

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 'Get Started' with a close button (X). Below that, it says 'Create your account to access bids opportunities'. The form contains the following fields: 'Company Name' (a single text box), 'First Name' and 'Last Name' (two separate text boxes), 'Username/Email' (a single text box), and 'Password' (a single text box with a toggle icon for visibility). Below the password field, there is a note: 'Use 8 to 15 characters with a mix of uppercase and lowercase letters, numbers & symbols'. There is a checkbox labeled 'I agree to the Terms & Conditions stated herein.' At the bottom of the form is an orange button labeled 'Create Account'. Below the button, it says 'Already have an account? [Login](#)'. At the very bottom of the modal, there is a small text line: '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


<p>Basic</p> <p>Access all Member Agency bid opportunities</p> <p>\$0</p> <p>per year</p> <ul style="list-style-type: none">• Browse and submit bids to Member Agencies• Get real-time bid matches in your inbox <p>Choose Plan</p>	<p>Local</p> <p>Access all State & Local opportunities from 1 state</p> <p>\$599</p> <p>per year</p> <ul style="list-style-type: none">• All Basic features, plus:• Browse aggregated bids from one state of your choice• Save your advanced searches• Receive a daily bid match summary <p>Choose Plan</p>	<p>Regional</p> <p>Access all State & Local opportunities from 3 states</p> <p>\$1,199</p> <p>per year</p> <ul style="list-style-type: none">• All Basic features, plus:• Browse aggregated bids from three states of your choice• Save your advanced searches• Receive a daily bid match summary <p>Choose Plan</p>	<p>National</p> <p>Access all State & Local opportunities nationwide</p> <p>\$1,999</p> <p>per year</p> <ul style="list-style-type: none">• All Basic features, plus:• Browse aggregated bids from unlimited states• Save your advanced searches• Receive a daily bid match summary <p>Choose Plan</p>
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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

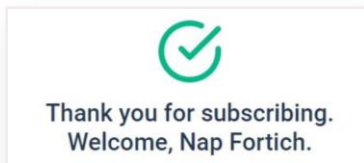
Expiry

Cvv

☒ Use my shipping address as card address

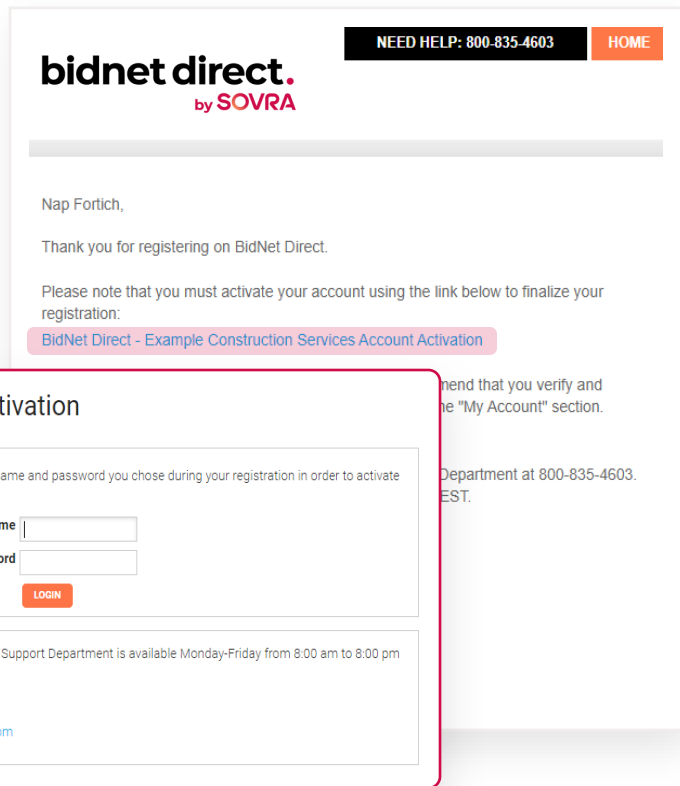
Step 6: Complete & Activate Your Account

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.

The image shows a sequence of three overlapping screenshots from the BidNet Direct website. The top screenshot is a confirmation email from bidnet direct. by SOVRA, addressed to Nap Fortich, with a "NEED HELP: 800-835-4603" and "HOME" button. The middle screenshot is a "BidNet Direct - Example Construction Services Account Activation" link. The bottom screenshot, highlighted with a red border, is the "Account Activation" page. It contains a form with "Username" and "Password" fields and a "LOGIN" button. Below the form is a "Need Help?" section with contact information: "The BidNet Direct's Support Department is available Monday-Friday from 8:00 am to 8:00 pm EST." and "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'. The 'Categories Selected (3)' section lists the following categories:

- 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

The 'Categories' section below has a search bar with the text 'Consult' and a magnifying glass icon. It lists the following 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**

At the bottom, a disclaimer 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 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 9: Registration Complete!

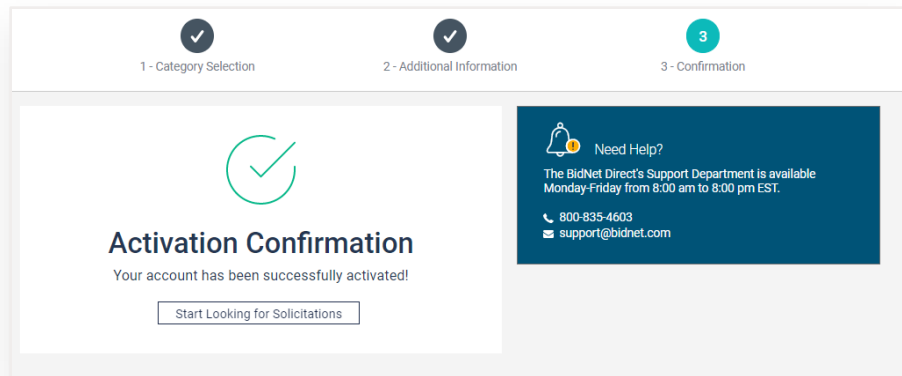
Log in and **start browsing** open solicitations.

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.

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by **SOVRA**