

# CONNEX TUTORIAL

## How to Create a New Account



Welcome to CONNEX Marketplace! This tutorial will guide you through the process of setting up a new account and registering your organization within CONNEX. If you have any problems, please reach out to our Help Desk at [Support@ConnexMarketplace.com](mailto:Support@ConnexMarketplace.com) or [connex@vmec.org](mailto:connex@vmec.org).

### Step 1:

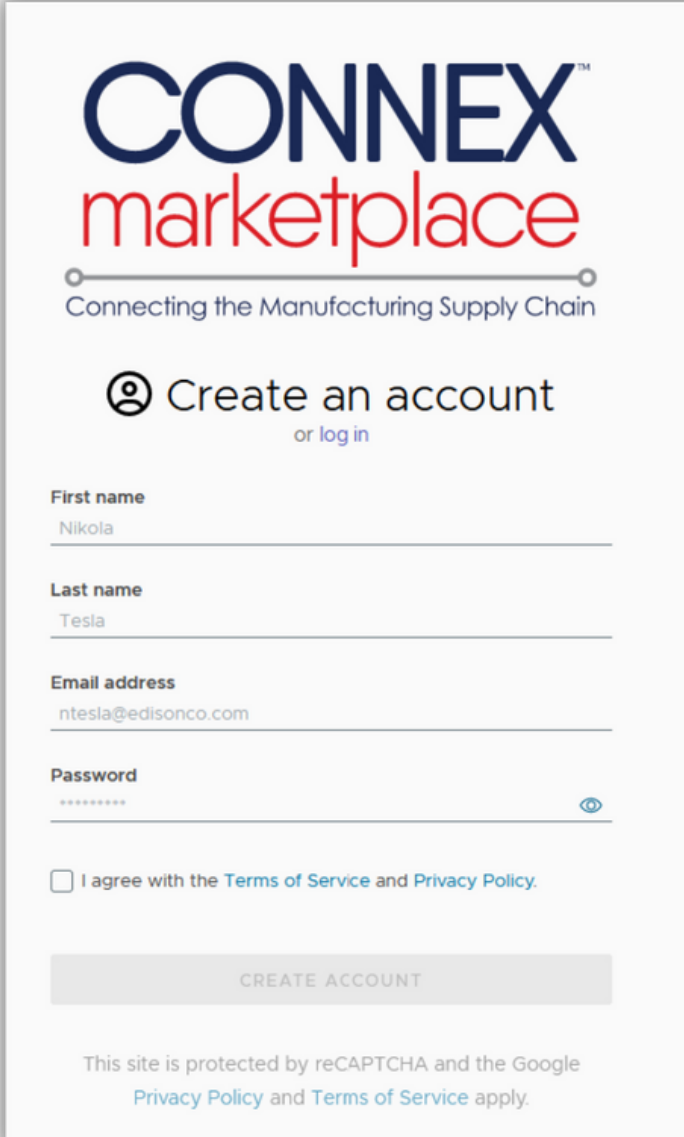
Go to CONNEX Marketplace <https://app.connexmarketplace.com/login> and click “Create an Account.”

The screenshot shows the login page for CONNEX marketplace. At the top, the logo "CONNEX marketplace" is displayed in blue and red, with the tagline "Connecting the Manufacturing Supply Chain" below it. There are two input fields: "Email" and "Password". Below the input fields, there is a "LOG IN" button, a "Create an account" link, and a "Forgot password" link. A red circle highlights the "Create an account" link.

## Step 2:

Enter your first name, last name, email address, create a strong password and check the box to accept the terms and conditions. After that, click the “Create Account” button.

