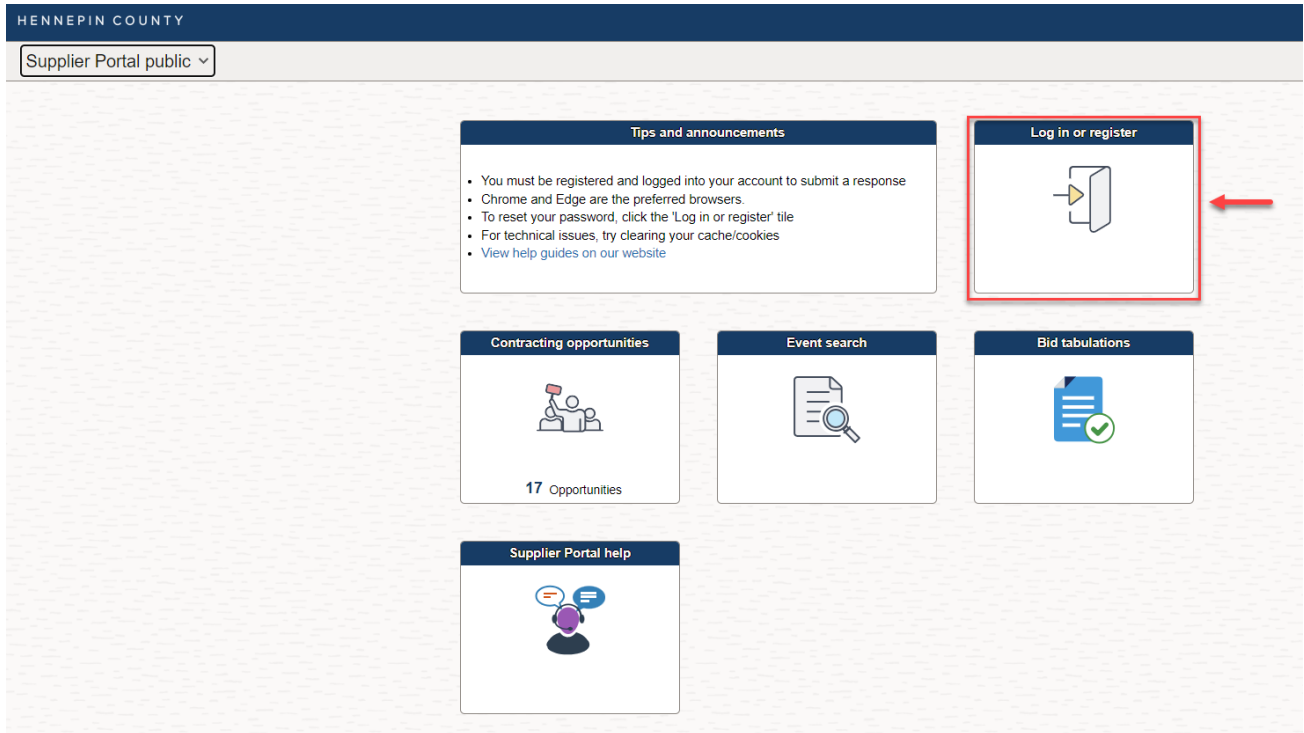
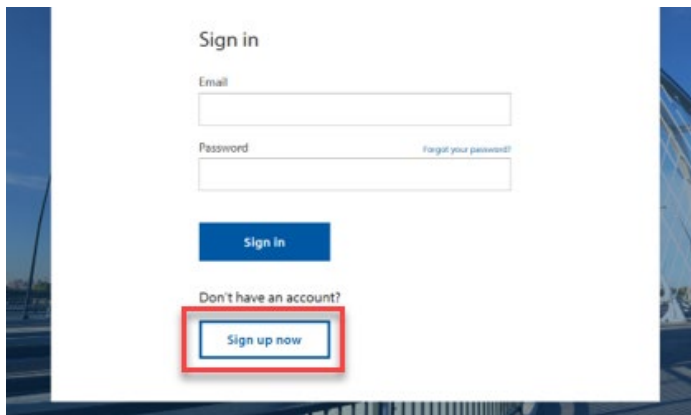


