

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 registration form titled 'Get Started' with a sub-instruction 'Create your account to access bids opportunities'. The form includes fields for 'Company Name' (with a placeholder 'I'), 'First Name' and 'Last Name' (each in its own field), 'Username/Email' (with a placeholder 'Email'), 'Password' (with a placeholder 'Password'), and a note 'Use 8 to 15 characters with a mix of uppercase and lowercase letters, numbers & symbols'. There is a checkbox for 'I agree to the [Terms & Conditions](#) stated herein.' and a large orange 'Create Account' button. Below the button is a link 'Already have an account? [Login](#)'. At the bottom, there is a promotional message: 'Get instant access and email alerts to matched government bid opportunities by category and location - saving you time and resources.'

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.

Choose Your Plan

Select the perfect plan for your needs. Upgrade at any time.

Monthly Yearly

SAVE 50% WITH YEARLY

Plan	Access	Annual Price	Features
Basic	Access all Member Agency bid opportunities	\$0	<ul style="list-style-type: none">Browse and submit bids to Member AgenciesGet real-time bid matches in your inbox
Local	Access all State & Local opportunities from 1 state	\$599 per year	<ul style="list-style-type: none">All Basic features, plus:Browse aggregated bids from one state of your choiceSave your advanced searchesReceive a daily bid match summary
Regional	Access all State & Local opportunities from 3 states	\$1,199 per year	<ul style="list-style-type: none">All Basic features, plus:Browse aggregated bids from three states of your choiceSave your advanced searchesReceive a daily bid match summary
National	Access all State & Local opportunities nationwide	\$1,999 per year	<ul style="list-style-type: none">All Basic features, plus:Browse aggregated bids from unlimited statesSave your advanced searchesReceive a daily bid match summary

Choose Plan **Choose Plan** **Choose Plan** **Choose Plan**

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 Change Plan
Access all State & Local opportunities from 3 states

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

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 ▼

Country United States ▼

Payment Details

Card

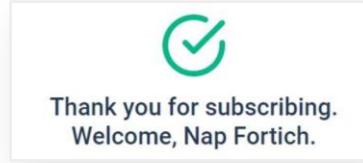
Number ...

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.

NEED HELP: 800-835-4603 [HOME](#)

bidnet direct.
by SOVRA

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

RECOMMENDED

Department at 800-835-4603. EST.

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.

NIGP Categories

Categories Selected (3)

3 Selected

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

Consult

This copy of the NIGP Code is the property of the National Institute of Governmental Purchasing, Inc. (NIGP). It 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 registration form for 'bidnet direct.' The top navigation bar has three steps: 1 - Category Selection (marked with a checkmark), 2 - Additional Information (marked with a teal circle and the number 2), and 3 - Confirmation (marked with a teal circle and the number 3). The 'Additional Information' step contains the following fields:

- 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 9: Registration Complete!

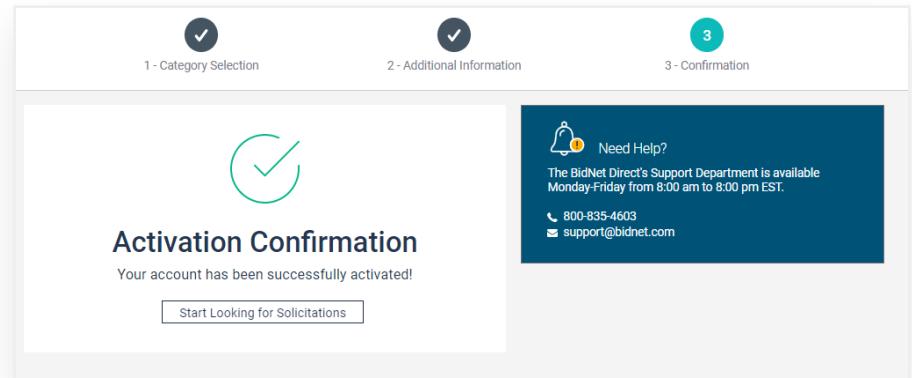
Log in and **start browsing** open solicitations.

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.

bidnet direct.
by SOVRA