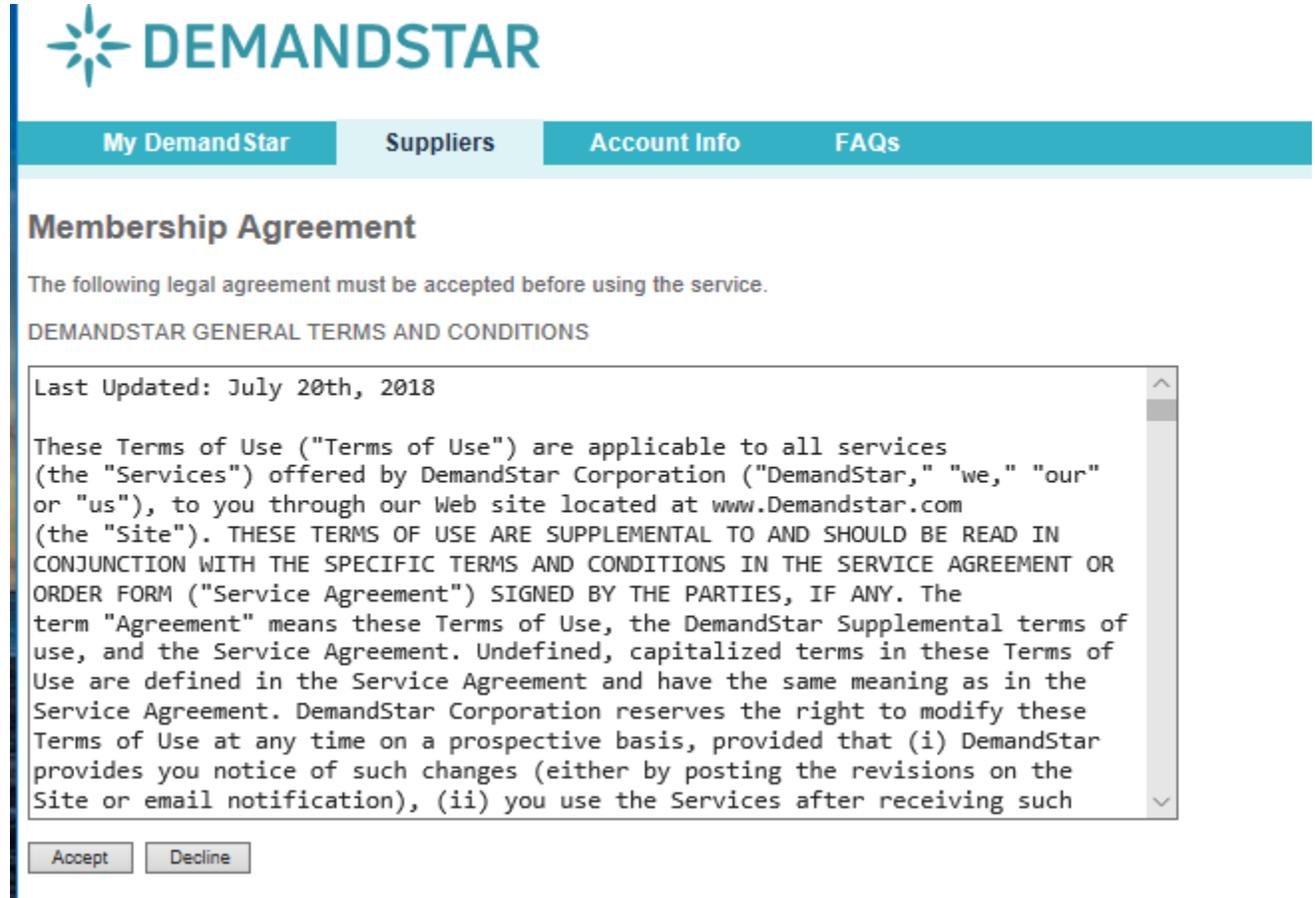
Website

Free Agency Selection

Select the agency *

Step 2. Membership Agreement

Once you have completed the registration form online, you will be directed to the Membership Agreement page. **You must Accept** these terms and conditions in order to use DemandStar.