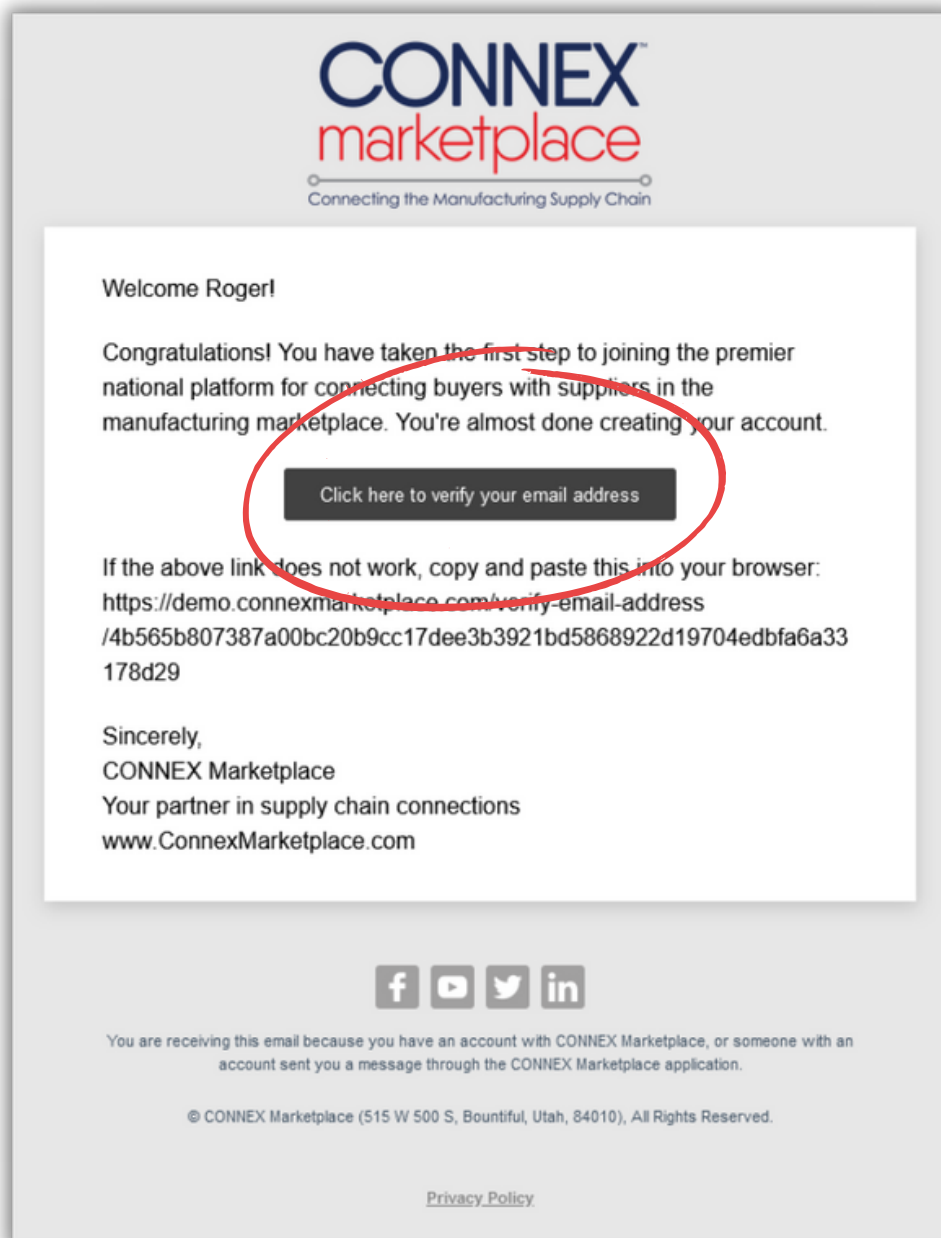
After clicking the button, you will receive an email from noreply@CONNEXMarketplace.com with a link to verify your email address. If you don't receive it within a few minutes, please check your spam or junk mail folder. A screenshot of the email is shown in step 3.



The screenshot shows the account creation page for CONNEX marketplace. At the top is the logo with the tagline "Connecting the Manufacturing Supply Chain". Below the logo is a "Create an account" button with a user icon and a link to "or log in". The form contains four input fields: "First name" (filled with "Nikola"), "Last name" (filled with "Tesla"), "Email address" (filled with "ntesla@edisonco.com"), and "Password" (filled with "\*\*\*\*\*" and a toggle icon). Below the fields is a checkbox for "I agree with the Terms of Service and Privacy Policy." and a "CREATE ACCOUNT" button. At the bottom, a disclaimer states: "This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply."

