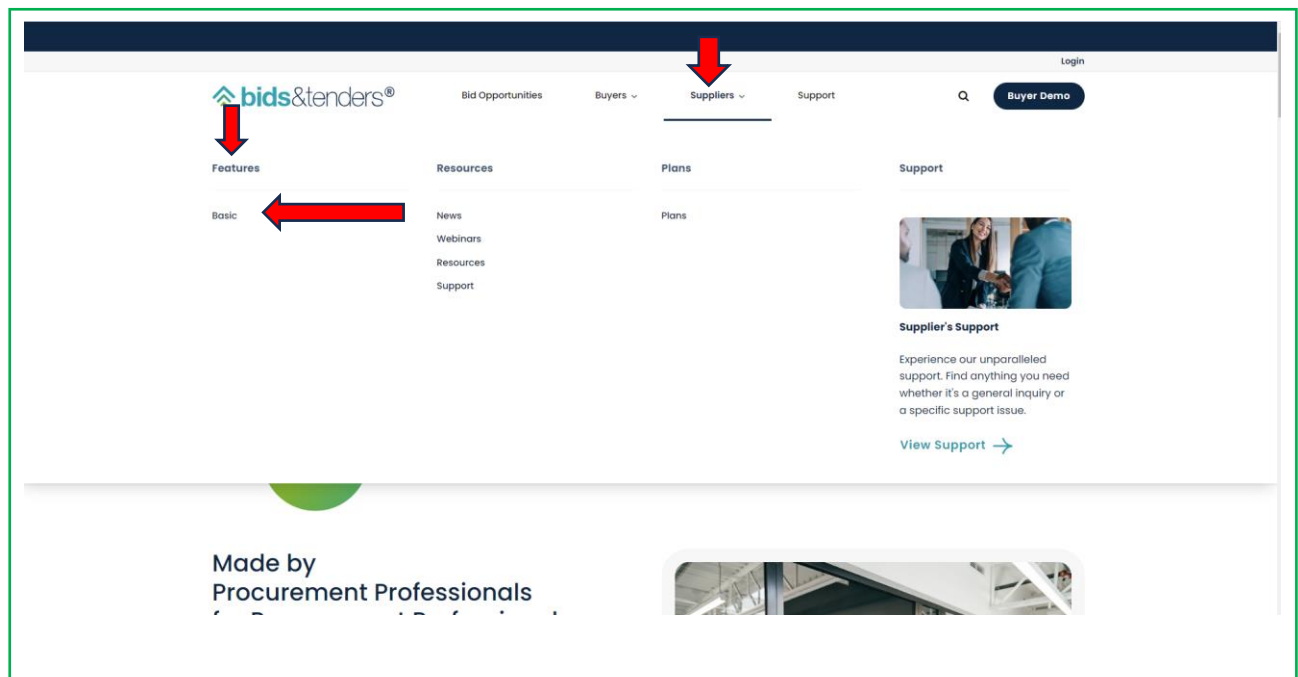


Creating a Free bids&tenders Account

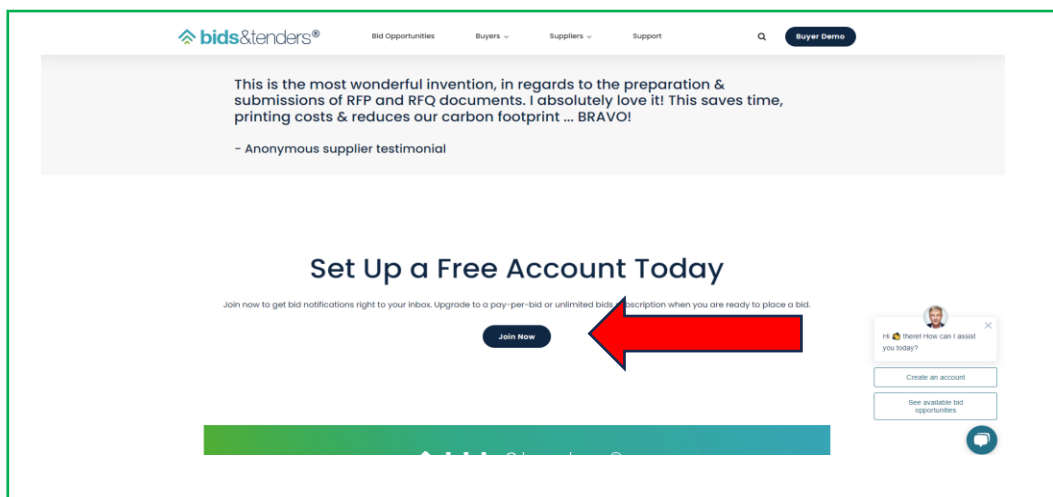
To start, the bids&tenders website for suppliers is <https://www.bidsandtenders.com/>

You can access bid opportunities as well as account information here.