The screenshot shows the DemandStar website interface. At the top is the DemandStar logo, a teal starburst icon followed by the word "DEMANDSTAR" in teal. Below the logo is a navigation bar with four tabs: "My DemandStar", "Suppliers", "Account Info", and "FAQs". The "Suppliers" tab is currently selected. Below the navigation bar, the page title is "Membership Agreement". A notice states: "The following legal agreement must be accepted before using the service." Below this is the heading "DEMANDSTAR GENERAL TERMS AND CONDITIONS". A scrollable text box contains the following text: "Last Updated: July 20th, 2018" followed by a paragraph: "These Terms of Use ('Terms of Use') are applicable to all services (the 'Services') offered by DemandStar Corporation ('DemandStar,' 'we,' 'our' or 'us'), to you through our Web site located at www.Demandstar.com (the 'Site'). THESE TERMS OF USE ARE SUPPLEMENTAL TO AND SHOULD BE READ IN CONJUNCTION WITH THE SPECIFIC TERMS AND CONDITIONS IN THE SERVICE AGREEMENT OR ORDER FORM ('Service Agreement') SIGNED BY THE PARTIES, IF ANY. The term 'Agreement' means these Terms of Use, the DemandStar Supplemental terms of use, and the Service Agreement. Undefined, capitalized terms in these Terms of Use are defined in the Service Agreement and have the same meaning as in the Service Agreement. DemandStar Corporation reserves the right to modify these Terms of Use at any time on a prospective basis, provided that (i) DemandStar provides you notice of such changes (either by posting the revisions on the Site or email notification), (ii) you use the Services after receiving such". At the bottom of the scrollable box are two buttons: "Accept" and "Decline".

Clicking Accept on the membership agreement page brings you to this screen.

Please click on **Account Info** and complete your profile.

DEMANDSTAR

My DemandStar Suppliers **Account Info** FAQs

CONNECTING BUSINESS AND GOVERNMENT TO OPPORTUNITIES ONLINE

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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.

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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Step 3. Updating Your Profile

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 - Continued

Agencies often need bids from companies that fit the minority status. Check to see if your company fits 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 - Continued

If more than one person needs access to this account please add them here. This is also where you will 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.

User Accounts

Primary Contact Candy Dawson, Main Contact

EDIT

User Accounts

Add Account

Name	Title	Notified	Primary	Actions
Candy Dawson	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

Updating Your Profile - Continued

Commodity Codes are a **MUST!!!** 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

Selected Codes

EDIT

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 to the Right

Administrative ... is a category
Financial Services is a Parent Code
containing several true codes

Accounting and Billing ... is a true code

The codes you select should
NEVER end in 00.

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]

Step 4. Setting Your Password

You will receive the following email from welcome@demandstar.com

Dear C [REDACTED]

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 : [REDACTED]

Please set your account password by clicking on the link below:

<https://www.demandstar.com/account/users/tokensignin.asp?token=59AFAF6C-5488-4DD2-96A1-68D67CBAFCFD>

