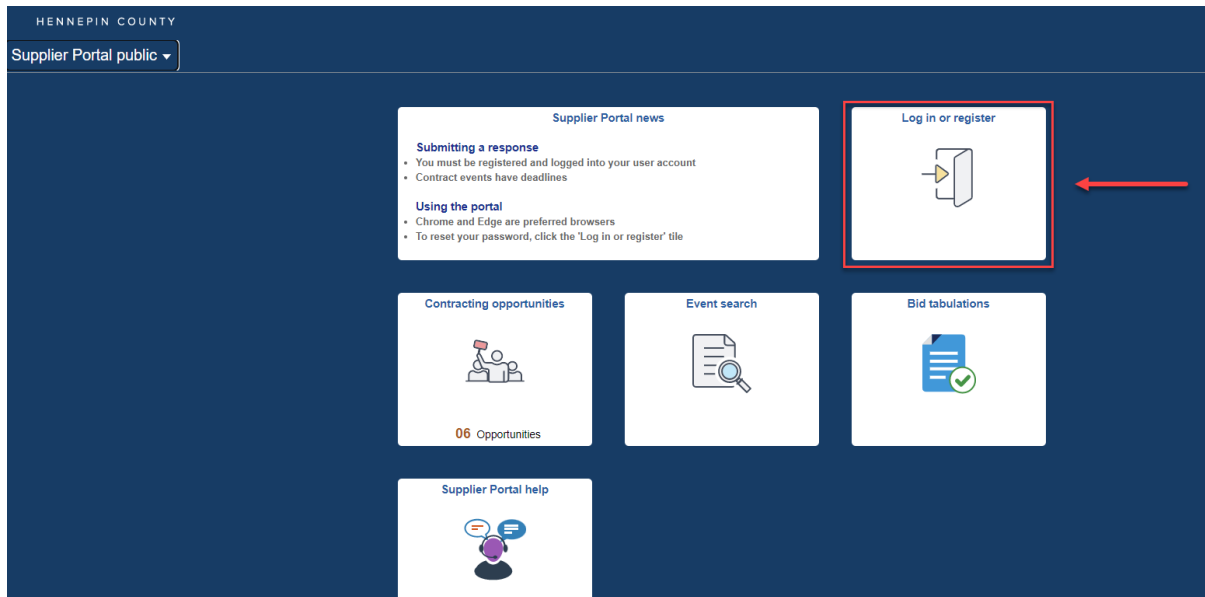
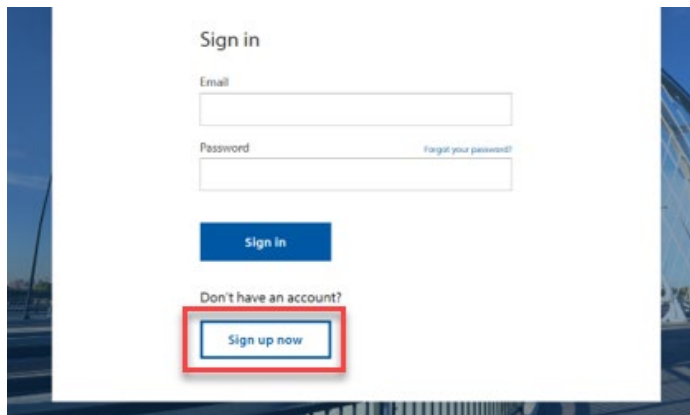


Register with the portal

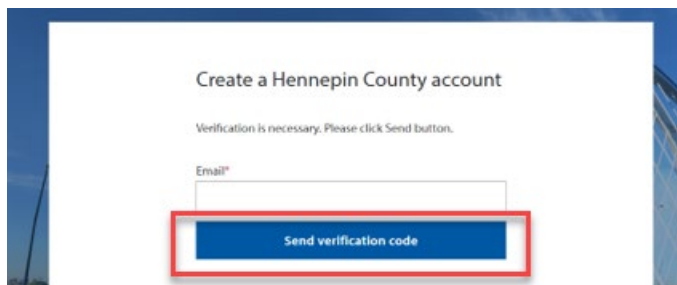
1. Select **Log in or register**.



