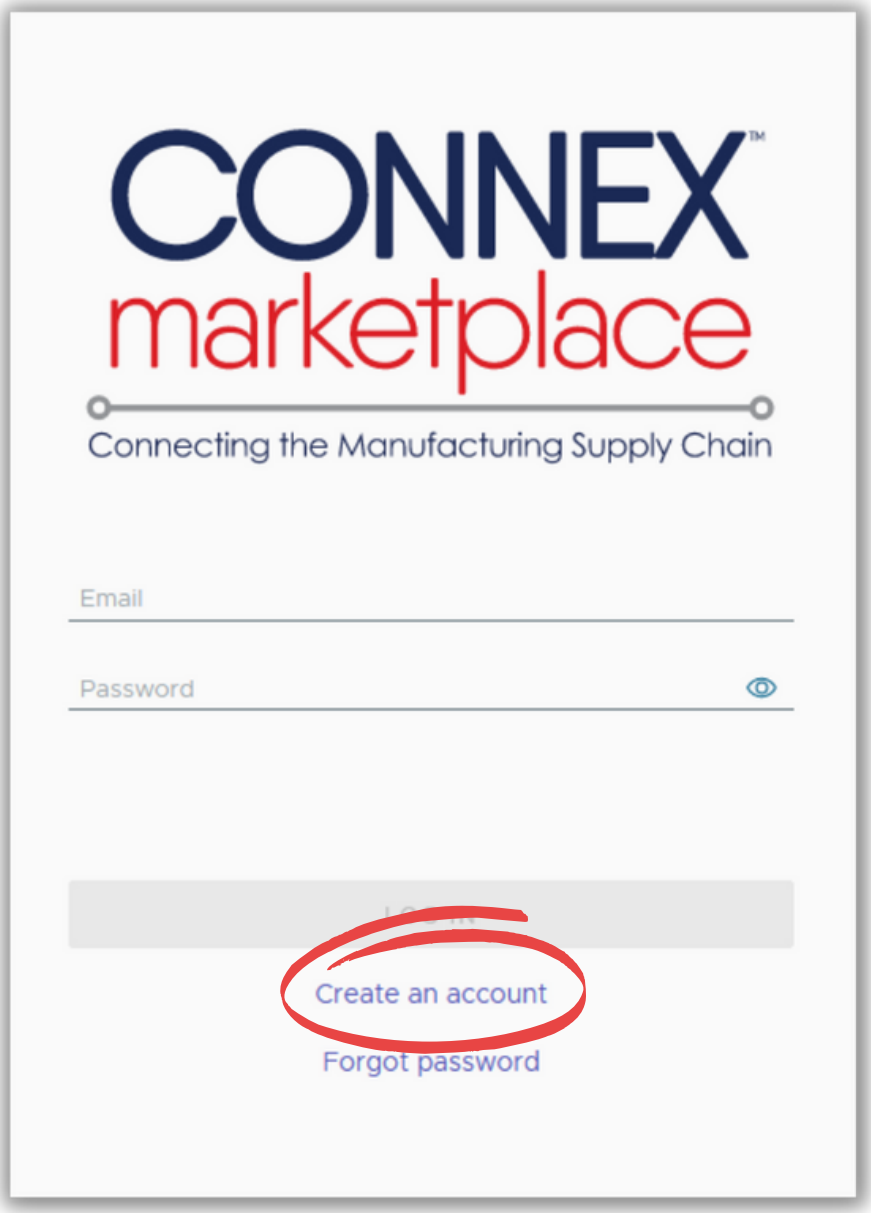
CONNEX TUTORIAL

How to Create a New Account

CONNEX Connecticut
Powered by CONNSTEP

Step 1:

