

How to Register on bidnetdirect.com



A STEP-BY-STEP GUIDE

bidnet direct.
by SOVRA

Step 1: Fill in Basic Information and Create an Account

[Click here](#) to access the registration page.

1. **Enter Company Name**
2. **Enter Personal Details**
 1. **First Name**
 2. **Last Name**
 3. **Username / Email** – Enter a valid email address to use as your username.
 4. **Password**
3. **Read Terms and Conditions.**
4. **Confirm Agreement** – Check the box once you have read and agree to the terms.
5. Click on the **Create Account** button to proceed.

The screenshot shows a 'Get Started' registration modal window. At the top, it says 'Create your account to access bids opportunities'. The form contains the following fields: 'Company Name', 'First Name', 'Last Name', 'Username/Email', and 'Password'. Below the password field, there is a note: 'Use 8 to 15 characters with a mix of uppercase and lowercase letters, numbers & symbols'. A checkbox is present with the text 'I agree to the Terms & Conditions stated herein.'. At the bottom of the form is an orange 'Create Account' button. Below the button, it says 'Already have an account? [Login](#)'. The background of the page is dark grey with some faint text and a search bar visible.

Step 2: Choose a Package

Basic: Access bids from member agencies.

Local: includes all Basic features, lets you browse aggregated bids from **one state**, save advanced searches, and receive a daily bid match summary.

Regional: includes all Basic features, lets you browse aggregated bids from **three states**, save advanced searches, and receive a daily bid match summary.

National: includes all Basic features, lets you browse aggregated bids from **unlimited states**, save advanced searches, and receive a daily bid match summary.

The screenshot displays a 'Choose Your Plan' interface with the following elements:


- Title:** Choose Your Plan
- Subtitle:** Select the perfect plan for your needs. Upgrade at any time.
- Plan Selection:** Two buttons for 'Monthly' and 'Yearly', with 'Yearly' selected.
- Discount:** A green banner indicating 'SAVE 50% WITH YEARLY'.
- Four Plan Cards:**
 - Basic:** Access all Member Agency bid opportunities. Price: \$0. Features: Browse and submit bids to Member Agencies; Get real-time bid matches in your inbox.
 - Local:** Access all State & Local opportunities from 1 state. Price: \$599 per year. Features: All Basic features, plus: Browse aggregated bids from one state of your choice; Save your advanced searches; Receive a daily bid match summary.
 - Regional:** Access all State & Local opportunities from 3 states. Price: \$1,199 per year. Features: All Basic features, plus: Browse aggregated bids from three states of your choice; Save your advanced searches; Receive a daily bid match summary.
 - National:** Access all State & Local opportunities nationwide. Price: \$1,999 per year. Features: All Basic features, plus: Browse aggregated bids from unlimited states; Save your advanced searches; Receive a daily bid match summary.
- Buttons:** Each plan card has an orange 'Choose Plan' button at the bottom.

Step 3: Select your preferred states

Select your preferred state from the drop-down menu, then click **Continue with Add-ons**.

Regional Coverage

Your subscription includes access to 3 states.



Select your preferred states

States

[← Back to Plans](#) [Continue with Add-ons →](#)

Step 4: Enhance Your Experience with Add-ons (optional)

Review the available add-ons:

- **Advertising Profile** (\$249/year): Stand out with a high-visibility profile and showcase your business with logos, videos, and brochures.
- **Federal** (\$399/year): Browse aggregated federal bids and receive daily summaries of matched federal bids.
- Click **+ Add to Subscription** for any add-ons you want.
- Click **Continue** to proceed.