2. Select **Sign up now**.



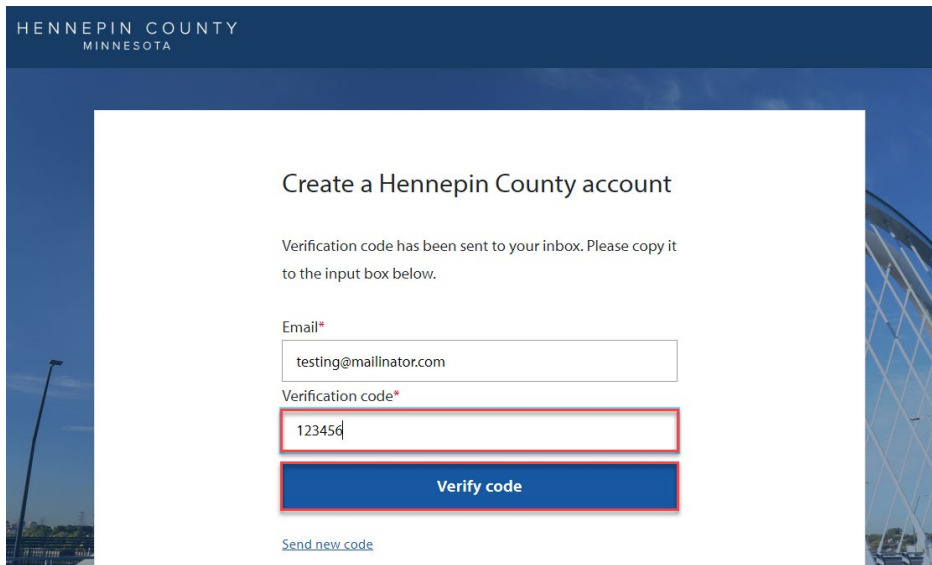
3. Enter your email address then select **Send verification code**.



4. Check the email account you entered for an email from Hennepin County. Open the email and copy the verification code.

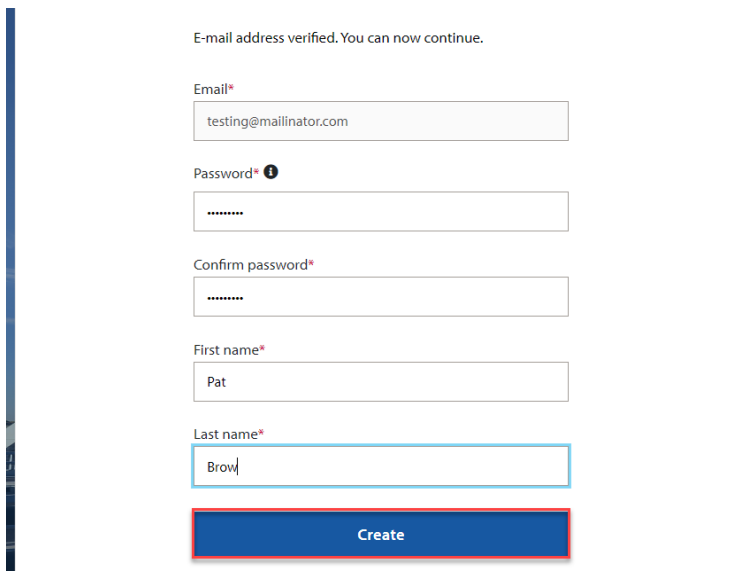
Note: The verification code expires in 5 minutes. If you don't complete this step in 5 minutes, select the Send new code link. If you don't receive an email check your spam folder or select Send new code.

5. Paste the code in the Verification Code box and select **Verify code**.



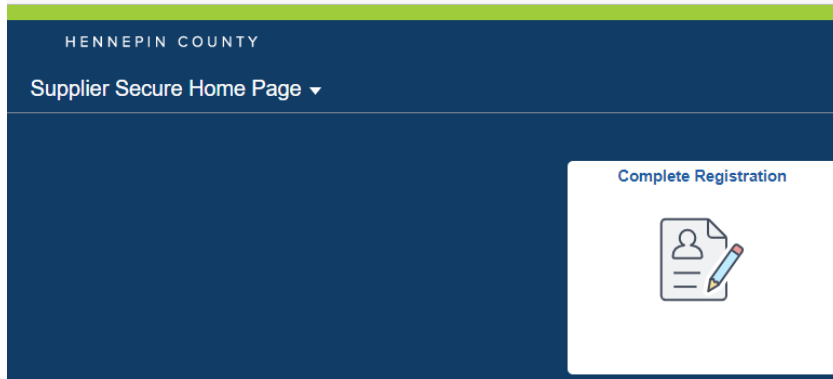
The screenshot shows the 'Create a Hennepin County account' page. At the top left, it says 'HENNEPIN COUNTY MINNESOTA'. The main heading is 'Create a Hennepin County account'. Below this, a message states: 'Verification code has been sent to your inbox. Please copy it to the input box below.' There are two input fields: 'Email*' with the value 'testing@mailinator.com' and 'Verification code*' with the value '123456'. Below the verification code field is a blue button labeled 'Verify code'. At the bottom left of the form area, there is a link that says 'Send new code'.