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



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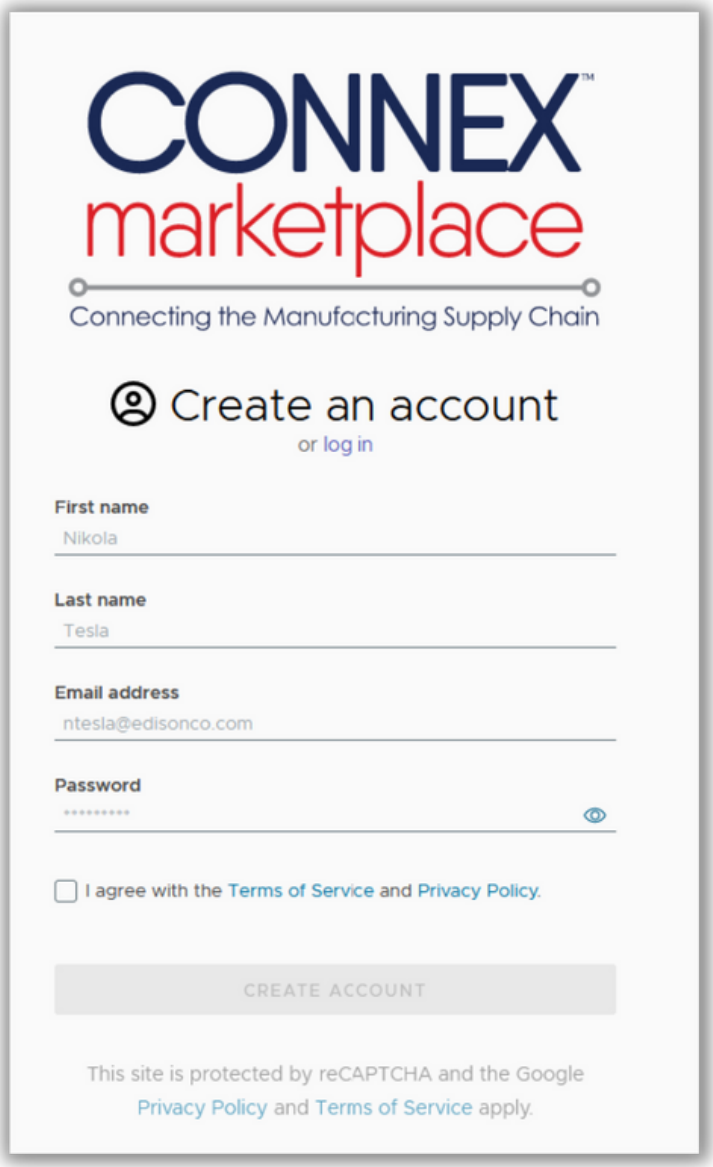
Step 2:

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. The email is shown in step 3.



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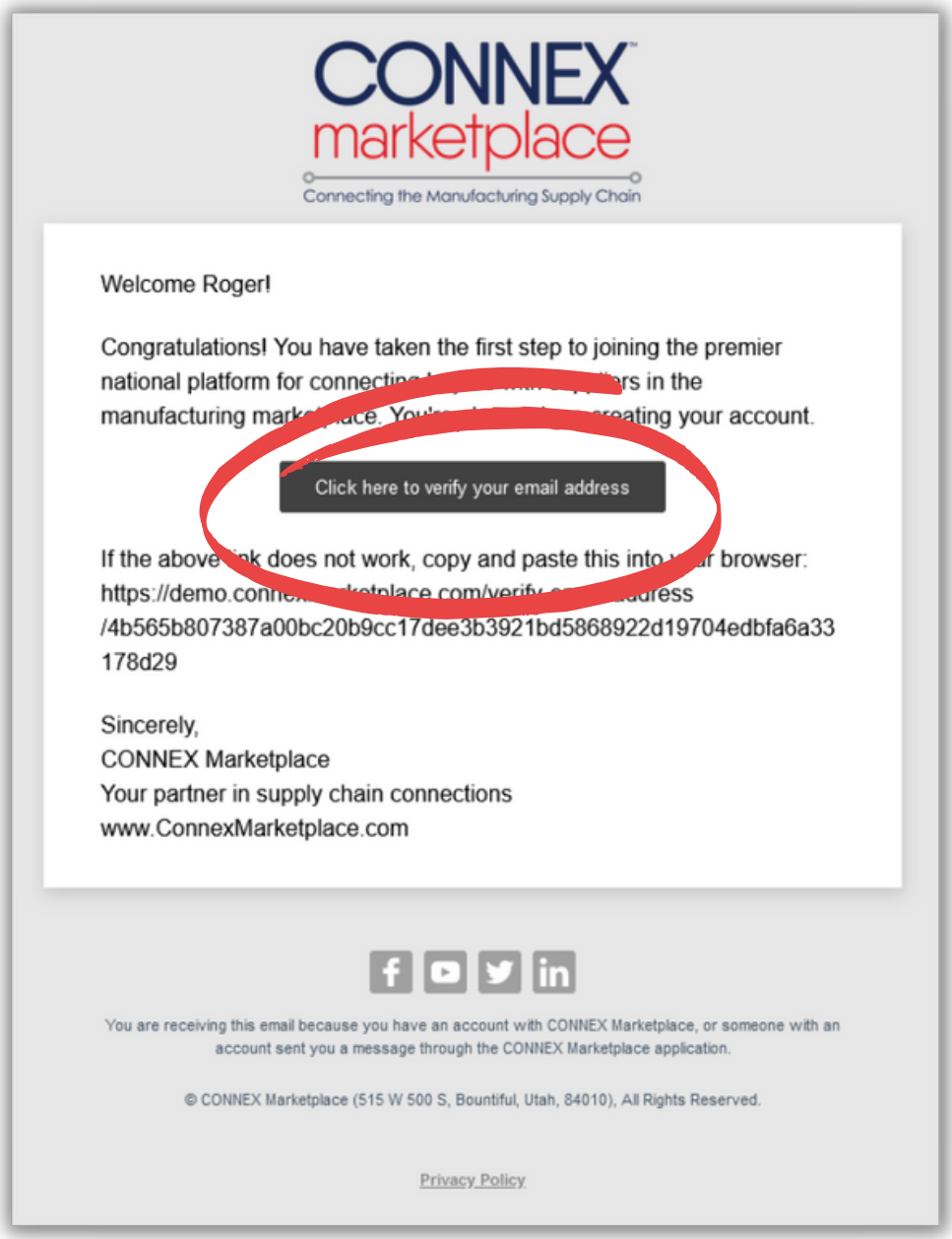
Step 3:

