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Go to CONNEX[™] Marketplace <u>https://app.connexmarketplace.com/login</u> and click "Create an Account."

(2)

Enter your first name, last name, email address, create a strong password and check the box to accept the terms and conditions. After that, click the "Create Account" button.

After clicking the button, you will receive an email from *noreply@CONNEXMarketplace.com* with a link to verify your email address. If you don't receive it within a few minutes, please check your spam or junk mailfolder. The email is shown in step 3.

	ONNEX arketplace	
<u> </u>	g the Manufccturing Supply Chain	
8 0	Create an account	
rst name Nikola		
i st name Iesla		
nail address tesla@edison	so.com	
ssword	٥	
I agree with	the Terms of Service and Privacy Policy.	
	CREATE ACCOUNT	

DNNFX

Connecting the Manufacturing Supply Chain

s into your brow

CONNEX

marketplace

Congratulations! You have taken the first step to joining the premier

national platform for connecting buyers with suppliers in the manufacturing marketplace. You're elmost done creating your a

https://demo.connexmarketplace.com/verify-email-address /4b565b807387a00bc20b9cc17dee3b3921bd5868922d19704edbfa6a33

> f 🛛 y in ing this email because you have an account with CONNEX Marketple account sent you a message through the CONNEX Marketplace ap (515 W 500 S. Bountiful Litab 84010) All F Privacy Policy

marketplace

Connecting the Manufacturing Supply Chain

Email address verified

We've verified that you own the email address test@i5services.com. Click the button below to login

LOGIN

Welcome Roger

anufacturing marketplace. Ye

If the above link does not v

178d29 Sincerely CONNEX Marketplace Your partner in supply chain connections www.ConnexMarketplace.com





Go to your email and find the verification email from NoReply@ConnexMarketplace.com.

Open the email and click the gray box to verify your email address.



Once you confirm your email, you will be taken to a "Success Screen" that verifies that your email is valid.

Click the "Login" button below the verification text to take you back to the login page.

On the login screen, enter your credentials that you used in the beginning to log in.

After that, you will be taken to the Welcome Screen as shown below.

Read through the welcome message and click "Next".



Welcome to CONNEX Marketplace!

nk you for your interest in the CONNEX Market

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NEXT

Registering your organization is **fast and easy!** To expedit you may want to gather some of the following before you Company information (e.g. address, phone number, DUNS no
 NAICS code(s) and SBA programs · Credit card (if you are registering for national ac



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Select Organization Type

On this page, select your organization type. For most of you, this should be "Manufacturer".

However, if you feel that you are a researcher or workforce organization, you can select that here.

If you are unsure, select "Manufacturer" for now and then you can change it to a different entity later if needed.





Enter Your Basic Organization Information

Enter some basic information about your company such as your name, website etc. As you enter this information, the system will search through 140K records to identify potential matches. If it finds a match, you will want to claim that profile, rather than create a new one. However, pay special attention to the potential match as it may be a company with a similar name in another state etc. You'll want to make sure you are selecting the right match.



Claim Your Existing Profile or Create a New One

If you find an existing match in the system for your organization, click on it to claim that profile. It will then automatically populate the remaining information for you.

If you don't see a match for your organization, ignore the suggested companies and continue entering your information, such as phone number, website and DUNS number if known. If you don't know your DUNS number, you can select "I'll provide this later" to move through the Wizard.



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Enter Your NAICS Codes, Industries & SBA Designations

Enter your NAICS Codes, Industries, and SBA designations (such as Woman Owned, Minority Owned, HubZone, etc). If you don't know these, you can skip this screen and enter it later. However, don't forget to go back and enter this information along with all of your company profile information, as this will significantly improve your search rankings.

CONNEX marketplace	Let's get a head start filling out your p
Convecting the Manufacturing Supply Chain	NAICS Codes
	Industries
1 Welcome	
2 Organization type	SBA Programs
3 Organization overview	
4 Organization details	
6 Next steps	



Select Your Subscription Plan (see the next two pages for full instructions)

On this screen, you will need to select your subscription plan. See the next two pages for an explanation of the various options:

Option 1: Free "Sponsored Access" - Depending on what state your company is in, you may receive free sponsored access from your local Manufacturing Extension Partnership organization. If you are in a state that qualifies (based upon your address that you entered in Screen #3) then you will automatically see the free "Sponsored Access" available. If you are ONLY registering for the free state access (and not the entire national database access) then select the "Sponsored Access" box and click the "Register" button.

Option 2: Full National Access (Paid or Promo Code) - If your company is not in a sponsored state (and you don't see the "Sponsored Access" box as shown on the previous page), OR if you want to add "National Access" to your free state Sponsored Access, then go to the box that says "Manufacturers National Access" and select your subscription type.





Option 2 (cont'd):

If you have yearly promo code, then click on the "\$500/year" button and enter the promo code at the top of the screen.

If you have a monthly promo code ("1 Month", "3 Month", "6 Month" etc) then click on the "\$50/ month" button and enter the promo code at the top of the screen.

CONNEX marketplace	Choose a subscription 🕜		
meeting the Manufacturing Supply Chain	Promotion code		
Welcome		0	
Organization type	Sponsored access		
Organization overview	Free limited access sponsored by the Utah-MEP Alliance.		
Organization details	Manufacturer's National Access		
i Subscription	All sponsored access functionality		
5 Next steps	 One connection point for all U.S. Manufacturers A single searchable database tagged with hundreds of unique, searchable taxonomies 		
	 Find manufacturers and material suppliers across the U.S., and be found by them 		
	 Post and respond to RFPs, RFQs, RFIs, surplus listings and other needs across the country 		
	Read more		
	\$500.00 / year \$50.00 / month		
	BACK REGISTER		

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Enter Payment Information

If you selected "National Access" on the previous page you will need to enter credit card information and accept the terms, i.e. promotion period of one year, etc. After you have accepted the terms, click the "Next" button.

CONNEX marketplace	Card number 4242 4242 4242 4242	etails	() NISA	-
Welcome	Expiration 10 / 22	CVC 656	_0	
2 Organization type	Country United States	ZIP ~ 90210		-
Organization overview Organization details	By providing your card information, you payments in accordance with their term	allow CONNEX Marketplace Test to charg Is.	e your card for future	h r
Subscription				
Payment				
Next steps				
				~

Confirm Your Subscription

Read through the confirmation language and confirm your subscription. Click "Register" to complete your registration.





Success Screen

You should now see the "Success Screen" confirming that your subscription is complete. If so, the system will automatically notify the system admins to verify and approve your account (this is to make sure that you are ACTUALLY a manufacturer or supplier.

This approval process may take up to 1-2 working days). Once your approved, you will have full access into the platform and can begin filling your manufacturers profile which will allow you to rank higher in search results and find more business opportunities.





est has been submitted. You will be

ed you are encouraged to return to the CONNEX ost out of this amazing re urce. To name a few. this o

enrich your organization's profil ct to opportunities in the CCNNEX out your supply chain details

Contact Maryland MEP

If you have any questions regarding setting up your new CONNEX[™] Maryland/DC account, please contact:

connex@mdmep.org