

CONNEX TUTORIAL

How to Create a New Account



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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 or contact a member of your CONNEX Mississippi team at: (601) 948-1222 / info@mma-web.org.

Step 1:

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

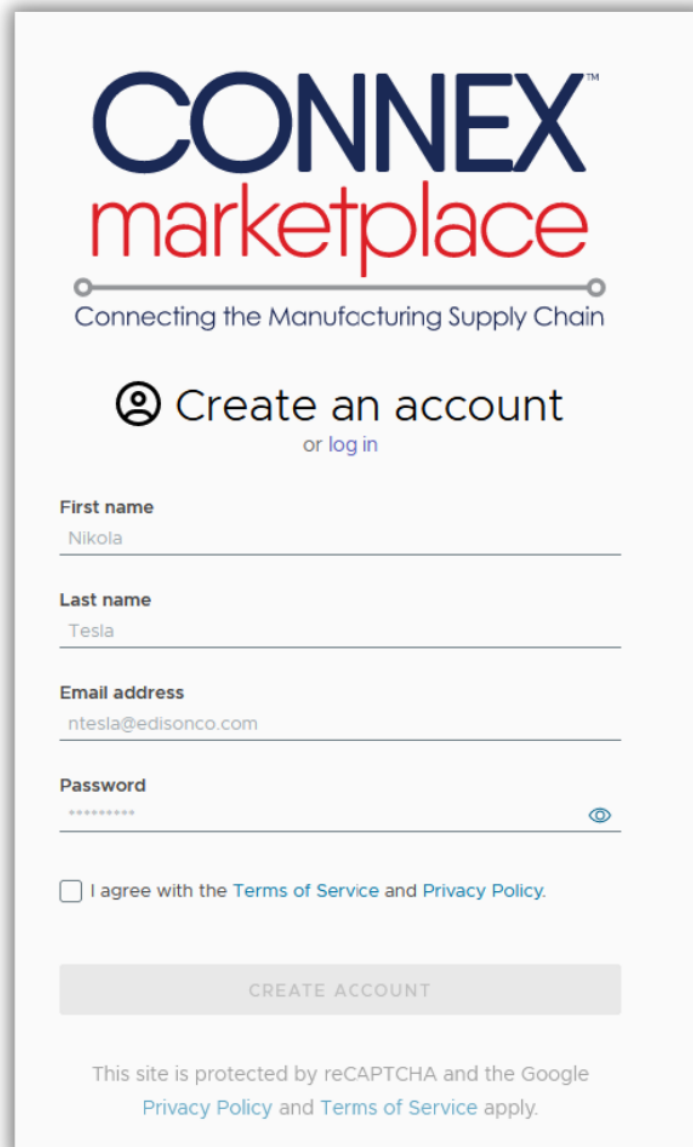
A screenshot of the CONNEX marketplace login page. The page features the CONNEX marketplace logo at the top, with the tagline "Connecting the Manufacturing Supply Chain". Below the logo are two input fields: "Email" and "Password". The "Password" field has an eye icon to its right. Below the input fields is a "LOG IN" button, which is currently disabled and greyed out. Below the "LOG IN" button are two links: "Create an account" and "Forgot password". The "Create an account" link is circled in red.

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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.

