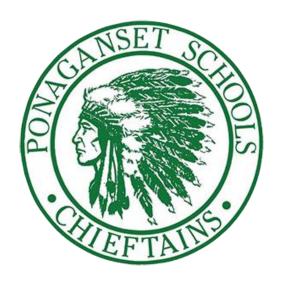


Register for access to Foster-Glocester Regional School District, RI Business Opportunities







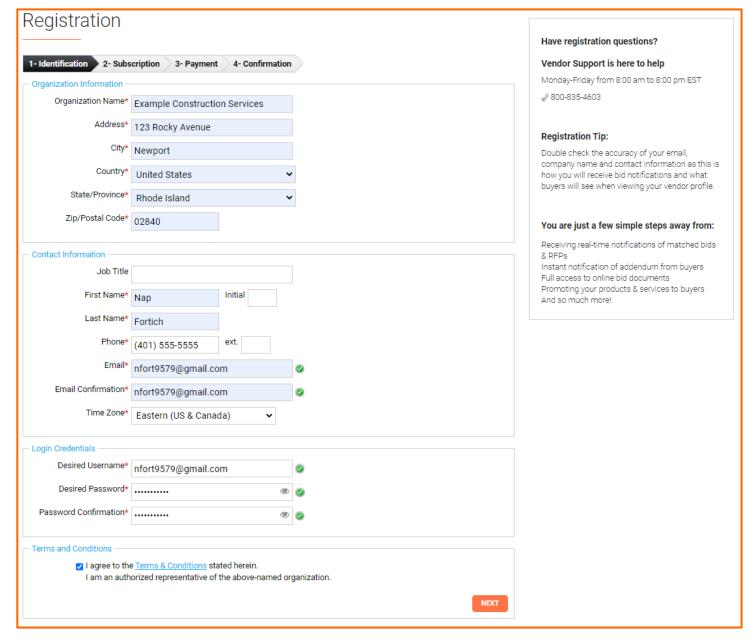
- In addition to having access to Foster-Glocester Regional School District's solicitations, by registering you have:
 - Access to over 75 local and state government agencies located within Rhode Island
 - Access to respond electronically to business opportunities issued by participating agencies
 - Ability to receive solicitation and addendum alert emails
 - Ability to market your company through the Advertising Profile options





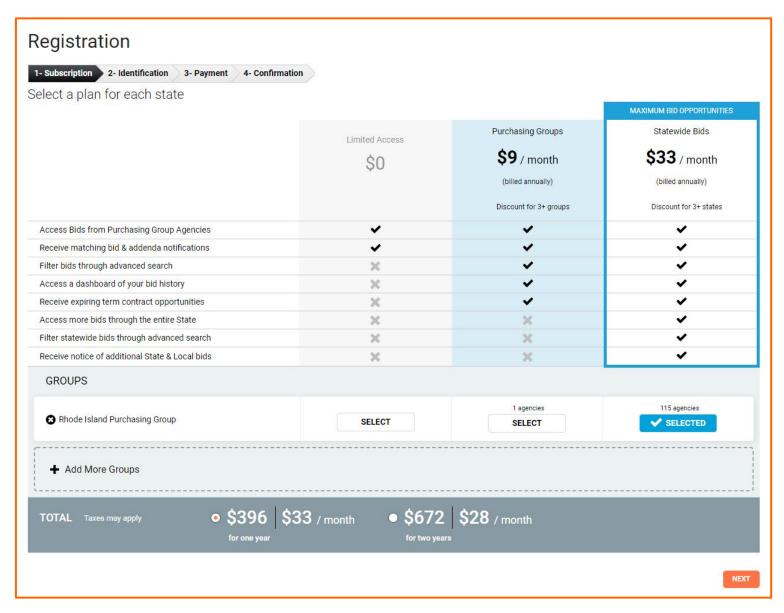
Registration

- Enter in your Company information including:
 - Address
 - Company Name
- Enter in your main user information including:
 - Email address
 - Requested username/password



