

# Register a New BidSync Basic Account

To register as a free vendor in the BidSync system, follow these steps:

1. Navigate to the BidSync home page by going to:

<http://www.bidsync.com>

2. In the middle of the page, click on **Get BidSync Basic** (also opens the option to [Get BidSync Pro](#) for a more enhanced experience) to get started:



3. Scroll down to access the page comparing the various plans available:

## Not Sure What Plan is Best for Your Business?

Visit our compare plans page to see a side by side comparison of our Basic, State Pro, Regional Pro, and National Pro plans.

COMPARE PLANS

4. On the **Plan Comparison** page, scroll down to review your options. When ready, select your package from the top of the page:

Basic	State Pro	Regional Pro	National Pro
Free	\$41 <sup>.65</sup> /Month	\$79 <sup>.20</sup> /Month	\$149 <sup>.25</sup> /Month
	Billed Annually	Billed Annually	Billed Annually
TRY FREE	GET BIDS SYNC PRO	GET BIDS SYNC PRO	GET BIDS SYNC PRO

5. Basic accounts can participate in most bids for free, but only receive notifications for agencies from one state. Choose from where you'd like to receive free notifications:

## 1 Select Your State

6. Enter your email address and verify whether there's already an account:

## 2 Your Information

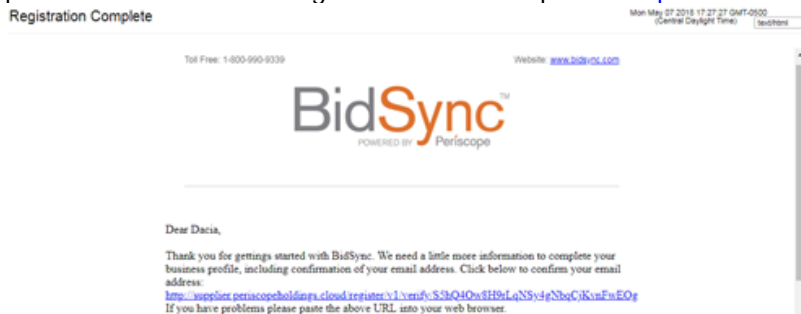
\*We'll need to ensure your email isn't already in use

7. Once your email is verified, enter in the rest of your information and check the box to agree to the Terms of Services after reading them:

<input type="text" value="First Name*"/>	<input type="text" value="Last Name*"/>
<input type="text" value="Phone Number *"/>	<input type="text" value="Extention"/>
<input type="text" value="Address*"/>	
<input type="text" value="City*"/>	
<input type="text" value="State*"/>	<input type="text" value="Zipcode *"/>

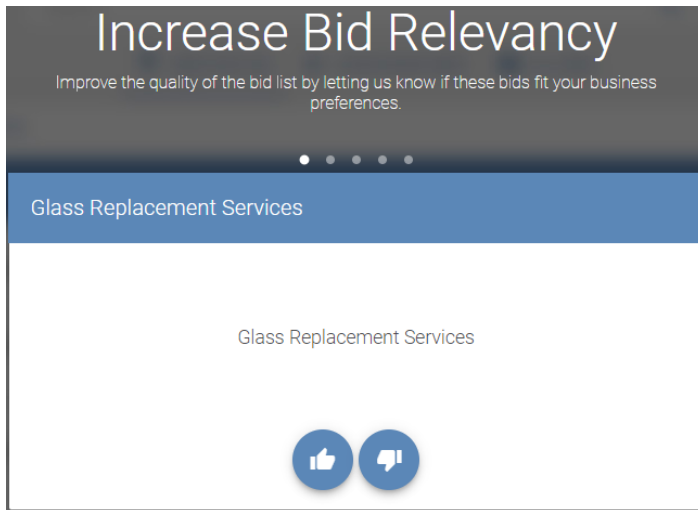
8. An email is sent with a link to verify your address and start setting up your business profile. Click the link to go to the next step to [Setup a Verified Account](#):



# New Account Relevancy

Setting up your initial keywords is part of the flow when verifying your account. After selecting keywords (and including any negative words to help narrow the results), using a simple Thumbs Up or Thumbs Down, you can teach the tool to improve the relevancy of your search results and notifications.

Based on your keywords, correlating bid titles are displayed with the option below to select Thumbs Up on approved opportunities and Thumbs Down on non-applicable bids:



It will go through 5 results before providing the option to improve relevancy again, or to enter the site and continue setting up your business profile with commodity codes or look at the available bids in the system.