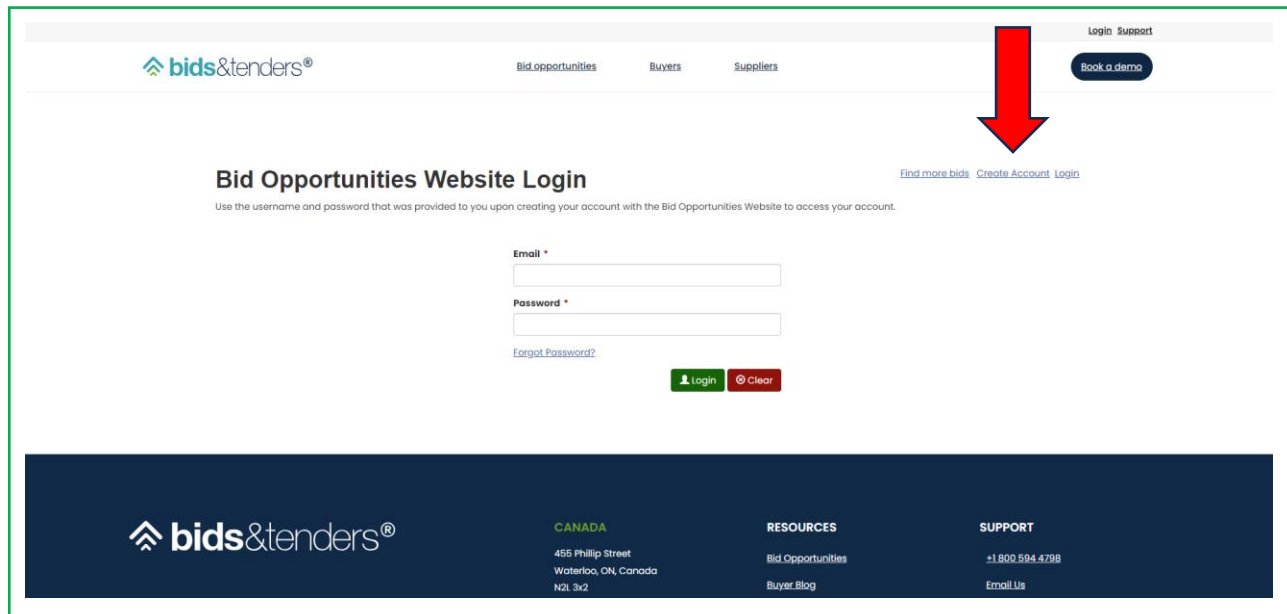
Under the Suppliers tab, click on the Basic Option under Features.



Scroll down the page until you see the “Set Up A Free Account” option. Click “Join Now”



Click on the “Create Account” link.