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.



CONNEX marketplace

Connecting the Manufacturing Supply Chain

Welcome Roger!

Congratulations! You have taken the first step to joining the premier national platform for connecting [illegible] rs in the manufacturing mark[illegible]ace. You[illegible] reating your account.

Click here to verify your email address

If the above [illegible]k does not work, copy and paste this into [illegible]r browser:
https://demo.conne[illegible]ketplace.com/verify[illegible]dress
/4b565b807387a00bc20b9cc17dee3b3921bd5868922d19704edbfa6a33
178d29

Sincerely,
CONNEX Marketplace
Your partner in supply chain connections
www.ConnexMarketplace.com

You are receiving this email because you have an account with CONNEX Marketplace, or someone with an account sent you a message through the CONNEX Marketplace application.

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Privacy Policy

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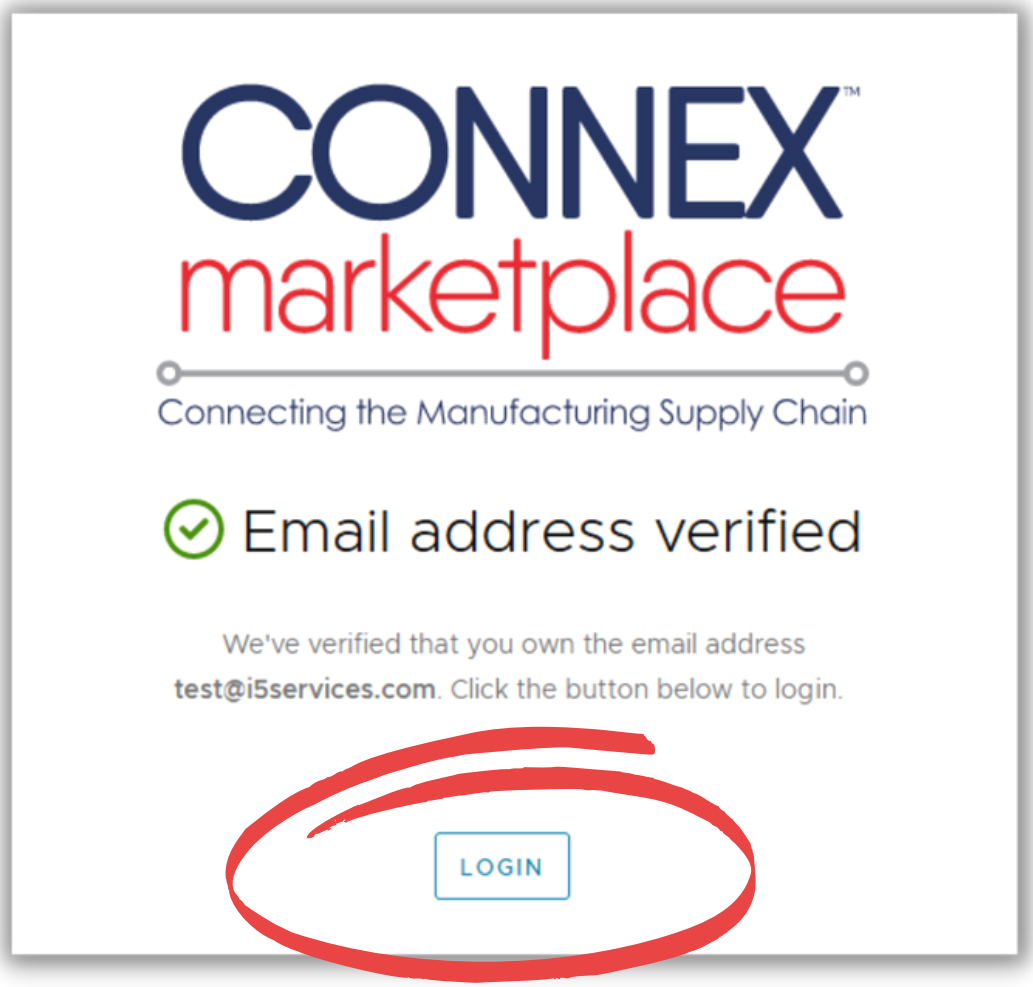
Step 4:
Once you confirm your email, you will be taken to a "Success Screen" that verifies that your email is valid.

