

Steps to Register with BidSync

Go to www.BidSync.com, click the orange Register button.

Step 1 Choose Plan – click on the CA.gov California Supplier Registration button on the left-hand side of the page. This is a Free Registration.

Step 2 Organization - Enter your organization/business information, which includes your contact information and user information. On the bottom right you will create your own user name and password. Later you can add additional users to your account, each one having their own unique user name and password. There is no fee to add additional users, and it allows each individual to have secure access to the site. Click Next Step.

Step 3 Regions – This is where you define the area in which you work. There is a list of states, allowing you to select an entire state or click the plus sign (+) to expand the list and select by county. At the very bottom of the list there is an option to “de-select all” so that you do not have to individually uncheck all states as they are all defaulted as selected. When you have selected regions, click Next Step.

Step 4 Notifications – This is where you indicate if you want to receive notices via email or fax. You can select NEVER receive BidLync Bids in this area. BidLync is the paid subscription that is NOT NECESSARY to receive State of California bidding opportunities. When you have chosen your notification preferences, click Next Step.

Step 5 Classifications – BidSync is defaulted to have you select NIGP codes. The State of California will be using UNSPSC codes, which you will select when you set up your California Profile. To select NIGP codes, enter a keyword in the first box and click search. Search results appear in the section below. Check the box next to the matching classifications and click add to move to the right box. Repeat these steps with other keywords to describe all of the products and services you provide. When you have chosen your classifications, click Next Step.

Step 6 Confirmation – This page summarizes all of your profile selections for your review and confirmation. At the top of the page you will see all the steps and you can click on any step to go back and make changes to that particular area. When you are satisfied with your selections click Complete My Registration at the bottom of the page. Your BidSync registration is complete.

Next Steps:

Your account will be activated within 24 hours.

When activated you will receive an email confirmation.

You will be able to login with the username and password you created in Step 2 above. Please go to your account in order to set up your California Profile.

Setting up California Profile

Go to www.BidSync.com and log in.

- The first time you log in to your account you will need to accept BidSync's Terms and Conditions.

Next screen - create your California Profile.

On the left-hand side of the screen is a Profile Set up Box. Click *The State of California* link to take you to the next page.

- This page allows you to edit your FEIN, UNSPSC classifications, and acceptance of The State of California Use Policy. Once you have edited FEIN, UNSPSC and accepted the Use Policy, you will be able to click the Submit Registration button. If you are a Small Business, Disabled Veteran Business Enterprise, Non-Profit Veteran Service Agency, or Non-Profit you can access the online certification application. Once you have clicked the Submit Registration button you become a Registered California Supplier.

You **never** have to subscribe to BidLync to view State of California bidding opportunities.

As a supplier who **chooses to not receive notices from eProcurement** (including small business/DVBE and any State of California bid notifications), you must:

1. Register (for free) with BidSync at www.bidsync.com. Click on the orange "Register" button and then select the "California Supplier Registration."
2. After you receive an email confirmation from BidSync (which can take up to 24 hours), log back in to www.bidsync.com.
3. Select the Tools tab and "Your Info."
4. Select the "Edit" link next to "Notifications" and click on "Never" on all of the applicable options.