## Step 3:

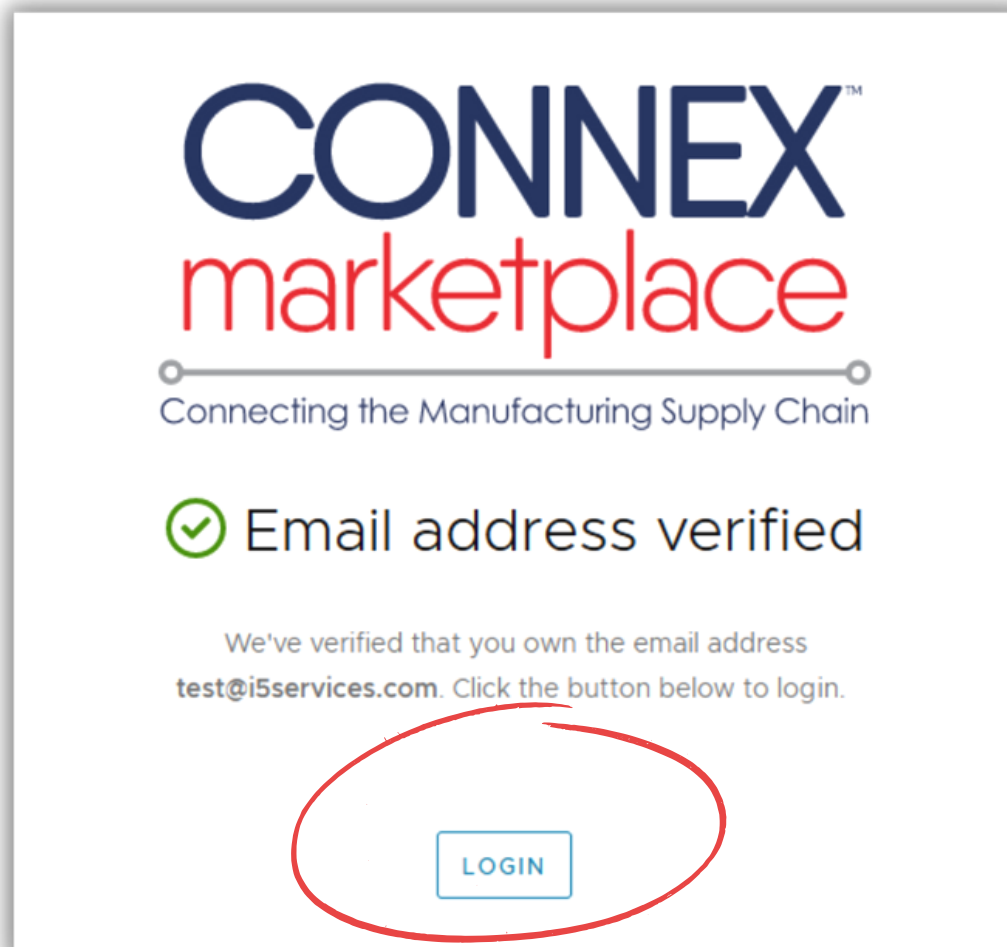
Go to your email and find the verification email from NoReply@ConnexMarketplace.com. Open the email and click the gray box to verify your email address.



## Step 4:

Once you confirm your email, you will be taken to a "Success Screen" that verifies that your email is valid.