6. Complete password and name fields and select **Create**.



The screenshot shows the 'E-mail address verified. You can now continue.' message. Below this, there are four input fields: 'Email*' with the value 'testing@mailinator.com', 'Password*' with a masked password '.....', 'Confirm password*' with a masked password '.....', 'First name*' with the value 'Pat', and 'Last name*' with the value 'Brow'. At the bottom of the form area is a blue button labeled 'Create'.

- To finish your registration, select **Complete Registration** tile.



- Enter in your Tax ID number then select **Go**.

- There are two different types of registration, depending on whether your Tax ID is already in Hennepin County's system.

If your screen looks like below [select here for the steps for bidder registration](#).

Welcome - Step 1 of 7

Click the question mark icon in each section for more information. For further instructions, go to the [How to register as a bidder document](#).

For questions or issues, call (612) 543-5412 or email supplierportal@hennepin.us.

Select an activity below: ?

What type of entity do you represent?

Business

Individual

If your screen looks like below [select here for the steps for new user registration.](#)

Register New User Accounts

For step by step instructions visit the [Supplier Portal help page](#).

Need Further assistance? Call (612) 543-5412 or Email supplierportal@hennepin.us

Monday-Friday, 8:00am - 4:30pm Central Standard Time

Company Type

Bidder
 Supplier

Bidder List

*Bidder ID	*Tax ID Number (no dashes)
*****	*****

Contact Information ?

* First Name
* Last Name
Title
Email ID
* Telephone Ext
Fax Number
Contact Type

Terms and Conditions

Make sure you read terms of agreement fully before submitting your registration.

Agree to Terms

[Terms of Agreement](#)

New User Registration

1. Complete the new user account fields. Fields with asterisk (*) are required.
2. Select **Agree to Terms**.
3. Make sure to read the popup box. Select **OK**.
4. Select **Submit**.

Register New User Accounts

For step by step instructions visit the [Supplier Portal help page](#).

Need Further assistance? Call (612) 543-5412 or Email supplierportal@hennepin.us

Monday-Friday, 8:00am - 4:30pm Central Standard Time

Company Type

- Bidder
 Supplier

Bidder List

*Bidder ID	*Tax ID Number (no dashes)
B000002687	545645645

Contact Information ?

* First Name
 * Last Name
 Title
 Email ID
 * Telephone Ext
 Fax Number
 Contact Type

Terms and Conditions

Make sure you read terms of agreement fully before submitting your registration.

Agree to Terms

Terms of Agreement

Submit

Cancel

* Required field

Message

After clicking the Submit button you will be redirected to the Sign In page.

Once there, sign in with your email address and password to start using the Supplier Portal.

OK

5. The Sign in page will appear.
6. Enter your email and password you just registered then select **Sign in**.

Sign in

Email

Password [Forgot your password?](#)

Sign in

Don't have an account?

Sign up now

For more help:

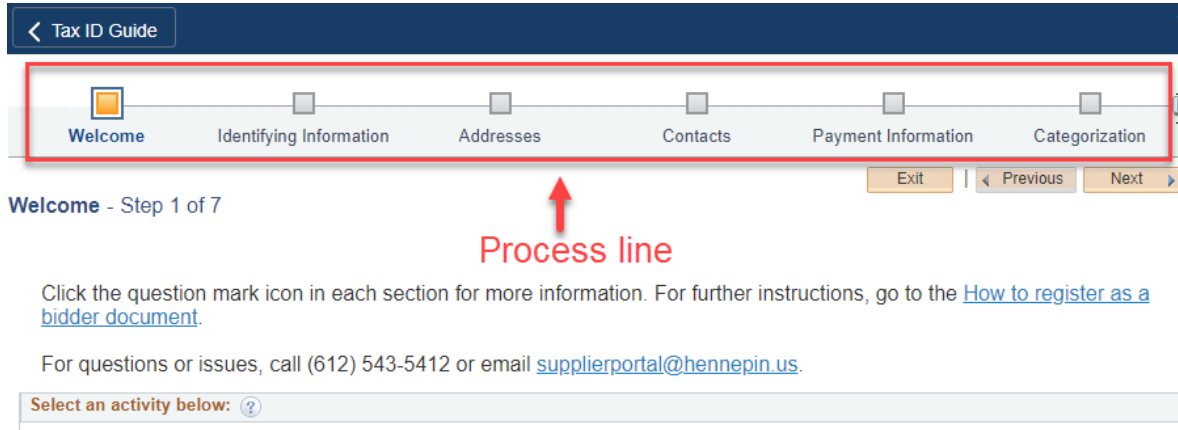
Visit [Supplier Portal help](#)