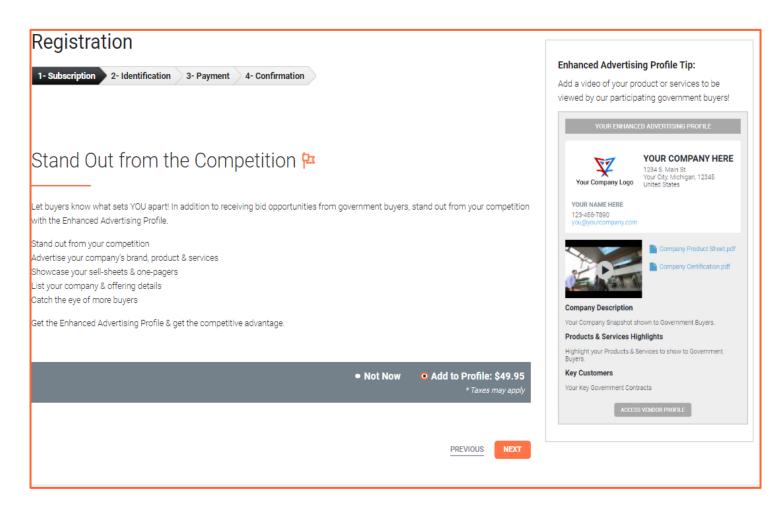
Select Package

- Select the package that makes the most sense for your company.
- Select Limited Access at no charge to receive automatic email notification from all member agencies of the Rhode Island Purchasing group.
- For automatic email notification within the RI Purchasing Group that includes advanced searching capabilities, select the Purchasing Group option.
- For Statewide opportunities, select the Statewide option which includes bids in the RI Purchasing Group + all other bid opportunities in Rhode Island.



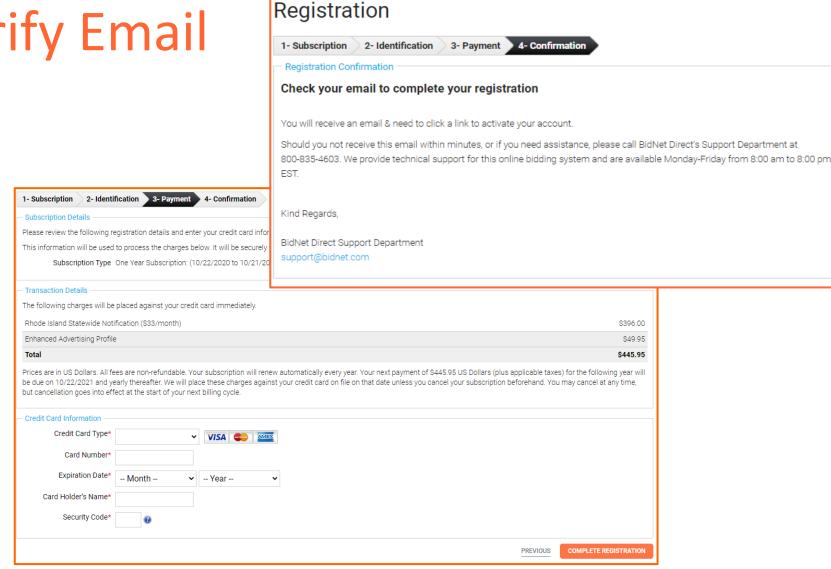
Optional Advertising Profile

- An option is available to add your logo, product sell-sheets, etc. to your company profile
- You can add this to your profile or select "Not Now"