## Register with the portal

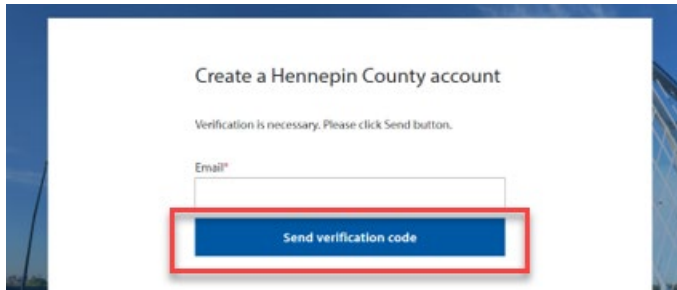
1. Select **Log in or register**.



2. Select **Sign up now**.



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



Create a Hennepin County account

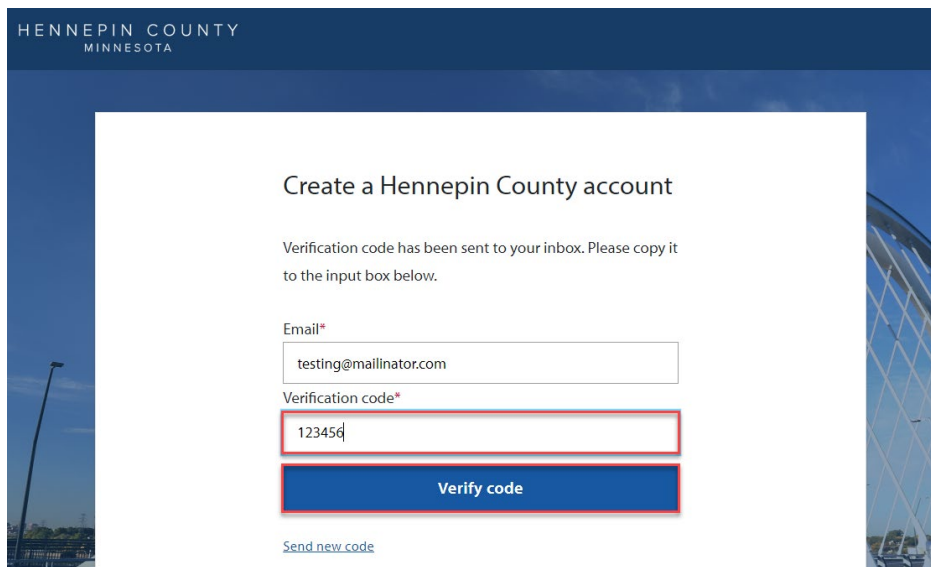
Verification is necessary. Please click Send button.

Email\*

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**.



HENNEPIN COUNTY  
MINNESOTA

Create a Hennepin County account

Verification code has been sent to your inbox. Please copy it to the input box below.

Email\*

Verification code\*

[Send new code](#)


6. Complete the **password** and **name** fields.

## Create a Hennepin County account

E-mail address verified. You can now continue.

Email\*

testing@mailinator.com

Password\* 

.....

Confirm password\*

.....

First name\*

Pat

Last name\*

Brown|

By creating a Hennepin County account, you are accepting the [terms of use agreement](#) \*

Create

7. Select the **terms of use agreement** link to review.

By creating a Hennepin County account, you are accepting the terms of use agreement \*



Create

8. Use the scroll bar on the right to view all the terms. When you are done reviewing the Terms of Use Agreement, select the **Close** button.

#### Terms of Use Agreement



This Agreement is between you and Hennepin County, a political subdivision of the State of Minnesota ("Hennepin County"), for use of Hennepin County Online Services and the various applications, products, and utilities available thereunder ("Hennepin County Online Services").

Hennepin County provides access to and use of Hennepin County Online Services subject to your compliance with all the terms, conditions, and notices contained or referenced herein. In addition, when utilizing specifically authorized online resources (e.g., online housing services and/or Sentence to Serve scheduling), you shall be subject to any terms and conditions applicable to such resources in addition to those set forth in this Agreement. All such additional terms and conditions are hereby incorporated by reference into this Agreement.

