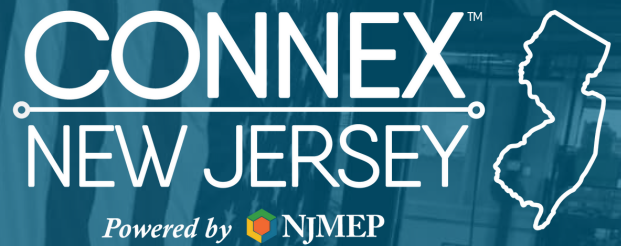


HOW TO CREATE A NEW ACCOUNT



Welcome to CONNEX Marketplace! This tutorial will guide you through the process of setting up a new account and registering your organization within CONNEX. If you have any problems, please reach out to the Help Desk at Support@ConnexMarketplace.com or contact our CONNEX New Jersey team at Connex@NJMEP.org.

Step 1:

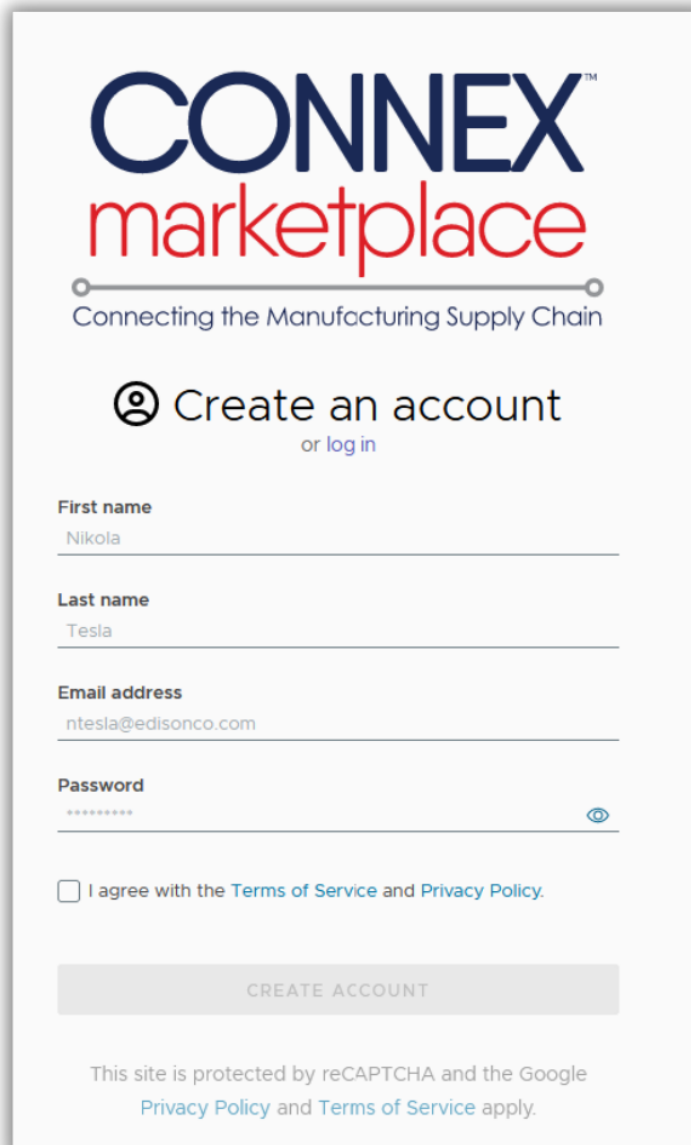
Go to CONNEX Marketplace <https://app.connexmarketplace.com/login> and click “Create an Account.”

A screenshot of the CONNEX marketplace login page. The page has a white background. At the top, the "CONNEX marketplace" logo is displayed in blue and red, with the tagline "Connecting the Manufacturing Supply Chain" below it. There are two input fields: "Email" and "Password". Below the "Password" field is a "LOG IN" button. Below the "LOG IN" button are two links: "Create an account" and "Forgot password". The "Create an account" link is circled in red.

Step 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.

