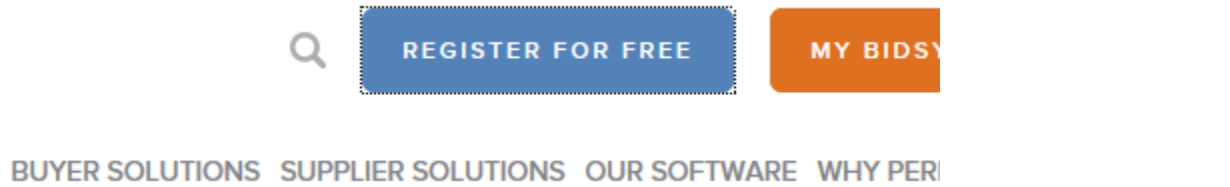


# Procedure for a Vendor to Create a BidSync Account

1. Register by navigating to [www.bidsync.com](http://www.bidsync.com) and clicking the **Register for Free** option. For Assistance with setting up your account, Contact BidSync Support at 800-990-9339 Option 1, then Option 1, or email: [support@bidsync.com](mailto:support@bidsync.com)



2. Enter your E-mail and Password in the **Account information** form and click **Create Account**.



Contact Us: 1-800-990-9339

## Account information

### Have an account already?

#### Login

E-mail / Username

[Forgot username?](#)

Password

[Forgot password?](#)

Login

### Don't have an account?

Create an account, it's quick and simple

E-mail

Password

must have at least 8 characters with at least one letter and one number

Confirm Password

Create Account

3. Fill in the **Tell us about you** form and click **Next**.



Contact Us: 1-800-990-9339

## Tell us about you

First name	Last name	Company name
<input type="text" value="Jane"/>	<input type="text" value="Doe"/>	<input type="text" value="ABC Company"/>
Phone number	Ext (optional)	Zipcode
<input type="text" value="(239) 123-7689"/>	<input type="text"/>	<input type="text" value="34119"/>
Job title	How did you hear about us?	
<input type="text" value="Other"/> ▼	<input type="text" value="Government Agency using BidSync to place bids"/> ▼	

← back **Next** →

4. Fill in the **Tell us about your business** form and click **Finish Registration**.



Contact Us: 1-800-990-9339

## Tell us about your business

<b>What is your primary industry?</b>	<b>Adding Keywords:</b>
<input type="text" value="Other"/> ▼	<ul style="list-style-type: none"><li>• Begin typing keywords related to your products/services below.</li><li>• Suggested keywords will appear below where you are typing.</li><li>• Click on the suggested keywords or press enter to complete each entry.</li></ul>
Specify other: <input type="text" value="Collier County Government"/>	<b>Select keywords that best match your products/services</b>
<b>Where do you do business?</b>	<input type="text" value="Type keywords and select suggestions"/>
<input type="text" value="USA"/> ▼	Keywords are used to auto assign NIGP codes to your profile. You will be able to edit your NIGP codes in your account. <span style="float: right;">Please select at least 1 keyword</span>

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**Finish Registration** →

5. Click **I accept** to accept the BidSync Terms and Conditions. You may now login to BidSync and begin viewing Solicitations/Bids.

**\*Important\*** Enter all NIGP commodity codes that apply to your business as your company will be matched to Bids based on your NIGP codes.



Welcome rickshapic@colliegov.net | [Logout](#)  
[Need assistance?](#)  
[Contact us](#)  
or call 800-990-9339

### BidSync Terms and Conditions

Terms of Use Acceptance Required

**EPROCUREMENT VENDOR TERMS OF SERVICE**  
(Last Updated April 1, 2016)

Periscope Intermediate Corp., a Delaware corporation ("Periscope," "our," "us," or "we") with a place of business at 211 East 7th Street, Suite 1100, Austin, Texas, 78701, an affiliate of Periscope Holdings, Inc., provides its proprietary eProcurement solution that this Agreement is being entered into in connection with the "Platform", through which state and federal agencies and state and federal subdivisions ("Agencies") may issue bids and proposals (to the extent submitted via the Platform, "Bids") to vendors, and entering into of contracts (to the extent entered into via the Platform, "Platform Contracts") with vendors, in each case, for the provision of goods and/or performance of services (collectively, "Work"). The Platform includes certain vendor-facing elements, which may, but need not, include a supplier management portal and/or a vendor-facing dashboard (collectively, "Vendor Dashboard"). One or more Agencies has invited you to become a subscriber to the Platform, or you independently wish to do so, in order to become part of Periscope's eProcurement network.

**Acceptance.** These eProcurement Vendor Terms of Service (this "Agreement") set forth the legally binding terms for your use of the Platform as a vendor. By clicking the "I AGREE" upon creating an account, you ("you" or "Vendor") agree on behalf of yourself or (if applicable) your organization, effective as of each date (the "Effective Date"), to be bound by this Agreement.

You are only authorized to access and/or use the Platform if you agree to abide by all applicable laws and this Agreement. Please read this Agreement carefully and save it. If you do not agree with it, you should discontinue use of the Platform immediately.

**1. PLATFORM ACCESS AND AUTHORIZED USERS**

1.1 Subject to the terms and conditions of this Agreement, during the Term, Periscope shall use commercially reasonable efforts to provide Vendor and Authorized Users access to the Vendor Dashboard. Subject to the terms and conditions of this Agreement, during the Term, Periscope hereby grants Vendor and Authorized Users a non-exclusive, non-sub licensable, non-transferable, worldwide license to access and use the Vendor Dashboard, solely for internal business purposes as set forth herein.

1.2 Vendor may access Agency-specific elements of the Platform from Agencies that have invited and/or validated Vendor. If Periscope has previously removed you as a vendor or terminated your account due to a violation of Periscope's then applicable terms of service, you are not eligible to become access or use the Platform as a vendor via this Agreement.

1.3 It is Vendor's sole responsibility to: (i) maintain current licensing, certification or other requirements and qualifications in Vendor's jurisdiction that are applicable to the Work Vendor offers, (ii) determine which transactions, if any, it wishes to enter into with Agencies (including related shipping terms, if applicable), and (iii) ascertain its appropriate and desired level of insurance.

I have read the Terms and Conditions

Questions? Contact a BidSync representative: 800-990-9339 or email: [support@bidsync.com](mailto:support@bidsync.com)

6. CONGRATULATIONS! You will receive an email from BidSync confirming your registration. For Assistance with setting up your account, Contact BidSync Support at 800-990-9339 Option 1, then Option 1, or email: [support@bidsync.com](mailto:support@bidsync.com)



## We're Excited You Are Here

Friend, you've signed up for our free BidSync supplier subscription - BidSync Links. With this free account, you are able to see thousands of bids from agencies all across the US, with the ability to evaluate and respond to bids from every agency that partners with Periscope Holdings.

If you encounter a bid outside of the Periscope Network that you would like to evaluate (noted as a BidSync LinksPlus bid) – you will want to explore our [available subscriptions online](#).

[Log Into Your Account](#)