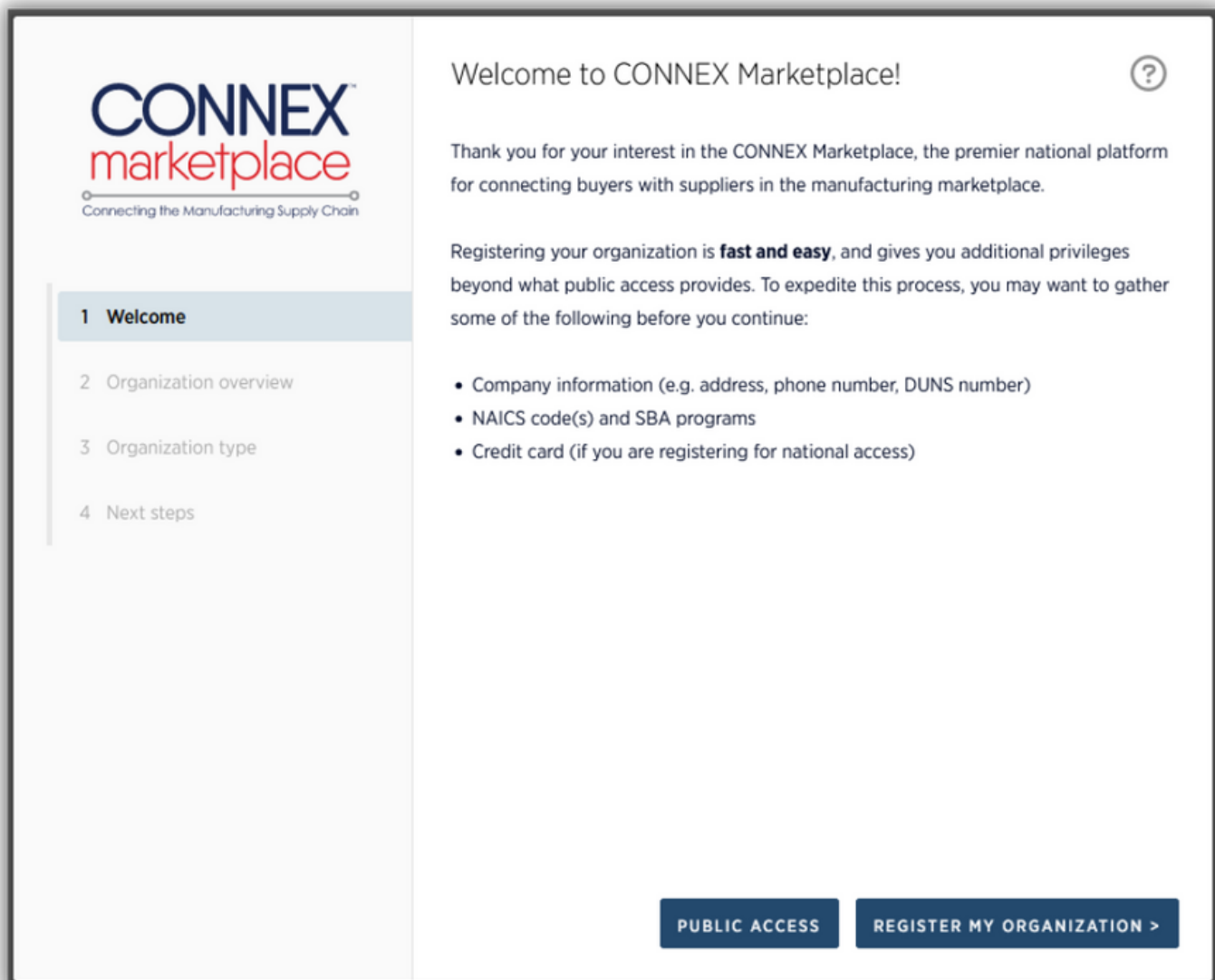
Click the "Login" button below the verification text to take you back to the login page. On the login screen, enter your credentials that you used in the beginning to log in.



## Step 5:

After you log in, you will be taken to the Welcome Screen as shown below. Read through the welcome message and click "Register My Organization".

(Note: If you are not a manufacturer, and are only using CONNEX to see the limited public data, then click on the "Public Access" button. )



The screenshot shows the CONNEX Marketplace welcome screen. On the left is a navigation sidebar with the CONNEX marketplace logo and a list of steps: 1 Welcome, 2 Organization overview, 3 Organization type, and 4 Next steps. The main content area features a heading "Welcome to CONNEX Marketplace!" with a help icon. Below is a thank-you message and a list of items to gather before registering. At the bottom right are two buttons: "PUBLIC ACCESS" and "REGISTER MY ORGANIZATION >".

**CONNEX**  
marketplace  
Connecting the Manufacturing Supply Chain

## Welcome to CONNEX Marketplace!

Thank you for your interest in the CONNEX Marketplace, the premier national platform for connecting buyers with suppliers in the manufacturing marketplace.

