

New Account Access to CONNEX[™] Michigan and CONNEX[™] Marketplace

Step 1: Go to <u>CONNEX Marketplace</u> [https://app.connexmarketplace.com/login] and select "Create an Account."

CONNEX marketplace	
Email	
Email Password	Q
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Email Password LOG II Create an a	© N CCOUNT



Step 2: Enter your first and last name, email address, and create a strong password. You'll also need to accept the terms and conditions, to activate the "**Create Account**" button.

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You should receive an email from <u>noreply@CONNEXMarketplace.com</u> 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. The email is shown in step 3.





Step 3: Click the gray box to verify your email address.



Once you confirm your email, you will need to log in to the platform to link your account. The wizard will open and welcome you.







Step 4: Click "Next" shown above and it will ask you to select an organization type.

Step 5: Please select "**Manufacturer**". If you feel you qualify as a researcher, you can add that to your account later.









Step 6: You will be asked some basic questions about your company.

CONNEX marketplace	Let us know some basic information about your organization Name Acme Manufacturing, Inc	0
1 Welcome	Address	
1 Welcome		~
2 Organization type	Phone number (optional)	
3 Organization overview	(555) 555-5555	
4 Organization details	Website (I don't have a website) https://acmemfg.com	
5 Subscription	DUNS number (I'll provide this later) 123456789	
6 Next steps	123430703	
	ВАСК	NEXT

As you enter company name and address, the system will search to identify potential matches. **Pay special attention** as it is searching the CONNEX Marketplace of over 140,000 company profiles. There may be a company with a similar name in another state. You'll want to make sure you are selecting the right match.



Step 7: If your company is listed, select it from the wizard. If not, ignore the suggested companies and continue entering information, such as phone number, website and DUNS number if known. If you don't know your DUNS number, you can select "**I'll provide this later**" to move through the Wizard.

CONNEX marketplace	Let us know some basic information about your organization Name Proud to Manufacture in Michigan	Ø
1 Welcome	Is one of these your organization? Michigan Manufacturing Technology Center (Plymouth, MI)	_
2 Organization type	Michigan - Demo Test Co. (Plymouth, MI) Avl Michigan Holding Corporation (Plymouth, MI)	- 1
3 Organization overview	Haven Manufacturing Indiana, Inc. (Ossian, IN) Michigan Brush Manufacturing (Detroit MI)	- 1
4 Organization details	Address	- 1
5 Subscription	45501 Helm Street, Plymouth, MI, USA	~
6 Next steps	Phone number (optional) (888) 414-6682	.
	Website (I <mark>don't have a websi</mark> te) https://acmemfg.com	
	DUNS number (<mark>11 provide this later</mark>) 123456789	-
	ВАСК	NEXT



Step 8: It will ask you about NAICS Codes, Industries, and SBA designations such as Woman Owned, Minority Owned, HubZOne, etc. These are optional and can be skipped. Any information entered here will help complete your company profile and improve your search rankings.

CONNEX	Let's get a head start filling out your profile	0
Connecting the Manufacturing Supply Chain	NAICS Codes	~
1 Welcome	Industries	~
2 Organization type	SBA Programs	
3 Organization overview		~
4 Organization details		
5 Subscription		
6 Next steps		
	ВАСК	SKIP



Step 9: You'll see a Subscription tab. There is a place at the top to enter a Promo Code. Michigan's PROMO Code is: **CM1YR22MI**

Entering this code will auto select "\$500.00 / Year".

CONNEX	Choose a subscription
Connecting the Manufacturing Supply Chain	Promotion code CM1YR22MI © CM1YF - Sponsors
1 Welcome	
2 Organization type	Manufacturer's National Access
3 Organization overview	All sponsored access functionalityOne connection point for all U.S. Manufacturers
4 Organization details	 A single searchable database tagged with hundreds of unique, searchable taxonomies
5 Subscription	 Find manufacturers and material suppliers across the U.S., and be found by them
6 Payment	 Post and respond to RFPs, RFQs, RFIs, surplus listings and other needs across the country
7 Confirmation	Read more
8 Next steps	\$500.00 / year
	BACK



Step 10: It will ask you for payment information. You will need to enter credit card information and accept the terms, i.e. promotion period of one year, etc. (see terms below this screenshot) to activate the "**Next**" button.



Terms:

You have entered a promotion code to receive free access to CONNEX Marketplace for 12 month(s) promotional period. If your registration application is approved, your promotion period will begin immediately upon approval and end on Jun 1, 2023. After which time, your credit card on file will be charged the subscription price. An automatic payment reminder will be sent to you via email seven (7) days before your free promotional period ends with instructions should you wish to cancel your subscription prior to your card being charged. If you decide to continue your subscription, there is nothing you need to do. Your subscription will be renewed automatically thereafter on a annual basis. If you wish to cancel your subscription before your free promotional period ends, you may do so by logging in to your CONNEX Marketplace account and canceling your subscription.



Step 11: Confirm your subscription. Please note that the system will reflect your 1 Year of Free CONNEX Marketplace sponsorship.



Step 12: Click "Register" and your registration is complete.

Once approved as a manufacturer, you should have access to both CONNEX Michigan and CONNEX Marketplace.