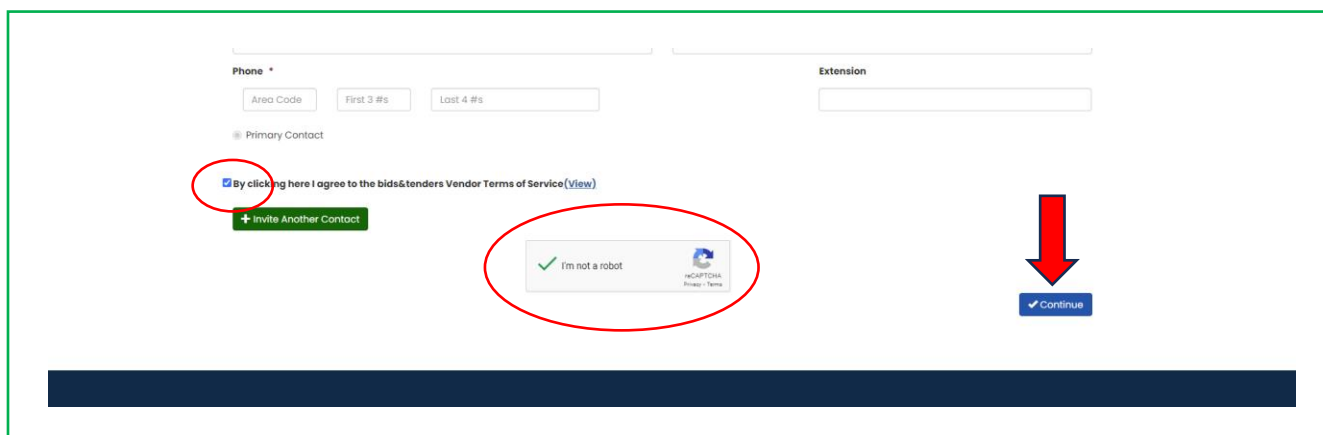


The screenshot shows the 'Bid Opportunities Website Login' page. At the top, there is a navigation bar with the 'bids&tenders' logo, links for 'Bid opportunities', 'Buyers', and 'Suppliers', and a 'Book a demo' button. A red arrow points to the 'Create Account' link in the top right corner. Below the navigation bar, the page title is 'Bid Opportunities Website Login'. Underneath, it says 'Use the username and password that was provided to you upon creating your account with the Bid Opportunities Website to access your account.' There are input fields for 'Email *' and 'Password *', a 'Forgot Password?' link, and 'Login' and 'Clear' buttons. At the bottom, there is a dark blue footer with the 'bids&tenders' logo, contact information for Canada (455 Phillip Street, Waterloo, ON, Canada, N2L 3x2), and links for 'RESOURCES' (Bid Opportunities, Buyer Blog) and 'SUPPORT' (+1.800.594.4798, Email Us).

Fill in all of the mandatory information.

You will have to make at least one selection from the Categories checklist and the Agency Notifications checklist. Please select all that you would like to receive bid notifications about.

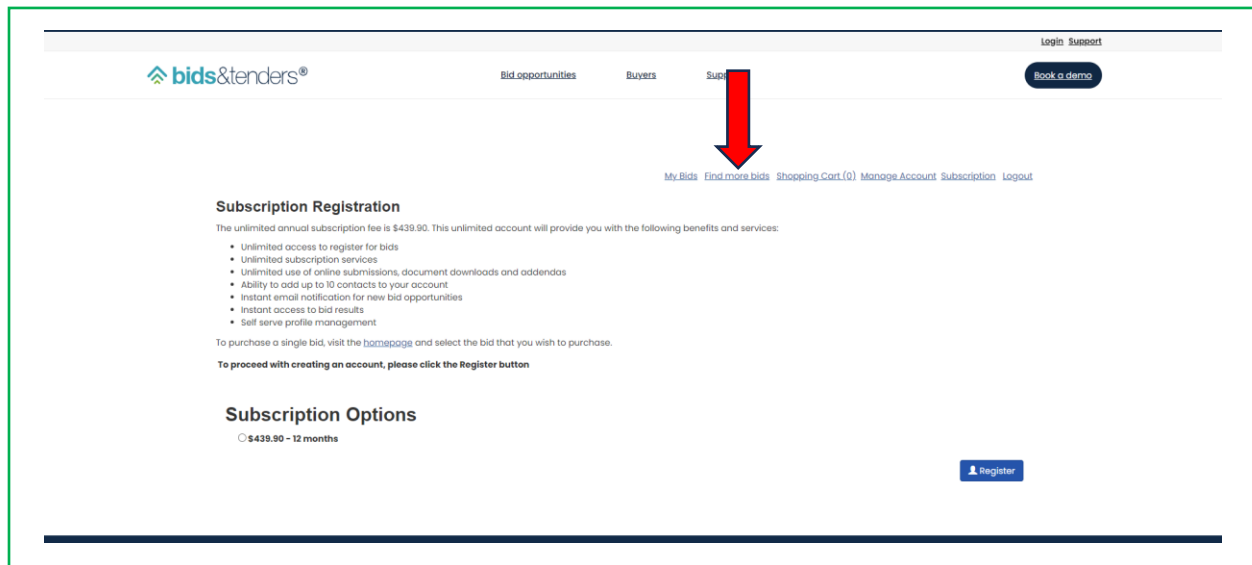
You must agree to the Terms of Service, select “I’m not a robot” and then select the blue Continue button.



The screenshot shows a registration form. At the top, there are input fields for 'Phone *' (with sub-fields for 'Area Code', 'First 3 #s', and 'Last 4 #s') and 'Extension'. Below these is a 'Primary Contact' section. A red circle highlights the checkbox 'By clicking here I agree to the bids&tenders Vendor Terms of Service (view)'. Below this is a green button '+ Invite Another Contact'. Another red circle highlights the 'I'm not a robot' checkbox, which is accompanied by a CAPTCHA image. A third red circle highlights the blue 'Continue' button. A red arrow points to the 'Continue' button. At the bottom, there is a dark blue footer.

This will take you to a screen with the option of purchasing a subscription. **If you do not wish to make the purchase, you can click on the “Find More Bids” link. Your free account has been created and you are able to download bid documents (with the preview watermark).**

If you would like to purchase the annual subscription, click the blue Register button.



To make changes to your account (ex change the category selection, manage notifications, add an additional user onto the account etc) please click the “Manage Account” link.

For other How-To Guides, please click [here](#).