Enhance Your Experience with Add-ons

Choose the additional features that will help grow your business

Regional

Access all State & Local opportunities from 3 states

Selected locations: Alabama, Alaska, Arizona
Price : \$1,199 per year

[Change Plan](#)

Add-ons

Advertising Profile

\$249 per year

- ✓ Stand out with a starred, high-visibility profile
- ✓ Showcase your business with logos, videos, and brochures

[+ Add to Subscription](#)

Federal

\$399 per year

- ✓ Browse aggregated federal bids from your selected states
- ✓ Receive a daily summary of matched federal bids

[+ Add to Subscription](#)

[← Back to Coverage](#) [Continue →](#)

Step 5: Payment Information (If Applicable)

If a paid package was selected, enter your credit card details.

Review the total amount and user information.

Click **Finalize the registration**.

Checkout

Shipping Address

Address Line1

City Zip








State

Pick a State

Country

United States

Payment Details

Card       

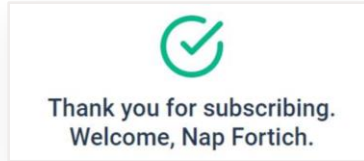
Number

Expiry Cvv

Use my shipping address as card address

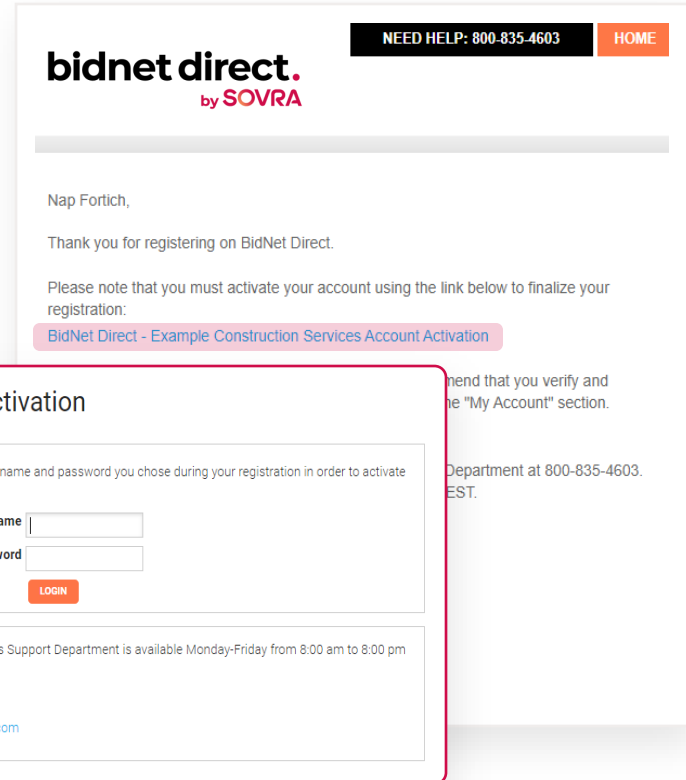
Step 6: Complete & Activate Your Account

A confirmation page will display your subscription details.



Check your email for the activation link (check Spam folder if needed).

Click the link and **log in** using your chosen credentials.

A screenshot of the BidNet Direct website showing the account activation process. At the top right, there are two buttons: "NEED HELP: 800-835-4603" in black and "HOME" in orange. The main heading is "bidnet direct. by SOVRA". Below this, the user's name "Nap Fortich," is displayed. A message says "Thank you for registering on BidNet Direct." and "Please note that you must activate your account using the link below to finalize your registration:". A pink button contains the text "BidNet Direct - Example Construction Services Account Activation". Below this is a red-bordered box titled "Account Activation" containing a form with "Username" and "Password" fields and a "LOGIN" button. A "Need Help?" section provides support information: "The BidNet Direct's Support Department is available Monday-Friday from 8:00 am to 8:00 pm EST." and lists "800-835-4603" and "support@bidnet.com".

Step 7: Select Category Codes

Upon first login, choose the category codes that match your company's products or services.

Why this matters:

Enables automatic email notifications for relevant solicitations.

Helps buyers find your company based on their requirements.

Allows buyers to invite you to bid directly.



