

How to Register on **bidnetdirect.com**



A STEP-BY-STEP GUIDE

bidnet direct.
by **SOVRA**

Step 1: Choose a Package and a State

Click on the provided link to access the registration page and choose a package that best fits your company's needs.

Limited Access: Access bids from member agencies.

Statewide Bids (most popular option): Access bids from member agencies + State & Local agencies in your selected state.

Federal Bids (maximum bid opportunities): Access bids from member agencies + State & Local agencies + Federal agencies in your selected state.

Then Select your states by clicking on **Add States**.

Registration

1

Package Selection

One year ☒ Two years (save up to 20%)

Limited

\$0

Create an account

✓ Member agencies bids

✓ Real-time bid alerts

State & Local

\$31^{/state}_{/month}

Billed bi-annually

✓ Member agencies bids

✓ Real-time bid alerts

✓ Advanced search

✓ Daily bid notifications

✓ State & local bids

Federal, State & Local

\$39^{/state}_{/month}

Billed bi-annually

✓ Member agencies bids

✓ Real-time bid alerts

✓ Advanced search

✓ Daily bid notifications

✓ State & local bids

✓ Federal bids

MAXIMUM BID OPPORTUNITIES!

Select your States (0)

Get up to 25% OFF when you select 3+ states

Add State

Step 2: Add Advertising Profile (Optional)


You have the option to add an **Advertising Profile** to your account.

This package allows you to eventually include your company logo, product sell-sheets, or catalogues in your profile.

Click **Save and Continue**.

Create your Advertising Profile

It's the easiest and smartest investment for a business.



Ensure Buyers Know Who You Are

- Promote your value to 6500 highly engaged agencies.
- Connect and build trust in the public sector.
- Stand out from the competition.
- Invest only minutes for 4x more opportunities.

Add to cart (+\$249.00)

Save and Continue

Step 3: Enter Personal Information

Fill in user details and login credentials.

Read and accept the **Terms & Conditions**.

Confirm that you are an authorized company representative.

Click **Save and Continue**.

2

Personal Information

First Name

Last Name

Company Name

Phone Number

Connection Details

Username/Email

Password

Confirm Password

☒

I agree to the [Terms & Conditions](#) stated herein
I am an authorized representative of the above-named organization.

Save and Continue

Step 4: 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**.

3

Payment Method

VISA

AMERICAN EXPRESS

Card Holder Name

Card Number

0000 0000 0000 0000

Expiry Date

MM/YY

Security Code

CVV

Billing Address

Address

City

Zip/Postal Code

Country

United States

State/Province

Choose a state/province

Finalize the registration

Step 5: Complete & Activate Your Account

A confirmation page will display your subscription details.



Thank you for subscribing.
Welcome, Nap Fortich.

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

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

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NEED HELP: 800-835-4603

HOME

Nap Fortich,

Thank you for registering on BidNet Direct.

Please note that you must activate your account using the link below to finalize your registration:

[BidNet Direct - Example Construction Services Account Activation](#)

Account Activation

Activation

Please enter the username and password you chose during your registration in order to activate your account.

Username

Password

LOGIN

Need Help?

The BidNet Direct's Support Department is available Monday-Friday from 8:00 am to 8:00 pm EST.

📞 800-835-4603

✉️ support@bidnet.com

...mend that you verify and
the "My Account" section.

Department at 800-835-4603.
EST.

Step 6: Select Category Codes

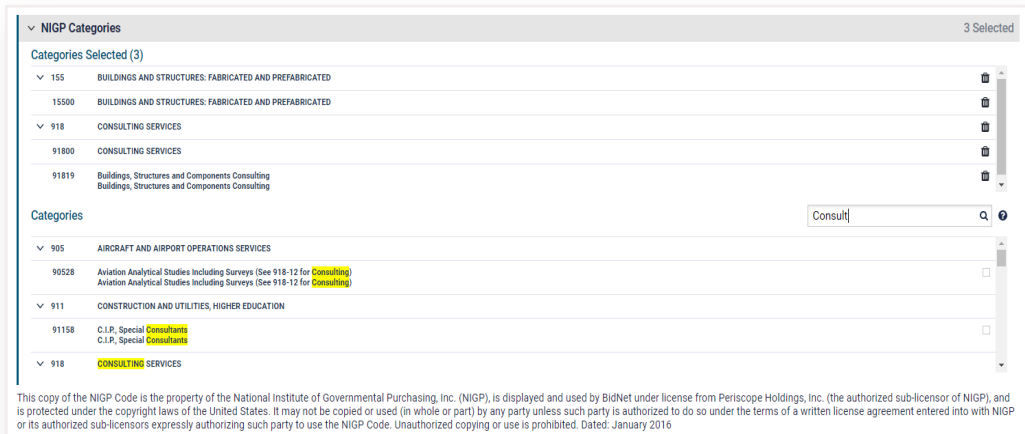
Upon first login, choose the category codes that match your company's products or services.