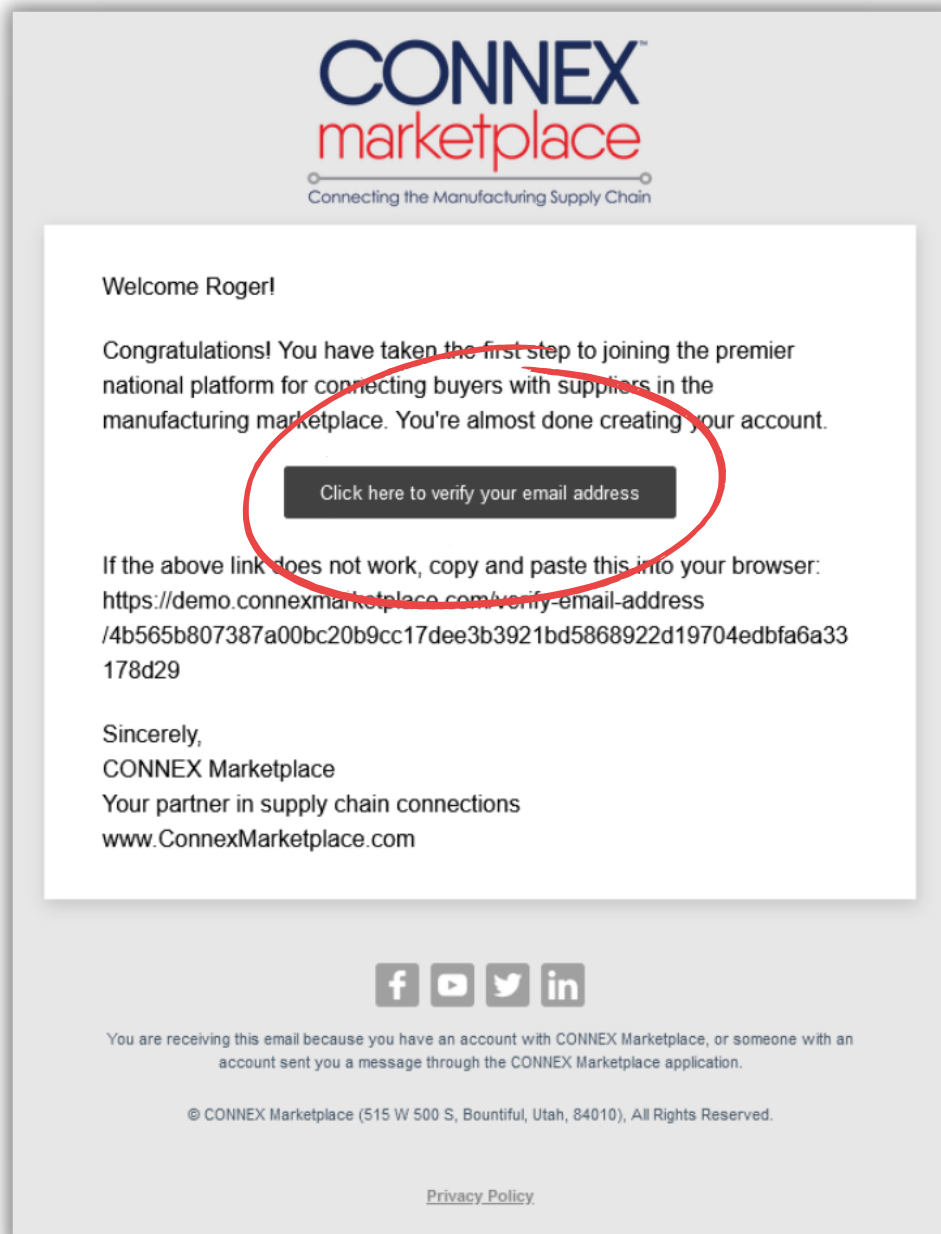


The screenshot shows the account creation page for CONNEX marketplace. At the top, the logo features 'CONNEX' in blue and 'marketplace' in red. Below the logo is the tagline 'Connecting the Manufacturing Supply Chain'. The main heading is 'Create an account' with a user icon and a link 'or log in'. The form includes fields for 'First name' (Nikola), 'Last name' (Tesla), 'Email address' (ntesla@edisonco.com), and 'Password' (masked with asterisks). A checkbox for 'I agree with the Terms of Service and Privacy Policy' is present. A 'CREATE ACCOUNT' button is at the bottom, which is currently disabled. A footer note states: 'This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply.'

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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.