The screenshot shows the 'NIGP Categories' selection interface. At the top right, it indicates '3 Selected'. Under 'Categories Selected (3)', three categories are listed with expand/collapse icons and trash icons: 155 BUILDINGS AND STRUCTURES: FABRICATED AND PREFABRICATED, 15500 BUILDINGS AND STRUCTURES: FABRICATED AND PREFABRICATED, and 918 CONSULTING SERVICES. The 918 category is expanded to show 91800 CONSULTING SERVICES and 91819 Buildings, Structures and Components Consulting. Below this, the 'Categories' section has a search bar containing 'Consult' and a list of categories: 905 AIRCRAFT AND AIRPORT OPERATIONS SERVICES, 90528 Aviation Analytical Studies Including Surveys (See 918-12 for **Deselecting**) and Aviation Analytical Studies Including Surveys (See 918-12 for **Deselecting**), 911 CONSTRUCTION AND UTILITIES, HIGHER EDUCATION, 91158 C.I.P. Special **Consultants** and C.I.P. Special **Consultants**, and 918 **CONSULTING SERVICES**. A footer note states: 'This copy of the NIGP Code is the property of the National Institute of Governmental Purchasing, Inc. (NIGP), is displayed and used by BidNet under license from Periscope Holdings, Inc. (the authorized sub-licensor of NIGP), and is protected under the copyright laws of the United States. It may not be copied or used (in whole or part) by any party unless such party is authorized to do so under the terms of a written license agreement entered into with NIGP or its authorized sub-licensors expressly authorizing such party to use the NIGP Code. Unauthorized copying or use is prohibited. Dated: January 2016'.

Step 8: Provide Additional Information

Enter details about your business structure and certifications (DBE, etc.).

Upload your W-9 form (preferred by agencies).

Why this matters:

Increases visibility for buyers searching for specific business types.

Helps agencies send manual bid invitations.

The screenshot shows a three-step registration process. Step 1, 'Category Selection', is completed. Step 2, 'Additional Information', is the current step, indicated by a '2' in a green circle. Step 3, 'Confirmation', is indicated by a '3' in a grey circle. The form contains several sections:

- Business Structure***: A list of checkboxes with 'LLC or LLP' selected.
- Business Type**: A list of checkboxes with 'Small' and 'Minority Owned' selected.
- Owner Ethnicity**: A list of checkboxes with 'Asian/Asian Pacific' selected.
- Number of Employees***: A dropdown menu set to '11 to 50'.
- Established Since***: A text input field containing '2005'.
- W-9**: A section with an 'Upload W-9 form' button.

Step 9: Registration Complete!

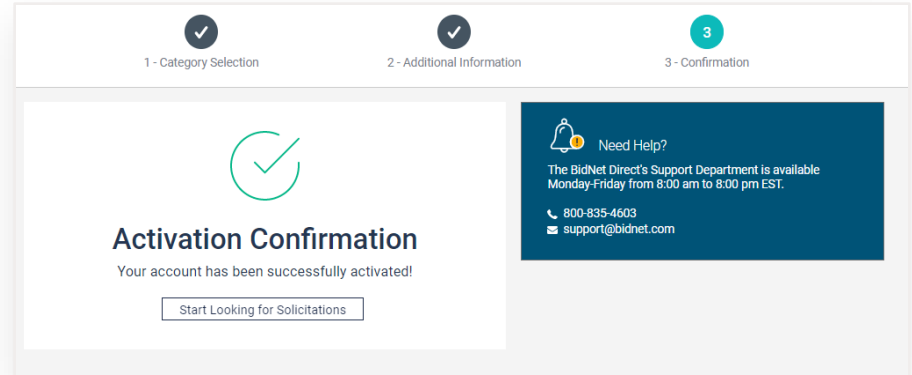
Log in and **start browsing** open solicitations.

Bid notifications will begin immediately.

Need help? Contact Bidnet Direct Vendor Support:

Phone: 800-835-4603 (Option 2)

Email: support@bidnet.com



Let's stay connected!

And let us know if you have any questions or comments.