Click the "Login" button below the verification text to take you back to the login page.



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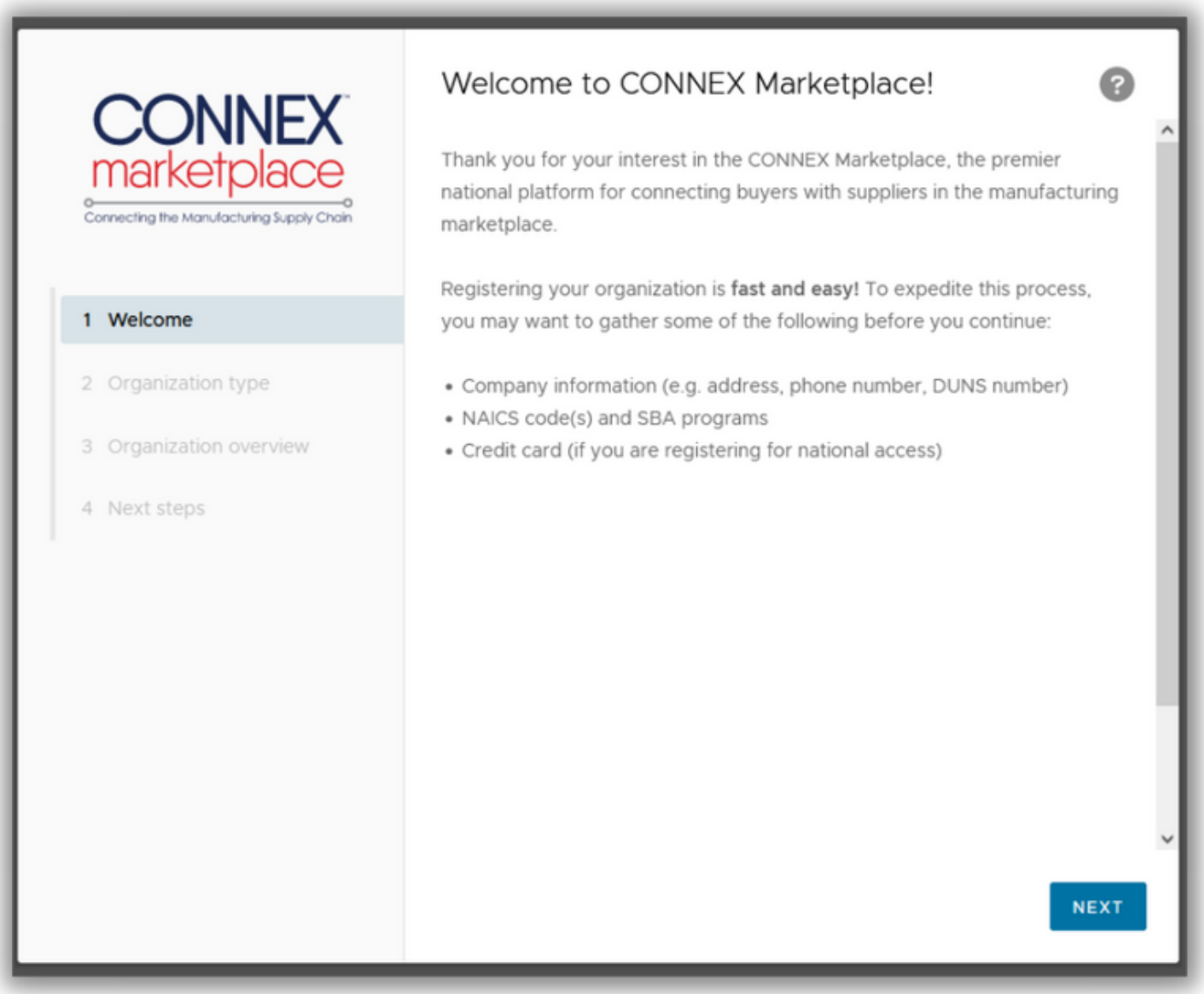
Step 5:

On the login screen, enter your credentials that you used in the beginning to log in. After that, you will be taken to the Welcome Screen as shown below. Read through the welcome message and click "Next".