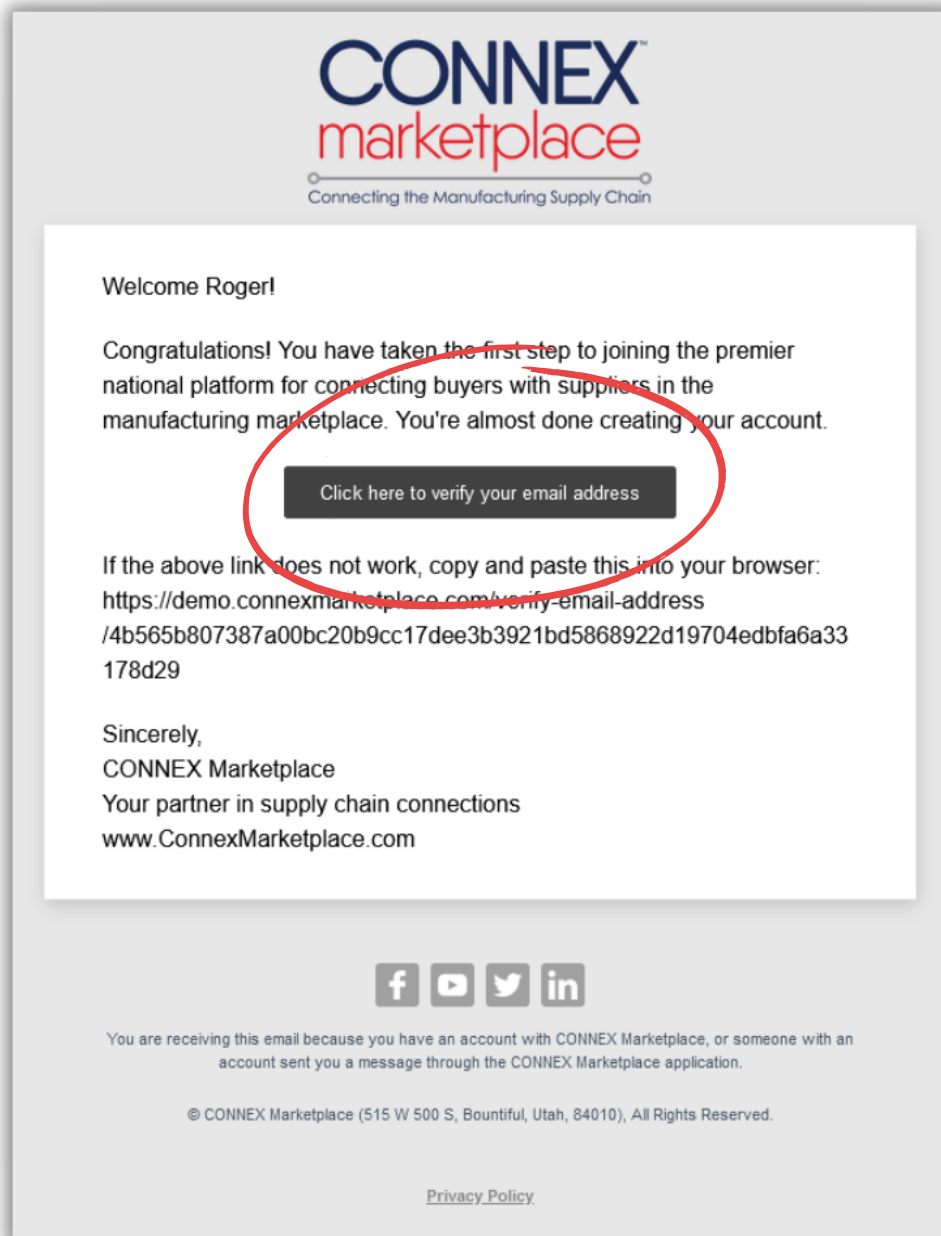
After clicking the button, you will receive an email from noreply@CONNEXMarketplace.com with a link to verify your email address. If you don't receive it within a few minutes, please check your spam or junk mail folder. A screenshot of the email is shown in step 3.



The screenshot shows the account creation page for CONNEX marketplace. At the top is the logo with 'CONNEX' in blue and 'marketplace' in red, followed by the tagline 'Connecting the Manufacturing Supply Chain'. Below this is a heading 'Create an account' with a user icon and a link 'or log in'. The form contains four input fields: 'First name' (filled with 'Nikola'), 'Last name' (filled with 'Tesla'), 'Email address' (filled with 'ntesla@edisonco.com'), and 'Password' (filled with seven asterisks and a toggle icon). A checkbox for 'I agree with the Terms of Service and Privacy Policy.' is present. A 'CREATE ACCOUNT' button is at the bottom. A footer note states: 'This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply.'