Registering your organization is **fast and easy**, and gives you additional privileges beyond what public access provides. To expedite this process, you may want to gather some of the following before you continue:

- Company information (e.g. address, phone number, DUNS number)
- NAICS code(s) and SBA programs
- Credit card (if you are registering for national access)

[PUBLIC ACCESS](#) [REGISTER MY ORGANIZATION >](#)

## Step 6: Enter Your Basic Organization Information

Enter some basic information about your company such as your name, website etc. As you enter this information, the system will search through 140K records to identify potential matches. If it finds a match, you will want to claim that profile, rather than create a new one. However, pay special attention to the potential match as it may be a company with a similar name in another state etc. You'll want to make sure you are selecting the right match.

The screenshot shows a web form for creating a new account on CONNEX marketplace. On the left is a navigation sidebar with four items: '1 Welcome', '2 Organization overview' (which is highlighted), '3 Organization type', and '4 Next steps'. The main content area is titled 'Let us know some basic information about your organization' and contains several input fields: 'Name' (filled with 'Acme Manufacturing, Inc'), 'Address' (a dropdown menu with a 'Let me type the address parts' prompt), 'Phone number (optional)' (filled with '(555) 555-5555'), and 'Website (I don't have a website)' (filled with 'https://acmemfg.com'). Below these are two optional text areas: 'Tell us a little about your organization (optional)' (filled with 'We offer training programs for ISO, internship and apprenticeship opportunities...') and 'How did you hear about CONNEX Marketplace? (optional)'. At the bottom right are 'BACK' and 'NEXT' buttons.

## Step 7: Claim Your Existing Profile or Create a New One

If you find an existing match in the system for your organization, click on it to claim that profile. It will then automatically populate the remaining information for you.

If you don't see a match for your organization, ignore the suggested companies and continue entering your information, such as phone number, website and address.

The screenshot shows a web form for creating a new account on CONNEX marketplace. On the left is a navigation sidebar with six steps: 1 Welcome, 2 Organization overview (highlighted), 3 Organization type, 4 Organization details, 5 Subscription, and 6 Next steps. The main content area is titled "Let us know some basic information about your organization" and contains the following fields and options:

- Name:** A text input field containing "ACME".
- Is one of these your organization?:** A list of suggested companies with their locations:
  - The Acme Sponge Company** (Tarpon Springs, FL)
  - Acme Foundry, Inc.** (Coffeyville, KS)
  - Acme Hydraulics, Inc.** (Kansas City, KS)
  - Acme Constructors** (Saint Louis, MO)
  - Acme Printers-Lithographers** (Webster Groves, MO)
- Address:** A dropdown menu with a "Let me type the address parts" label below it.
- Phone number (optional):** A text input field containing "(555) 555-5555".
- Website (I don't have a website):** A text input field containing "https://acmemfg.com".
- Tell us a little about your organization (optional):** A large text area for a description.

At the bottom right of the form are two buttons: "BACK" and "NEXT".

## Step 8: Select Organization Type

On this page, select your organization type. For most of you, this should be “Manufacturer”. However, if you feel that you are a researcher or workforce organization, you can select that here. If you are unsure, select “Manufacturer” for now and then you can change it to a different entity later if needed.

The screenshot shows the 'Organization type' selection screen in the CONNEX marketplace. On the left is a navigation menu with six items: '1 Welcome', '2 Organization overview', '3 Organization type' (highlighted), '4 Organization details', '5 Subscription', and '6 Next steps'. The main content area has a heading 'Let's get started by identifying your type of organization' with a help icon. Below the heading is the instruction: 'If multiple options apply to your organization, select the one that is most appropriate.' There are three selection boxes: 1. 'Manufacturer' with a person icon and the description 'Your organization produces products.' This box is highlighted with a green border. 2. 'Research & Development' with a microscope icon and the description 'Your organization conducts research and development (R&D) related to manufacturing.' 3. 'Workforce' with an open book icon and the description 'Your organization strengthens manufacturers through education and training programs.' At the bottom right are 'BACK' and 'NEXT' buttons.



## Step 9: Enter Your NAICS Codes, Industries & SBA Designations

Enter your NAICS Codes, Industries, DUNS number and SBA designations (such as Woman Owned, Minority Owned, HubZone, etc). If you don't know your DUNS number, you can select "I'll provide this later". If you don't know the other information, you can skip it and enter it later as well. However, don't forget to go back and enter this information along with all of your company profile information, as this will significantly improve your search rankings.