#### Acknowledgement and Acceptance of Terms

BY COMPLETING THE REGISTRATION PROCESS AND/OR USING THIS SITE, YOU AGREE TO BE BOUND BY THESE TERMS OF USE. IF YOU DO NOT WISH TO BE BOUND BY THESE TERMS OF USE, PLEASE EXIT THE SITE NOW. YOUR REMEDY FOR DISSATISFACTION WITH THIS SITE, OR ANY PRODUCTS, SERVICES, CONTENT, OR OTHER INFORMATION AVAILABLE ON OR THROUGH THIS SITE, IS TO STOP USING THE SITE AND/OR THOSE PARTICULAR PRODUCTS OR SERVICES. YOUR AGREEMENT WITH HENNEPIN COUNTY REGARDING COMPLIANCE WITH THESE TERMS OF USE BECOMES EFFECTIVE IMMEDIATELY UPON COMMENCEMENT OF YOUR USE OF THIS SITE.

PLEASE READ THIS AGREEMENT AND INDICATE YOUR ACCEPTANCE BY CLICKING THE "CREATE" BUTTON AND CREATING A HENNEPIN

Close


9. Select the **Create** button.

## Create a Hennepin County account

E-mail address verified. You can now continue.

Email\*

testing@mailinator.com

Password\* 

.....

Confirm password\*

.....

First name\*

Pat

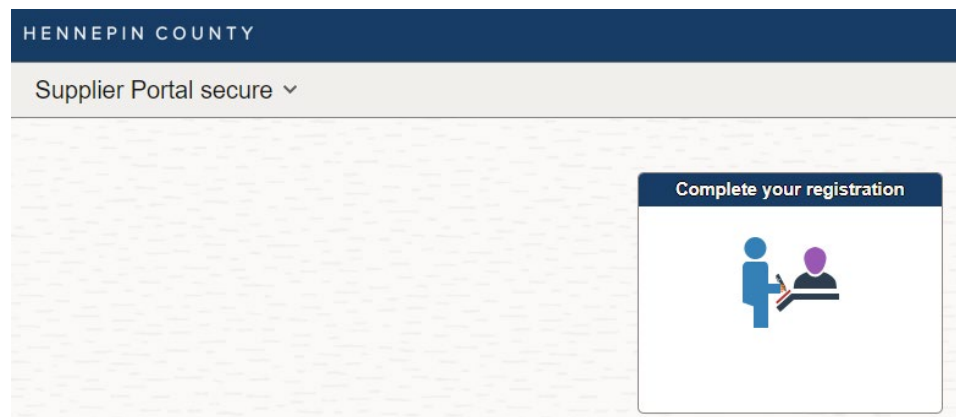
Last name\*

Brown

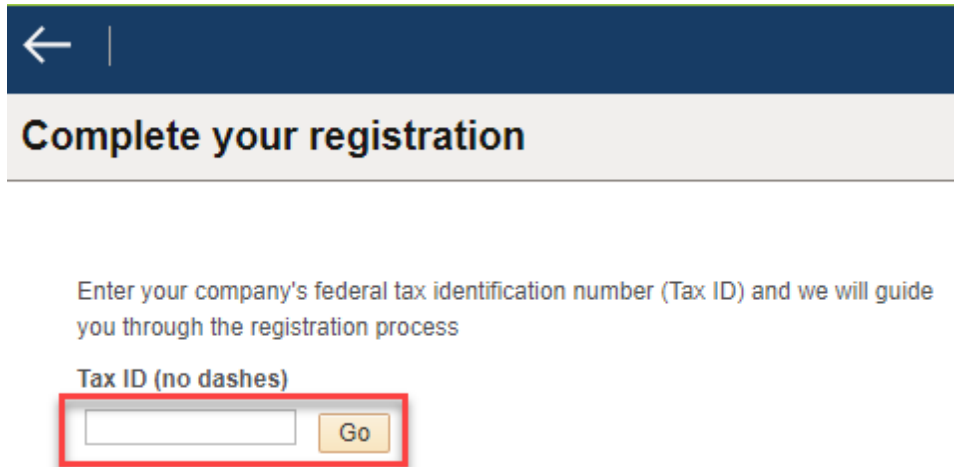
By creating a Hennepin County account, you are accepting the [terms of use agreement](#) \*