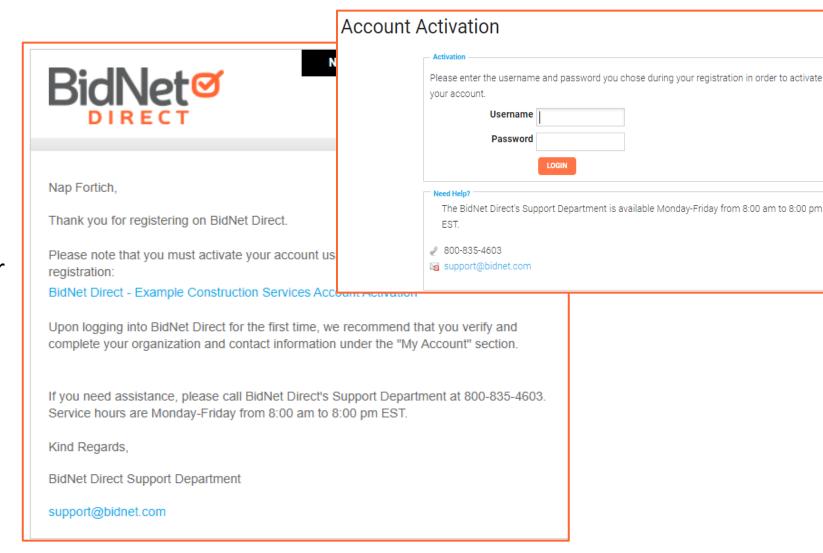
Complete & Verify Email

- The summary of your registration options will be displayed
- If any paid registration options were selected, you will be asked for your credit card information
- CHECK YOUR EMAIL to complete the registration process & verify your email address



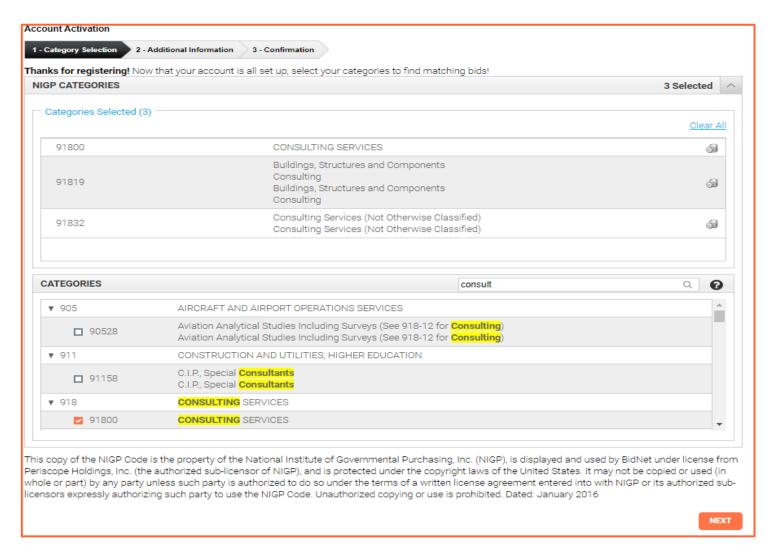
Follow link to Activate Account

- CHECK YOUR EMAIL to complete the registration process & verify your email address
- Click the link & login using your selected username and password



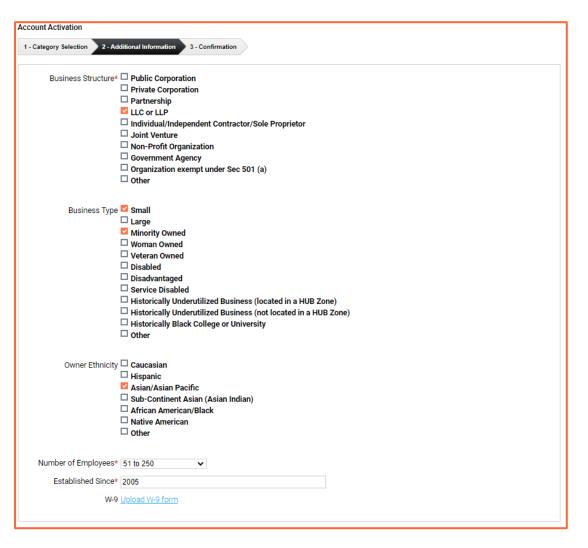
Category Code Selection

- Upon your initial login, you will be asked to select the category codes of the products or services your company offers
- Search by keyword & select all the codes that apply
- This information is used:
 - For any automatic email notifications of matching solicitations
 - In your company profile for buyers to search & find by product/service offering
 - For any "invitation" to bid manually requested by buyers



Additional Information

- Additional information such as the type of business structure, any DBE or other certification will be asked
- You may also upload your W-9 form directly to your company profile
- This information is used:
 - In your company profile for buyers to search & find by product/service offering
 - For any "invitation" to bid manually requested by buyers



Registration COMPLETE

- Login and start looking at open solicitations
- Depending on your registration type, notifications of matching open solicitations will start immediately
- Need registration help? Contact the BidNet Direct vendor support team at 800-835-4603, option 2