The screenshot shows a web form for creating a new account on CONNEX marketplace. The page title is "Let's get a head start filling out your profile" with a help icon. The left sidebar contains a navigation menu with six steps: 1 Welcome, 2 Organization overview, 3 Organization type, 4 Organization details (highlighted), 5 Subscription, and 6 Next steps. The main content area contains the following fields:

- DUNS number** (I'll provide this later): A text input field containing "123456789".
- NAICS Codes** (optional): A dropdown menu.
- Industries** (optional): A dropdown menu.
- SBA Programs** (optional): A dropdown menu.

At the bottom right, there are two buttons: "BACK" and "NEXT".

## Step 10: Select Your Subscription Plan (see the next two pages for full instructions)

On this screen, you will need to select your subscription plan. See the next two pages for an explanation of the various options:

- Option 1: Free "Sponsored Access" - Depending on what state your company is in, you may receive free sponsored access from your local Manufacturing Extension Partnership organization. If you are in a state that qualifies (based upon your address that you entered in Screen #3) then you will automatically see the free "Sponsored Access" available. If you are ONLY registering for the free state access (and not the entire national database access) then select the "Sponsored Access" box and click the "Register" button.

The screenshot shows the 'Choose a subscription' page on the CONNEX marketplace website. On the left is a navigation menu with six items: '1 Welcome', '2 Organization type', '3 Organization overview', '4 Organization details', '5 Subscription' (highlighted), and '6 Next steps'. The main content area is titled 'Choose a subscription' and includes a 'Promotion code' input field. Below this, the 'Sponsored access' option is highlighted with a green border; it offers 'Free limited access sponsored by the Utah-MEP Alliance.' The 'Manufacturer's National Access' option is also visible, listing benefits such as 'All sponsored access functionality', 'One connection point for all U.S. Manufacturers', and 'A single searchable database tagged with hundreds of unique, searchable taxonomies'. At the bottom right, there are 'BACK' and 'REGISTER' buttons.

## Step 10 Continued....

- Option 2: Full National Access (Paid or Promo Code) - If your company is not in a sponsored state (and you don't see the "Sponsored Access" box as shown on the previous page), OR if you want to add "National Access" to your free state Sponsored Access, then go to the box that says "Manufacturers National Access" and select your subscription type.
- If you have a "Free-Forever Lifetime" promo code OR a "Free Year" promo code, then click on the "\$500/year" button and enter the promo code at the top of the screen.
- If you have a monthly promo code ("1 Month", "3 Month", "6 Month" etc) then click on the "\$50/ month" button and enter the promo code at the top of the screen.

CONNEX marketplace  
Connecting the Manufacturing Supply Chain

1 Welcome  
2 Organization type  
3 Organization overview  
4 Organization details  
5 Subscription  
6 Next steps

### Choose a subscription

Promotion code

Sponsored access  
Free limited access sponsored by the Utah-MEP Alliance.

Manufacturer's National Access

- All sponsored access functionality
- One connection point for all U.S. Manufacturers
- A single searchable database tagged with hundreds of unique, searchable taxonomies
- Find manufacturers and material suppliers across the U.S., and be found by them
- Post and respond to RFPs, RFQs, RFIs, surplus listings and other needs across the country
- [Read more](#)

\$500.00 / year    \$50.00 / month

BACK REGISTER

## Step 11: Enter Payment Information

If you selected "National Access" on the previous page you will need to enter credit card information and accept the terms, i.e. promotion period of one year, etc. After you have accepted the terms, click the "Next" button.