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 Support,

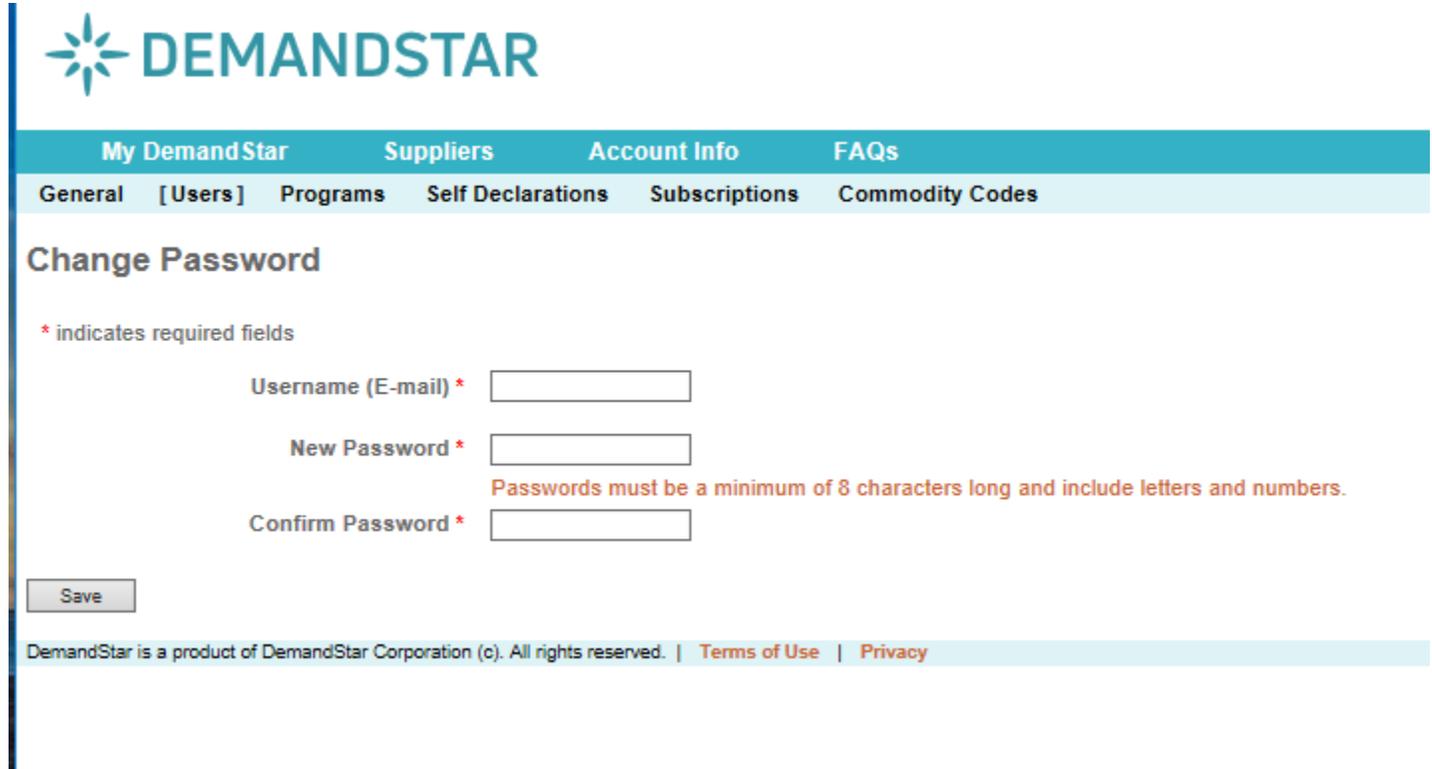
www.Demandstar.com

supplierservices@demandstar.com



You need to click on the link to the left and follow the prompts to set your password.

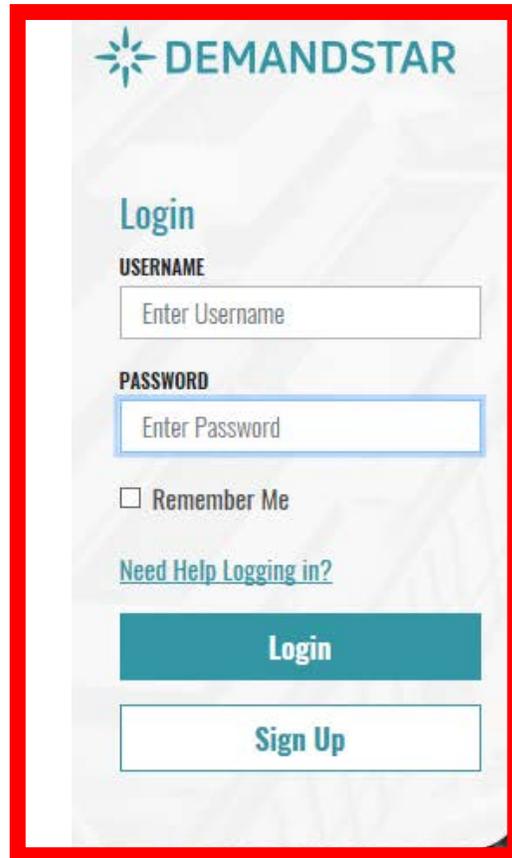
The welcome email pictured on the previous slide provided you with your username. Please note that your password MUST contain both letters and numbers.



The screenshot shows the DemandStar user interface. At the top left is the DemandStar logo, a teal starburst icon followed by the text "DEMANDSTAR". Below the logo is a teal navigation bar with the following menu items: "My Demand Star", "Suppliers", "Account Info", and "FAQs". Underneath this bar is a light blue bar with the following sub-menu items: "General", "[Users]", "Programs", "Self Declarations", "Subscriptions", and "Commodity Codes". The main content area is titled "Change Password" in bold. Below the title, there is a note: "* indicates required fields". The form contains three input fields: "Username (E-mail) *", "New Password *", and "Confirm Password *". To the right of the "New Password" field, there is a red error message: "Passwords must be a minimum of 8 characters long and include letters and numbers." At the bottom left of the form is a "Save" button. At the bottom of the page is a light blue footer bar with the text: "DemandStar is a product of DemandStar Corporation (c). All rights reserved. | [Terms of Use](#) | [Privacy](#)".

Step 5. Logging in to DemandStar

Once you set up your password, go to www.demandstar.com and login



The image shows a screenshot of the DemandStar login page. The page is framed with a red border. At the top left is the DemandStar logo, which consists of a starburst icon followed by the word "DEMANDSTAR" in a teal, sans-serif font. Below the logo is the heading "Login" in a teal font. Underneath, there are two input fields: "USERNAME" with a placeholder "Enter Username" and "PASSWORD" with a placeholder "Enter Password". Below the password field is a checkbox labeled "Remember Me". A link "Need Help Logging in?" is positioned below the checkbox. At the bottom of the form are two buttons: a teal "Login" button and a white "Sign Up" button with a teal border.



The image shows the main banner of the DemandStar website. The background is an aerial view of a construction site with cranes and building structures. At the top right, there is a navigation menu with links: "About", "For Government", "For Business", "News", and "Contact". In the center, the text "Connecting Businesses To Government Opportunities" is displayed in a large, white, bold font. Below this text are two call-to-action boxes. The left box is dark teal and contains the text "For Government" in white, followed by "Free bid and vendor management" in a smaller white font, and a white "Learn More" button at the bottom. The right box is light teal and contains the text "For Business" in white, followed by "Instant notification of government opportunities" in a smaller white font, and a black "Get More Leads" button at the bottom.

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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DemandStar Customer Support

Suppliers: DemandStar@demandstar.com

Government Agencies: agency@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