Step 3:

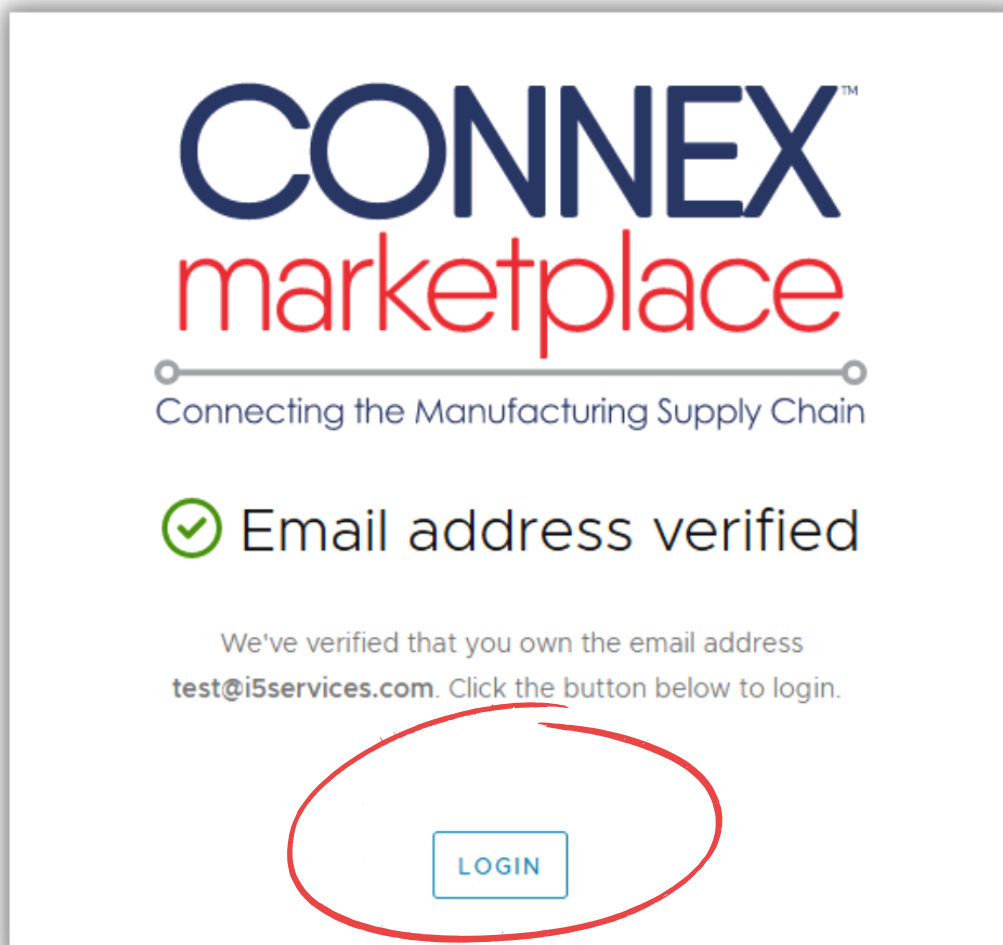
Go to your email and find the verification email from NoReply@ConnexMarketplace.com. Open the email and click the gray box to verify your email address.



Step 4:

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

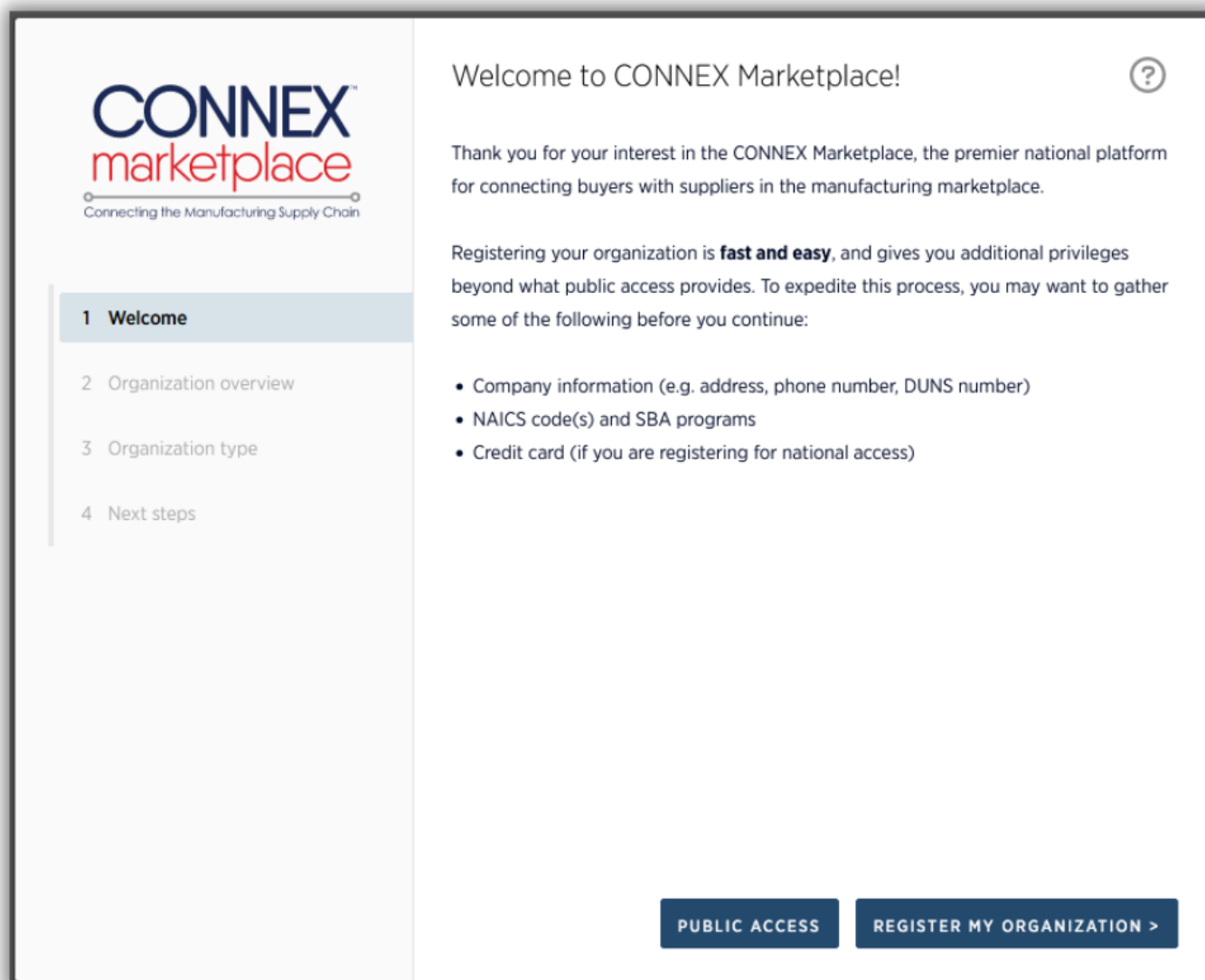
Click the "Login" button below the verification text to take you back to the login page. On the login screen, enter your credentials that you used in the beginning to log in.



Step 5:


After you log in, you will be taken to the Welcome Screen as shown below. Read through the welcome message and click "Register My Organization".

(Note: If you are not a manufacturer, and are only using CONNEX to see the limited public data, then click on the "Public Access" button.)



Step 6: 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.




Connecting the Manufacturing Supply Chain

1 Welcome

2 Organization overview


3 Organization type

4 Next steps

Let us know some basic information about your organization 

Name

Acme Manufacturing, Inc

Address 

Let me type the address parts

Phone number (optional)

(555) 555-5555

Website (I don't have a website)

https://acmemfg.com

Tell us a little about your organization (optional)

We offer training programs for ISO, internship and apprenticeship opportunities...

How did you hear about CONNEX Marketplace? (optional)

BACK

NEXT

Step 7: 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 address.

The screenshot shows the CONNEX marketplace registration interface. On the left is a sidebar with a vertical list of steps: 1 Welcome, 2 Organization overview (highlighted with a blue bar), 3 Organization type, 4 Organization details, 5 Subscription, and 6 Next steps. The main content area is titled 'Let us know some basic information about your organization' with a help icon. It contains several input fields: 'Name' with the value 'ACME'; a list of suggested organizations including 'The Acme Sponge Company', 'Acme Foundry, Inc.', 'Acme Hydraulics, Inc.', 'Acme Constructors', and 'Acme Printers-Lithographers'; an 'Address' field with an information icon and a dropdown menu; a 'Phone number (optional)' field with the value '(555) 555-5555'; a 'Website (I don't have a website)' field with the value 'https://acmemfg.com'; and a 'Tell us a little about your organization (optional)' text area. At the bottom right are 'BACK' and 'NEXT' buttons.