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.



NIGP Categories 3 Selected

Categories Selected (3)

- 155 BUILDINGS AND STRUCTURES: FABRICATED AND PREFABRICATED
- 15500 BUILDINGS AND STRUCTURES: FABRICATED AND PREFABRICATED
- 918 CONSULTING SERVICES
- 91800 CONSULTING SERVICES
- 91819 Buildings, Structures and Components Consulting
Buildings, Structures and Components Consulting

Categories

- 905 AIRCRAFT AND AIRPORT OPERATIONS SERVICES
- 90528 Aviation Analytical Studies Including Surveys (See 918-12 for Consulting)
Aviation Analytical Studies Including Surveys (See 918-12 for Consulting)
- 911 CONSTRUCTION AND UTILITIES, HIGHER EDUCATION
- 91158 C.I.P., Special Consultants
C.I.P., Special Consultants
- 918 CONSULTING SERVICES

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Step 7: 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 the 'Step 2: Additional Information' page of the bidnet direct registration process. At the top, there are three progress indicators: '1 - Category Selection' (completed), '2 - Additional Information' (current step), and '3 - Confirmation' (pending). The form is divided into several sections with checkboxes and dropdown menus.

Business Structure*

- ☐ Public Corporation
- ☐ Private Corporation
- ☐ Partnership
- ☒ LLC or LLP
- ☐ Individual/Independent Contractor/Sole Proprietor
- ☐ Joint Venture
- ☐ Non-Profit Organization
- ☐ Government Agency
- ☐ Organization exempt under Sec 501 (a)
- ☐ Other

Business Type

- ☒ Small
- ☐ Large
- ☒ Minority Owned
- ☐ Woman Owned
- ☐ Veteran Owned
- ☐ Disabled
- ☐ Disadvantaged
- ☐ Service Disabled
- ☐ Historically Underutilized Business (located in a HUB Zone)
- ☐ Historically Underutilized Business (not located in a HUB Zone)
- ☐ Historically Black College or University
- ☐ Other

Owner Ethnicity

- ☐ Caucasian
- ☐ Hispanic
- ☒ Asian/Asian Pacific
- ☐ Sub-Continent Asian (Asian Indian)
- ☐ African American/Black
- ☐ Native American
- ☐ Other

Number of Employees*

11 to 50

Established Since*

2005

W-9

[Upload W-9 form](#)

Step 8: Registration Complete!

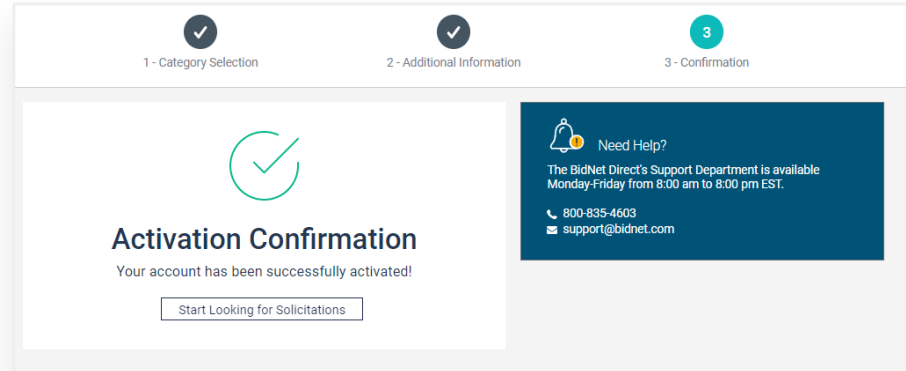
Log in and **start browsing** open solicitations.

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.

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