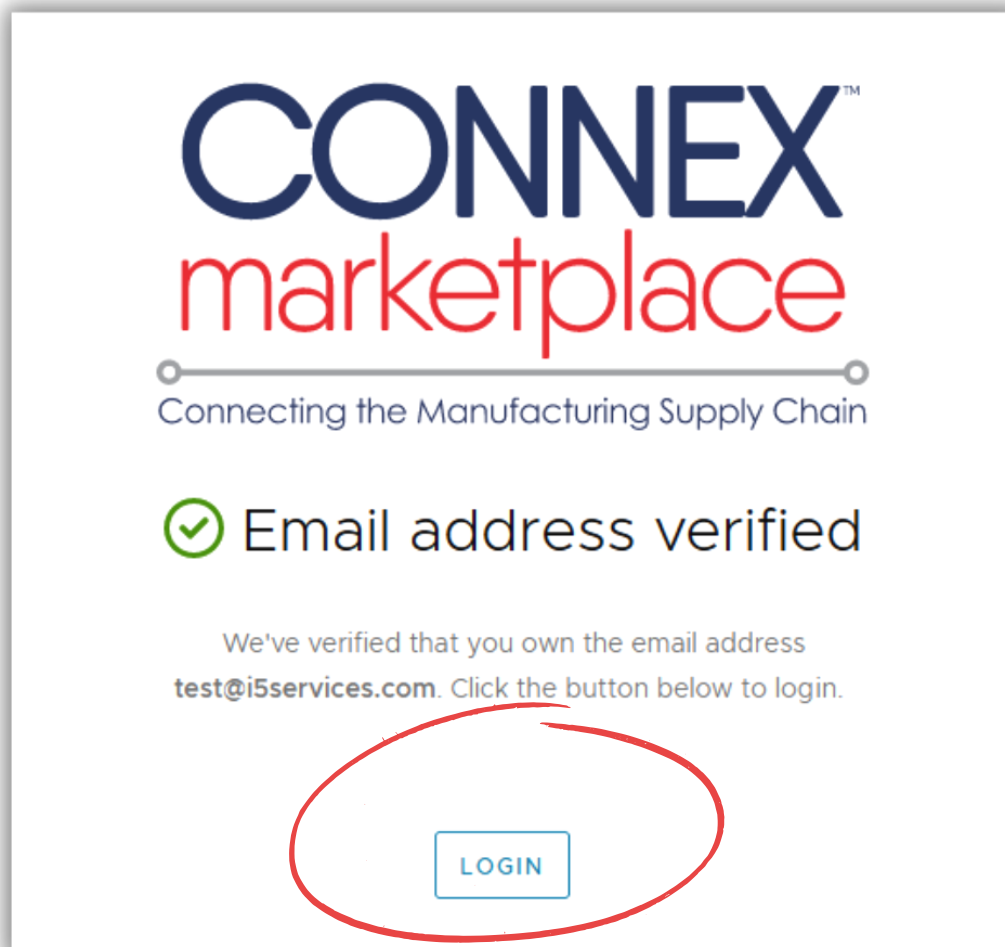


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Step 4:

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.