Call (612) 543-5412

Email supplierportal@hennepin.us

New Bidder Registration

1. Complete the new bidder account information. You will complete fields on each page listed on the process line. Fields with asterisk (*) are required. Select the Next button to advance to each page.



← Tax ID Guide

Welcome Identifying Information Addresses Contacts Payment Information Categorization

Welcome - Step 1 of 7

Exit Previous Next

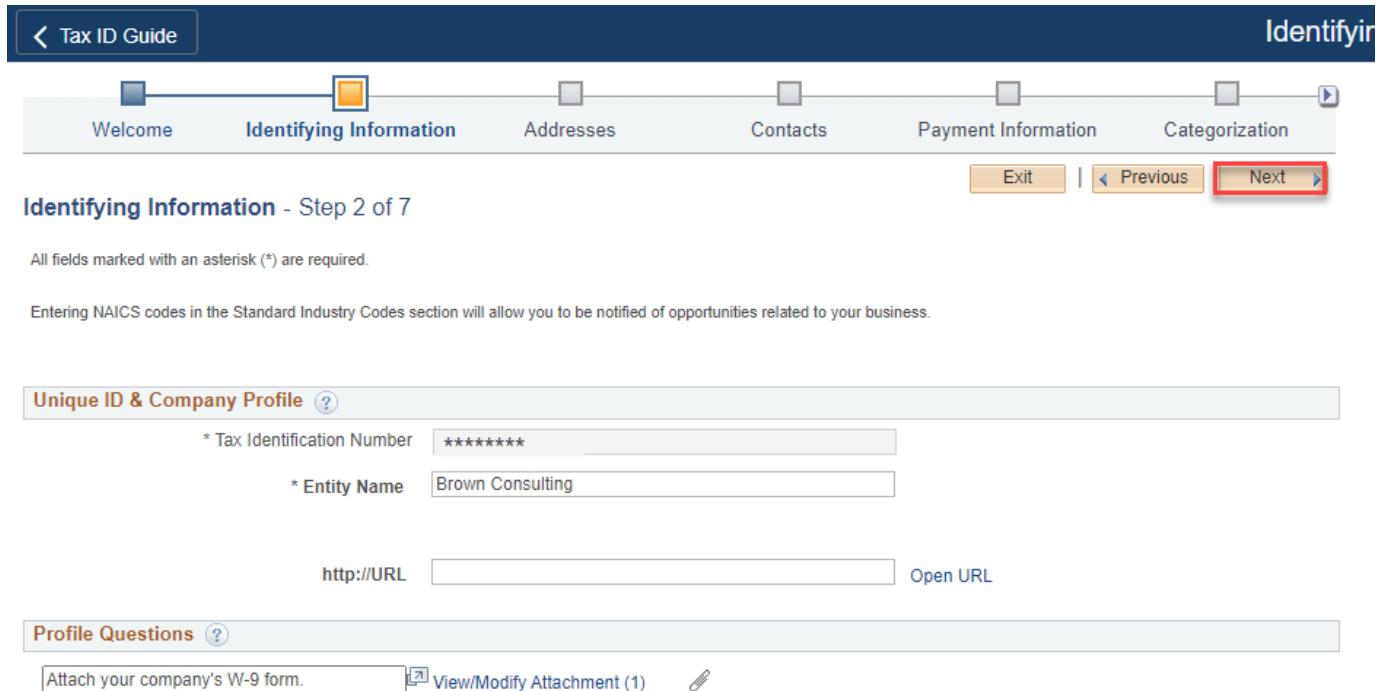
Process line

Click the question mark icon in each section for more information. For further instructions, go to the [How to register as a bidder document](#).

