

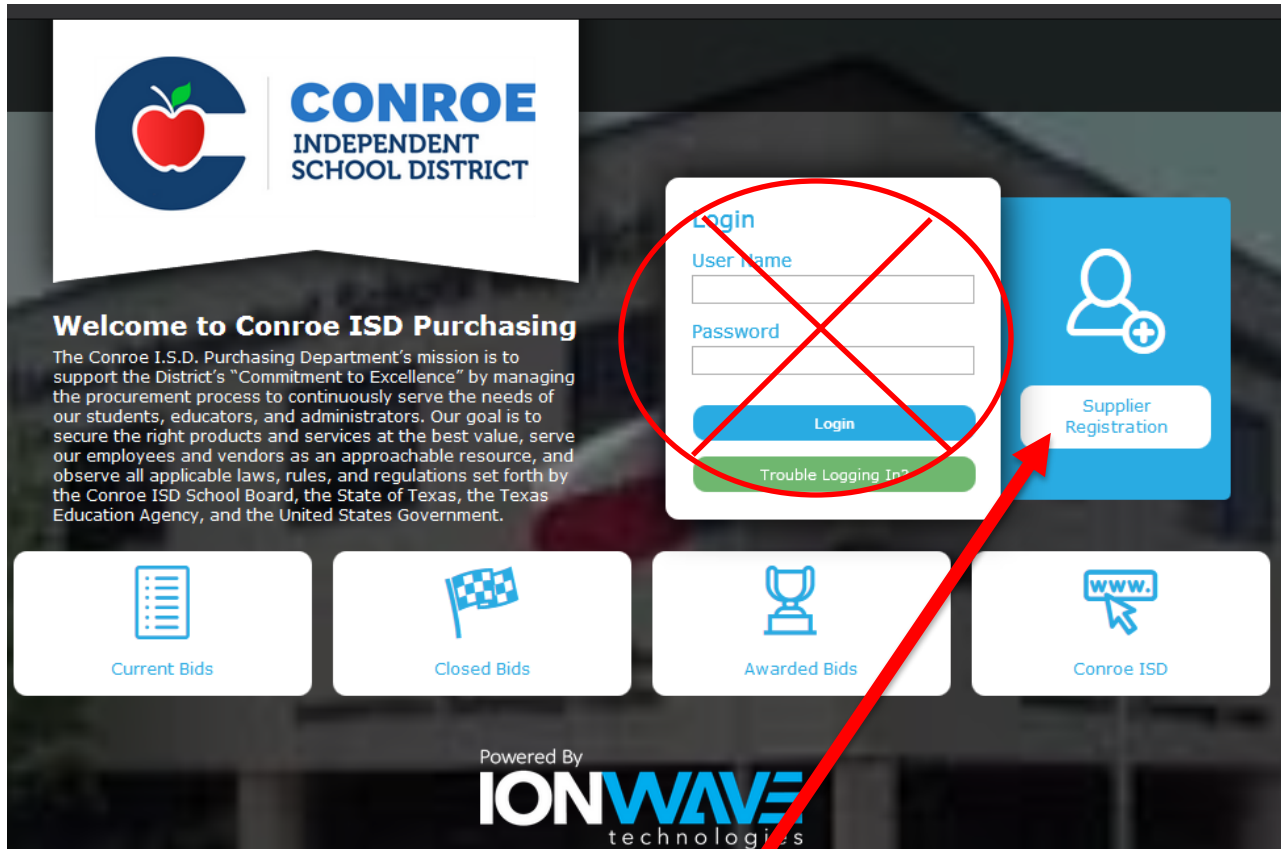
How to Register in the Conroe ISD eBid System

Please note this registration is a **MULTI - STEP** process.

STEP 1: Click On the link below to enter the eBidding Website

<https://conroeisd.ionwave.net/Login.aspx>

You should see this screen. In this screen click on “Supplier Registration”



The next screen looks like this. Fill in your Company Name, Phone Number, and DUNS number (if you have one). After you enter the information click on “Next”.

The screenshot shows the top navigation bar with the Conroe Independent School District logo and a blue header. Below the header is a tabbed interface with tabs for Preliminary Info, Terms, Company Info, Addresses, W-9, and Other Info. The 'Preliminary Info' tab is active, displaying the title 'Preliminary Company Information'. At the top of the form area, there are two buttons: 'Cancel' (with a blue circle and slash icon) and 'Next' (with a blue arrow icon). A red arrow points from the 'Next' button towards the right. Below the buttons are three input fields: '* Company Name' (a single text box), '* Main Phone' (a format '() - -' followed by an 'Ext:' field and an 'International' checkbox), and 'DUNS' (a single text box).

The next screen looks like this. Please read the terms and conditions then click on the box at the bottom next to “I Accept the Conroe ISD Terms and Conditions”, then click on “Next”.

The screenshot shows the 'Conroe ISD Terms and Conditions' page. The top navigation bar is similar to the previous screen, but with additional tabs for 'Commodity Codes' and 'Classification'. The 'Terms' tab is active, showing the title 'Conroe ISD Terms and Conditions'. A red arrow points from the 'Next' button (with a blue arrow icon) towards the right. A large red box with the text '2nd' is overlaid on the right side of the page. Below the navigation bar is a scrollable text area containing the terms and conditions. A red arrow points from the 'Next' button towards the bottom of the text area. A large red box with the text '1st' is overlaid on the bottom of the text area. At the bottom of the page, there is a checkbox labeled 'I Accept the Conroe ISD Terms and Conditions' and a link for '[Printer-Friendly Version]'.

The next screen looks like this. Fill in all the Company and User Information. All required fields are noted with (*), these fields must be completed. When you are finished click on “Save and Next”.

The screenshot shows a web-based registration form for Conroe Independent School District. The form is titled "Company Information" and "User Information". A red arrow points to the "Save and Next" button. The "Company Information" section includes fields for Trade Name (dba), Legal Name, Organization Type, Formation Date, Tax ID Number (FEIN, SSN/ITIN, Other), DUNS, Website, and Company Description. The "User Information" section includes fields for User Name / Login, Password, Verify Password, Prefix, First Name, Last Name, Title, Email, Verify Email, Office Phone, Mobile Phone, and Time Zone.

STEP 2: After you submit your company and user information, you will be prompted to verify your email address. You will receive an email from (conroeisd@customer.ionwave.net). This email will include a link to complete the registration process. You will need to complete the additional information requested and “submit” your registration.

STEP 3: CISD will review and approve your registration before you can move to the next step. You will be notified by email (from the eBidding system) if you are approved, denied, or need any corrections.

STEP 4: Now that you are a “registered” vendor in our eBidding system, you will log in with your Username and Password, then select the bid or quote opportunity you would like to complete.

Please Note you **MUST** submit a proposal in the eBid system in order to be considered for award; successful completion of this registration process does not grant a vendor “awarded vendor” status.