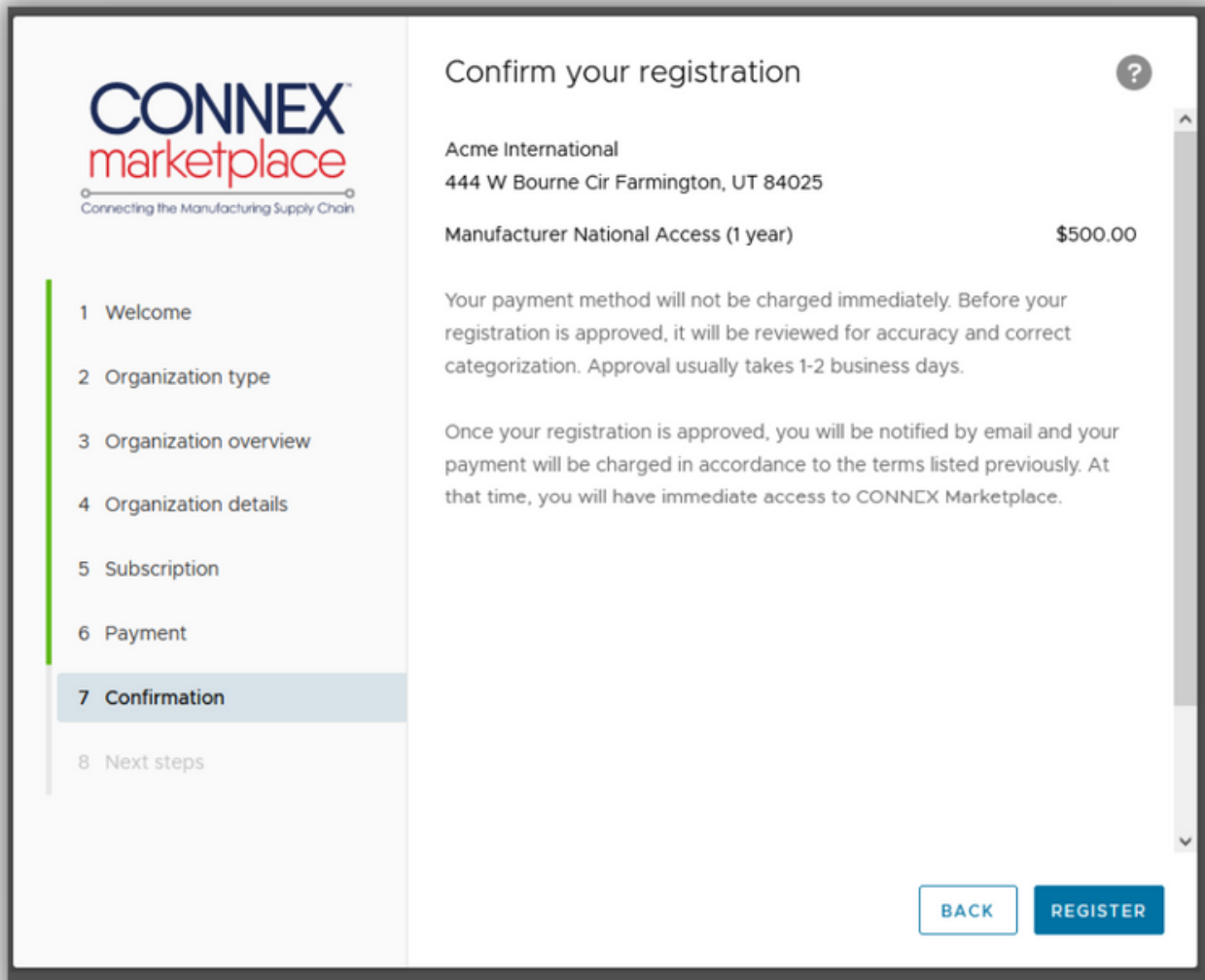
The screenshot shows the 'Enter payment details' form in the CONNEX marketplace. On the left is a navigation menu with steps 1 through 8. Step 6, 'Payment', is highlighted. The main form area contains the following fields:

- Card number:** 4242 4242 4242 4242 (with a VISA logo)
- Expiration:** 10 / 22
- CVC:** 656 (with a 3D Secure logo)
- Country:** United States (with a dropdown arrow)
- ZIP:** 90210

Below the fields is a disclaimer: "By providing your card information, you allow CONNEX Marketplace Test to charge your card for future payments in accordance with their terms." At the bottom right are two buttons: "BACK" and "NEXT".

## Step 12: Confirm Your Subscription

Read through the confirmation language and confirm your subscription. Click “Register” to complete your registration.



## Step 13: Success Screen

You should now see the "Success Screen" confirming that your subscription is complete. If so, the system will automatically notify the system admins to verify and approve your account (this verification is to make sure that you are ACTUALLY a manufacturer or supplier. This approval process may take up to 1-2 working days). Once your approved, you will have full access into the platform and can begin filling your manufacturers profile which will allow you to rank higher in search results and find more business opportunities.