Create

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



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



← |

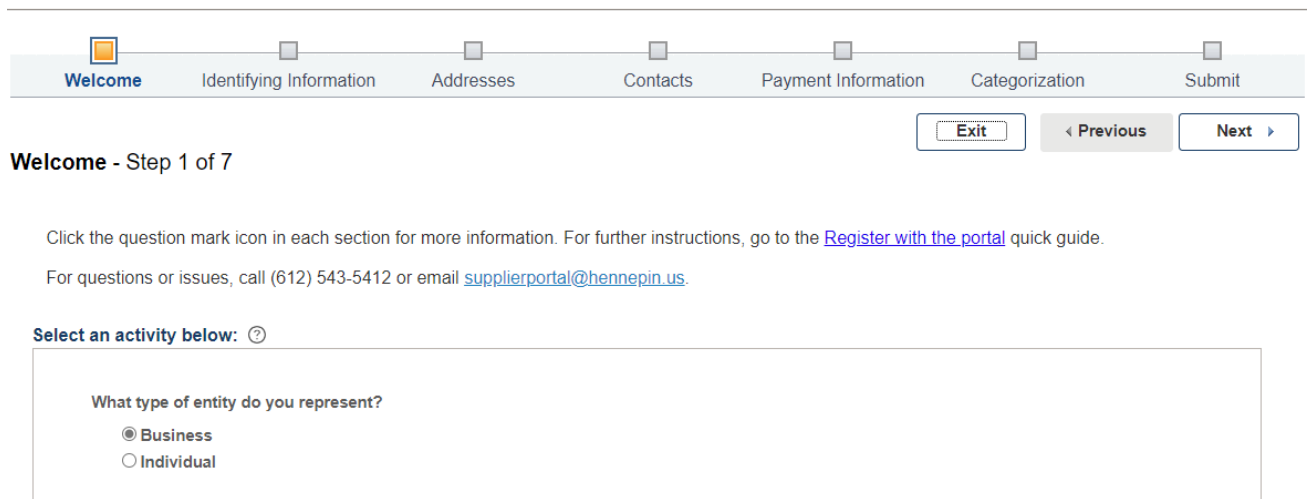
## Complete your registration

Enter your company's federal tax identification number (Tax ID) and we will guide you through the registration process

Tax ID (no dashes)

12. 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 Identifying Information Addresses Contacts Payment Information Categorization Submit

Exit < Previous Next >

**Welcome** - Step 1 of 7

Click the question mark icon in each section for more information. For further instructions, go to the [Register with the portal](#) quick guide.  
For questions or issues, call (612) 543-5412 or email [supplierportal@hennepin.us](mailto: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](mailto: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	<input type="text" value="Jane"/>
* Last Name	<input type="text" value="Doe"/>
Title	<input type="text"/>
Email ID	<input type="text"/>
* Telephone	<input type="text"/> Ext <input type="text"/>
Fax Number	<input type="text"/>
Contact Type	<input type="text" value=""/>

### 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](mailto: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	<input type="text" value="Jane"/>
* Last Name	<input type="text" value="Doe"/>
Title	<input type="text"/>
Email ID	<input type="text" value="janedoe@somecompany.com"/>
* Telephone	<input type="text" value="555/555-5555"/> Ext <input type="text"/>
Fax Number	<input type="text"/>
Contact Type	<input type="text"/>

#### Terms and Conditions

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

Agree to Terms

[Terms of Agreement](#)

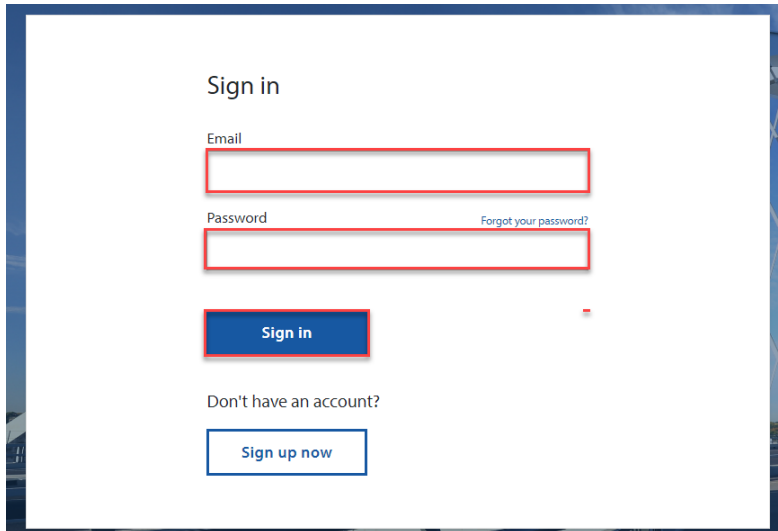
#### Message

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.