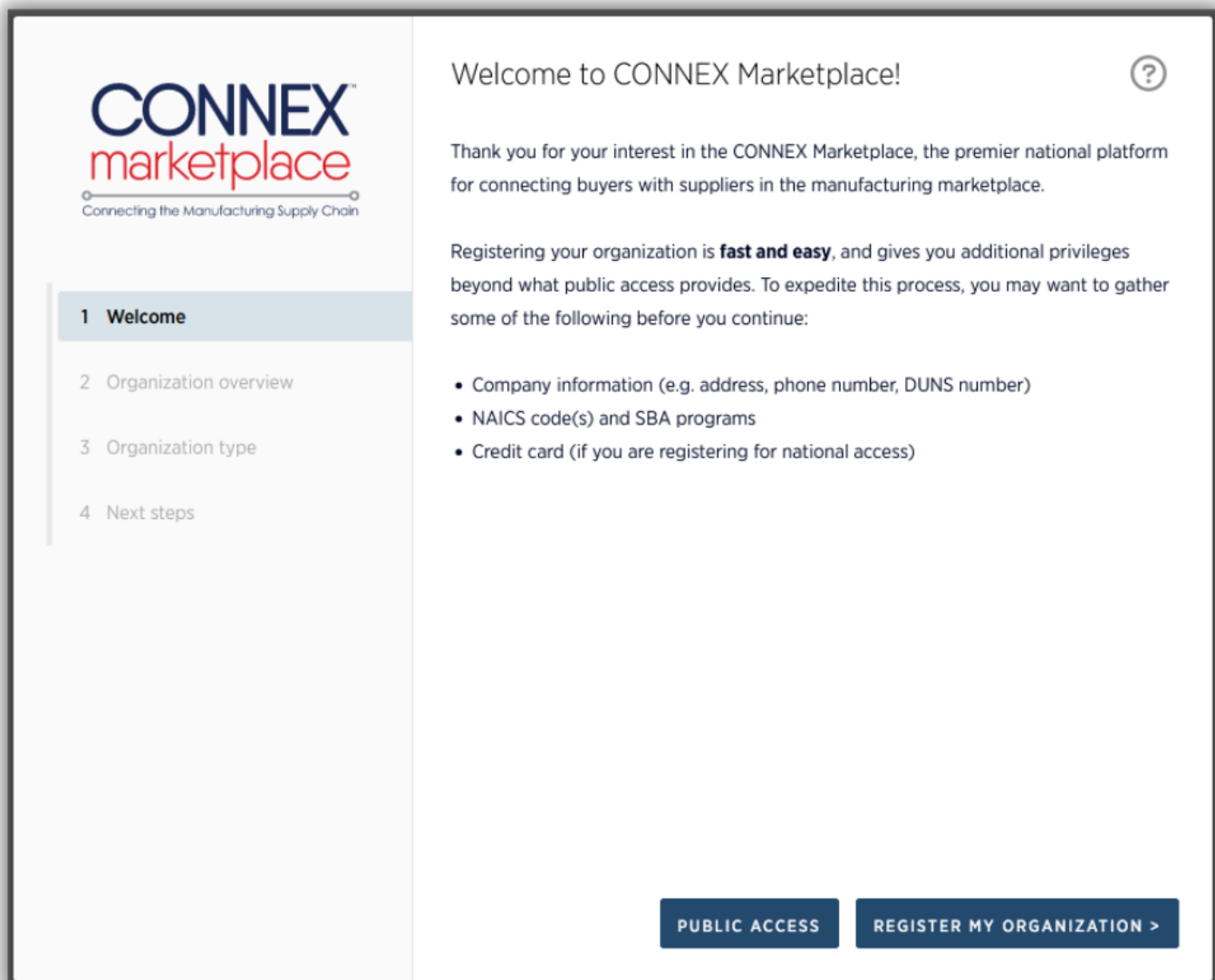


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Step 5:

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 menu with four items: "1 Welcome" (highlighted), "2 Organization overview", "3 Organization type", and "4 Next steps". The main content area features the CONNEX logo with the tagline "Connecting the Manufacturing Supply Chain". Below the logo, the text reads "Welcome to CONNEX Marketplace!" followed by a thank you message and a list of items to gather before registering. At the bottom right, there are two buttons: "PUBLIC ACCESS" and "REGISTER MY ORGANIZATION >".

CONNEX
marketplace
Connecting the Manufacturing Supply Chain

1 **Welcome**

2 Organization overview

3 Organization type

4 Next steps

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 >](#)

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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 the 'Organization overview' step of the account creation process. On the left is a navigation menu with four items: '1 Welcome', '2 Organization overview' (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 the following fields:

- Name:** A text input field containing 'Acme Manufacturing, Inc'.
- Address:** A dropdown menu with a question mark icon. Below it is the text 'Let me type the address parts'.
- 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 containing 'We offer training programs for ISO, internship and apprenticeship opportunities...'.
- How did you hear about CONNEX Marketplace? (optional):** An empty text input field.

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

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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 the 'Organization overview' step of the account creation process. On the left is a navigation menu 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 includes a help icon. The form fields are: Name (filled with 'ACME'), a list of suggested organizations (The Acme Sponge Company, Acme Foundry, Inc., Acme Hydraulics, Inc., Acme Constructors, Acme Printers-Lithographers), Address (with a dropdown menu), Phone number (optional, filled with '(555) 555-5555'), Website (optional, filled with 'https://acmemfg.com'), and a text area for 'Tell us a little about your organization' (optional). At the bottom right are 'BACK' and 'NEXT' buttons.

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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.


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

Let's get started by identifying your type of organization ?

If multiple options apply to your organization, select the one that is most appropriate.

 **Manufacturer**
Your organization produces products.

 **Research & Development**
Your organization conducts research and development (R&D) related to manufacturing.

 **Workforce**
Your organization strengthens manufacturers through education and training programs.

[BACK](#) [NEXT](#)

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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 the account creation process on the CONNEX marketplace website. On the left is 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 is titled "Let's get a head start filling out your profile" and 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.