CONNEX
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Connecting the Manufacturing Supply Chain

1 Welcome

2 **Organization overview**

3 Organization type

4 Organization details

5 Subscription

6 Next steps

Let us know some basic information about your organization ?

Name
ACME

Is one of these your organization?

The Acme Sponge Company (Tarpon Springs, FL)

Acme Foundry, Inc. (Coffeyville, KS)

Acme Hydraulics, Inc. (Kansas City, KS)

Acme Constructors (Saint Louis, MO)

Acme Printers-Lithographers (Webster Groves, MO)

Address ⓘ

Let me type the address parts

Phone number (optional)
(555) 555-5555

Website (I don't have a website)
https://acmemfg.com

Tell us a little about your organization (optional)

BACK NEXT

Step 8: 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.

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Connecting the Manufacturing Supply Chain

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3 Organization type
4 Organization details
5 Subscription
6 Next steps

Let's get started by identifying your type of organization

If multiple options apply to your organization, select the one that is most appropriate.

Manufacturer
Your organization produces products.


Research & Development
Your organization conducts research and development (R&D) related to manufacturing.

Workforce
Your organization strengthens manufacturers through education and training programs.

[BACK](#) [NEXT](#)

Step 9: Enter Your NAICS Codes, Industries & SBA Designations

Enter your NAICS Codes, Industries, DUNS number and SBA designations (such as Woman Owned, Minority Owned, HubZOne, etc). If you don't know your DUNS number, you can select "I'll provide this later". If you don't know the other information, you can skip it and enter it later as well. 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.



Connecting the Manufacturing Supply Chain

1 Welcome

2 Organization overview

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Let's get a head start filling out your profile

DUNS number (I'll provide this later)

123456789

NAICS Codes (optional)

Industries (optional)

SBA Programs (optional)

BACK

NEXT

Step 10: 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.

The screenshot shows the 'Choose a subscription' page on the CONNEX marketplace website. On the left is a sidebar with a progress indicator showing six steps: 1 Welcome, 2 Organization type, 3 Organization overview, 4 Organization details, 5 Subscription (highlighted), and 6 Next steps. The main content area is titled 'Choose a subscription' and includes a 'Promotion code' input field. Below this, a green-bordered box highlights the 'Free limited access sponsored by the Utah-MEP Alliance.' option. Underneath, the 'Manufacturers National Access' option is partially visible, followed by a bulleted list of features: 'All sponsored access functionality', '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', and a 'Read more' link. At the bottom right are 'BACK' and 'REGISTER' buttons.

Step 10 Continued....

- 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.

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Choose a subscription

Promotion code

Sponsored access
Free limited access sponsored by the Utah-MEP Alliance.

Manufacturer's National Access

- All sponsored access functionality
- 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](#)

Step 11: 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.

The screenshot shows the 'Enter payment details' form in the CONNEX marketplace. On the left is a sidebar with a vertical list of steps: 1 Welcome, 2 Organization type, 3 Organization overview, 4 Organization details, 5 Subscription, 6 Payment (highlighted), 7 Confirmation, and 8 Next steps. The main content area is titled 'Enter payment details' and contains the following fields: Card number (4242 4242 4242 4242, VISA logo), Expiration (10 / 22), CVC (656), Country (United States, dropdown arrow), and ZIP (90210). Below these fields is a disclaimer: 'By providing your card information, you allow CONNEX Marketplace Test to charge your card for future payments in accordance with their terms.' At the bottom right are 'BACK' and 'NEXT' buttons.