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?

### For more help:

Visit [Supplier Portal help](#)

Call (612) 543-5412

Email [supplierportal@hennepin.us](mailto: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.

The screenshot shows a navigation bar with a back arrow and a 'Welcome' header. Below the header is a horizontal process line with seven steps: Welcome, Identifying Information, Addresses, Contacts, Payment Information, Categorization, and Submit. The 'Contacts' step is highlighted with a red box and a red arrow pointing to it, with the text 'Process Line' written below the arrow. To the right of the process line are three buttons: 'Exit', '< Previous', and 'Next >'.

2. Select the **Type of entity**.
3. Select **Next**.

Select an activity below: ⓘ

The form contains the question 'What type of entity do you represent?' and two radio button options: 'Business' and 'Individual'. The 'Business' option is selected and its label is highlighted with a red box.

\* Required field

The navigation buttons are 'Exit', '< Previous', and 'Next >'. The 'Next >' button is highlighted with a red box.

4. Complete the fields on the Identifying Information page. Select **Next**.



## Identifying Information

Welcome

Identifying Information

Addresses

Contacts

Payment Information

Categorization

Submit

Exit

&lt; Previous

Next &gt;

## Identifying Information - Step 2 of 7

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 &amp; Company Profile

\* Tax Identification Number \* Entity Name http://URL  [Open URL](#)

## Profile Questions

Attach your company's W-9 form.  [Add Attachment](#) Enter your company's preferred email address for receiving purchase orders. 

## Standard Industry Codes

US - NAICS Codes

Description

 [Add SIC Code](#)

## Additional Reporting Elements

Type of Business Ethnicity of Majority Owner Number of full-time or benefit earning employees Gender of Majority Owner Number of employees entering Hennepin County 

Please check all that apply:

 Small Business Enterprise certified by CERT Program Women-Owned Business

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

←

**Addresses**

Welcome
Identifying Information
Addresses
Contacts
Payment Information
Categorization
Submit

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** ⓘ

Check boxes below to indicate addresses that are different from your Primary Address above:

Invoice Address  
Address from which you send invoice

## 6. Select **Add Contact**.

←

**Contacts**

Welcome
Identifying Information
Addresses
Contacts
Payment Information
Categorization
Submit

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

## 7. Add contact information, select **OK**.

Add Contacts



Contact Information 

Description	<input type="text"/>	
* First Name	<input type="text" value="Jane"/>	<input type="checkbox"/> Primary Contact
* Last Name	<input type="text" value="Doe"/>	
Title	<input type="text"/>	
* Email ID	<input type="text" value="acmecompaines2023@mailinator.com"/>	
* Telephone	<input type="text" value="555/555-5555"/>	Ext <input type="text"/>
Fax Number	<input type="text"/>	
Contact Type	<input type="text" value=""/>	

OK

Cancel

8. Select **Next**.

Contacts

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

Exit < Previous **Next >**

**Contacts - Step 4 of 7**  
Provide your contact information.

**Company Contacts** ?

Primary	Name	Phone	Designate Address
<input checked="" type="radio"/>	Jane Doe	555/555-5555	Primary Address

Add Contact

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

Payment Information

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

Exit < Previous **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 medical 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**

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

Exit < Previous **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.
  - 050 - Art equipment and supplies
  - 052 - Art objects
  - 055 - Automotive accessories for autos, buses, trailers, trucks

**My Categories**

Category	Description
031	Air conditio...
035	Aircraft and...

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

12. Select **OK**.

← |

**Submit**

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

Exit < Previous Next >

**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:

**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

Exit < Previous Next >

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**.

Submit

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

Exit < Previous Next >

**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:

janedoe@acmecompaines.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

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](mailto:supplierportal@hennepin.us)