For questions or issues, call (612) 543-5412 or email supplierportal@hennepin.us.

Select an activity below: ?

2. Select the **Type of entity**.
3. Select **Next**.
4. Complete the fields on the Identifying Information page. Select **Next**.



← Tax ID Guide Identifying Information

Welcome Identifying Information Addresses Contacts Payment Information Categorization

Identifying Information - Step 2 of 7

Exit Previous Next

All fields marked with an asterisk (*) are required.

Entering NAICS codes in the Standard Industry Codes section will allow you to be notified of opportunities related to your business.

Unique ID & Company Profile ?

* Tax Identification Number *****

* Entity Name Brown Consulting

http://URL Open URL

Profile Questions ?

Attach your company's W-9 form. View/Modify Attachment (1)

- Enter address information. If you have a different address for invoices, select the Invoice Address checkbox and populate the fields. Select **Next**.

< Tax ID Guide Add

Welcome Identifying Information **Addresses** Contacts Payment Information Categorization

Exit | < Previous **Next** >

Addresses - Step 3 of 7

Enter your company's primary address here. If your business receives payments at an address that is different from the primary address, click the 'Invoice Address' checkbox and enter that address there.

Primary Address ?

* Country United States

Address 1

Address 2

Address 3

City

County Postal

State

Email ID

Other Addresses ?

- Select **Add Contact**.

< Tax ID Guide

Welcome Identifying Information Addresses **Contacts** Payment Information Categorization

Exit | < Previous Next >

Contacts - Step 4 of 7

Provide your contact information.

Company Contacts ?

You have not added any contact information to your application. Choose "Add Contact" to add new contact information.

Add Contact

- Add contact information, select **OK**.

Add Contacts x

Contact Information ?

Description

* First Name Primary Contact

* Last Name

Title

* Email ID

* Telephone Ext

Fax Number

Contact Type

OK Cancel

8. Select **Next**.

Contacts - Step 4 of 7

Provide your contact information.

Company Contacts ?

Primary	Name	Phone	Designate Address
<input checked="" type="radio"/>	Test Name11	555/555-5555	Primary Address ▼

9. If you are subject to 1099 reporting, select the Withholding Required checkbox, otherwise leave blank and select **Next**.

Payment Information - Step 5 of 7

Click the Withholding box below if you are subject to 1099 reporting. DO NOT check the box if you are a government entity, a tax exempt organization, or a corporation that does not provide me services or billing/collection for medical services.

Payment Preferences ?

Withholding Required

10. Select the check boxes next to the good or services your company provides. This helps us invite you to related contract opportunities. Select **Next**.

Categorization - Step 6 of 7

Select the procurement categories that align with your business. The county will notify you of opportunities related to your specialties.

Pause between selections and review categories on the right side of the screen before proceeding to the next step.
Select to add or de-select to remove categories applicable to your business

Select All Un Select All

Hennepin County Procurement Categories

- Sourcing - Sourcing Categories
- Sell Categories
 - 031 - Air conditioning/heating/ventilating equip, parts & supplies
 - 035 - Aircraft and airport equipment, parts, and supplies
 - 037 - Amusement, decorations, entertainment, gifts, toys, etc.

My Categories

Category	Description
918-43	43 - Environm...
031	Air conditio...

11. Select the checkbox **Select to accept Terms of Agreement**.
12. Select **OK**.

Submit - Step 7 of 7

Select the "Review" button to review the registration information.
Click the "Submit" button to submit your registration after reviewing and accepting following Terms of Agreement .

Email communication regarding this registration will be sent to:
test@mailinator.com

Terms and Conditions ?

Make sure you read terms of agreement fully before submitting your registration.

Select to accept the Terms of Agreement below.

[Terms of Agreement](#)

Review Submit

Message

After clicking the Submit button you will be redirected to the Sign In page.
Once there, sign in with your email address and password to start using the Supplier Portal.

OK

13. Select **Submit**.

Terms and Conditions ?

Make sure you read terms of agreement fully before submitting your registration.

Select to accept the Terms of Agreement below.

[Terms of Agreement](#)

Review Submit

14. The Sign in page will appear.
15. Enter your email and password you just registered and select **Sign in**.

Sign in

Email

Password [Forgot your password?](#)

Sign in

Don't have an account?

Sign up now

For more help:

Visit [Supplier Portal help](#)

Call (612) 543-5412

Email supplierportal@hennepin.us