CONNEX marketplace
Connecting the Manufacturing Supply Chain

1 Welcome
2 Organization type
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Enter payment details

Card number
4242 4242 4242 4242 VISA

Expiration
10 / 22

CVC
656

Country
United States

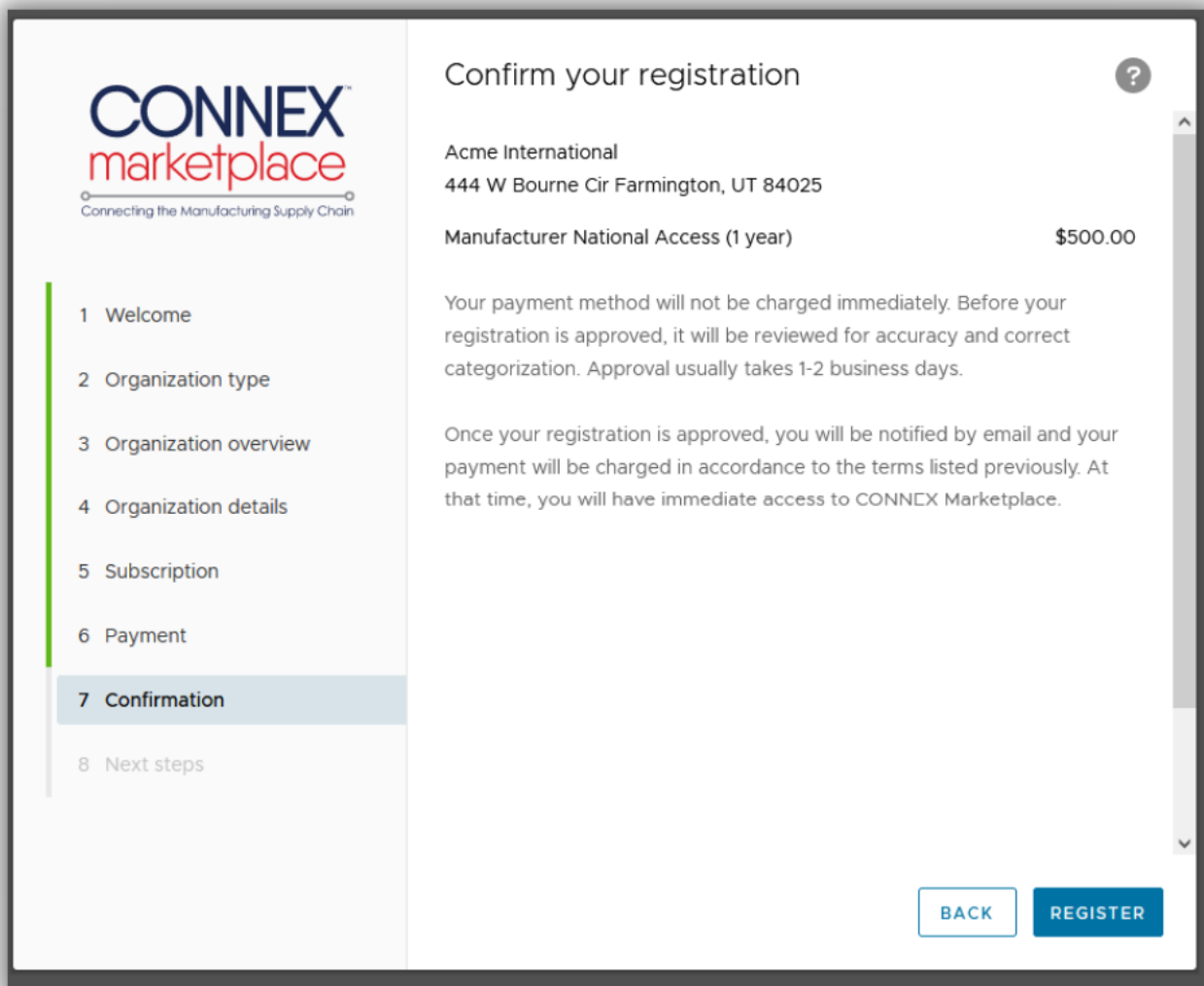
ZIP
90210

By providing your card information, you allow CONNEX Marketplace Test to charge your card for future payments in accordance with their terms.


BACK NEXT

Step 12: Confirm Your Subscription

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



The screenshot shows the 'Confirm your registration' page on the CONNEX marketplace. On the left is a vertical navigation menu with steps 1 through 8. Step 7, 'Confirmation', is highlighted with a blue bar. The main content area on the right displays the user's registration details: 'Acme International' with address '444 W Bourne Cir Farmington, UT 84025'. Below this, it shows 'Manufacturer National Access (1 year)' for a price of '\$500.00'. Two paragraphs of text explain the payment process and approval timeline. At the bottom right are 'BACK' and 'REGISTER' buttons. A help icon (?) is in the top right corner.



1 Welcome
2 Organization type
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8 Next steps

Confirm your registration

Acme International
444 W Bourne Cir Farmington, UT 84025

Manufacturer National Access (1 year) \$500.00

Your payment method will not be charged immediately. Before your registration is approved, it will be reviewed for accuracy and correct categorization. Approval usually takes 1-2 business days.

Once your registration is approved, you will be notified by email and your payment will be charged in accordance to the terms listed previously. At that time, you will have immediate access to CONNEX Marketplace.

[BACK](#) [REGISTER](#)

Step 13: 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 verification 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.