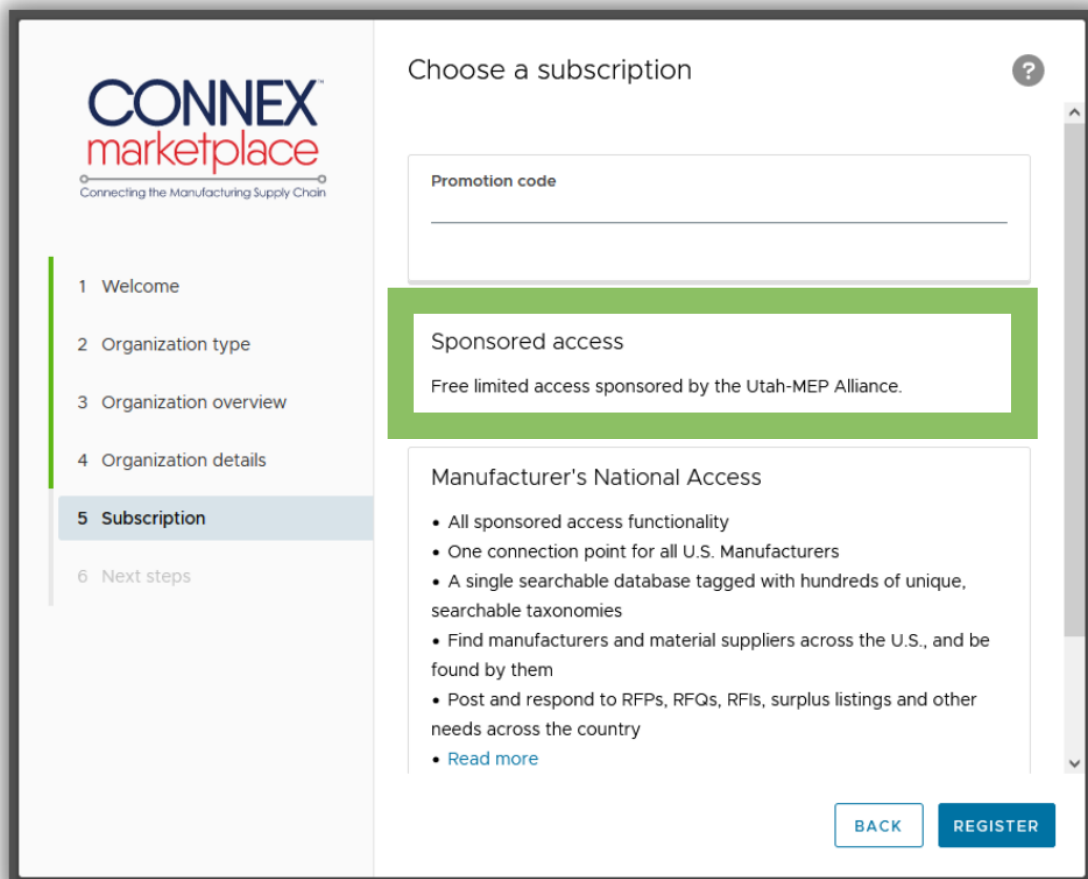
At the bottom right of the form are two buttons: "BACK" and "NEXT".

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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.



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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

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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 10-digit icon)
- 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".

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Step 12: Confirm Your Subscription

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

The screenshot shows a web interface for confirming a subscription. On the left is a navigation menu with eight steps: 1 Welcome, 2 Organization type, 3 Organization overview, 4 Organization details, 5 Subscription, 6 Payment, 7 Confirmation (highlighted), and 8 Next steps. The main content area is titled 'Confirm your registration' and includes a help icon. It displays the user's organization as 'Acme International' with address '444 W Bourne Cir Farmington, UT 84025'. The subscription is 'Manufacturer National Access (1 year)' for '\$500.00'. Two paragraphs of text explain that payment is not immediate and that approval takes 1-2 business days. A final paragraph states that upon approval, the user will be notified by email and have immediate access to the marketplace. At the bottom right are 'BACK' and 'REGISTER' buttons.

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marketplace
Connecting the Manufacturing Supply Chain

Confirm your registration

Acme International
444 W Bourne Cir Farmington, UT 84025

Manufacturer National Access (1 year) **\$500.00**

Your payment method will not be charged immediately. Before your registration is approved, it will be reviewed for accuracy and correct categorization. Approval usually takes 1-2 business days.

Once your registration is approved, you will be notified by email and your payment will be charged in accordance to the terms listed previously. At that time, you will have immediate access to CONNEX Marketplace.

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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.