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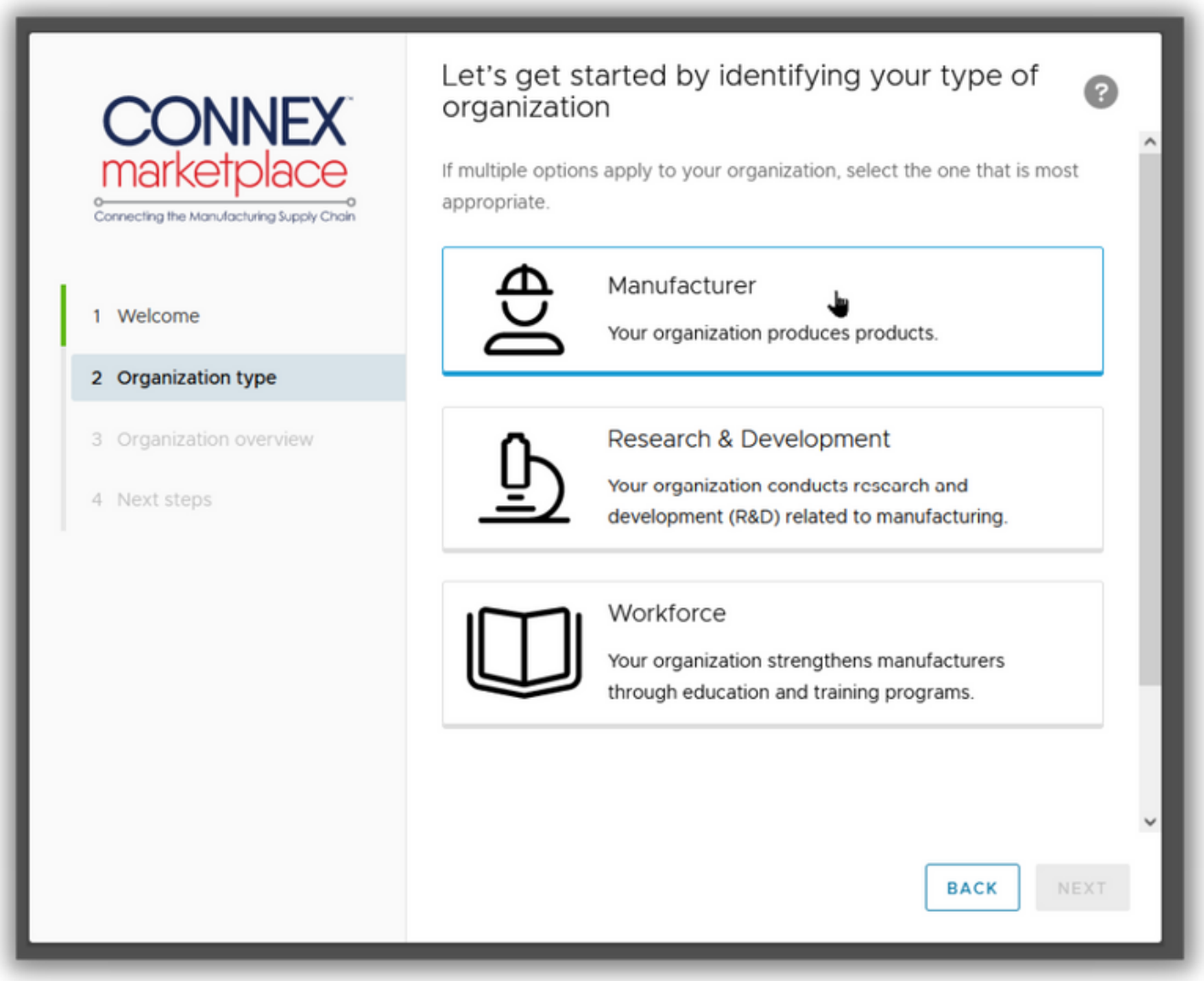
Step 6: Select Organization Type

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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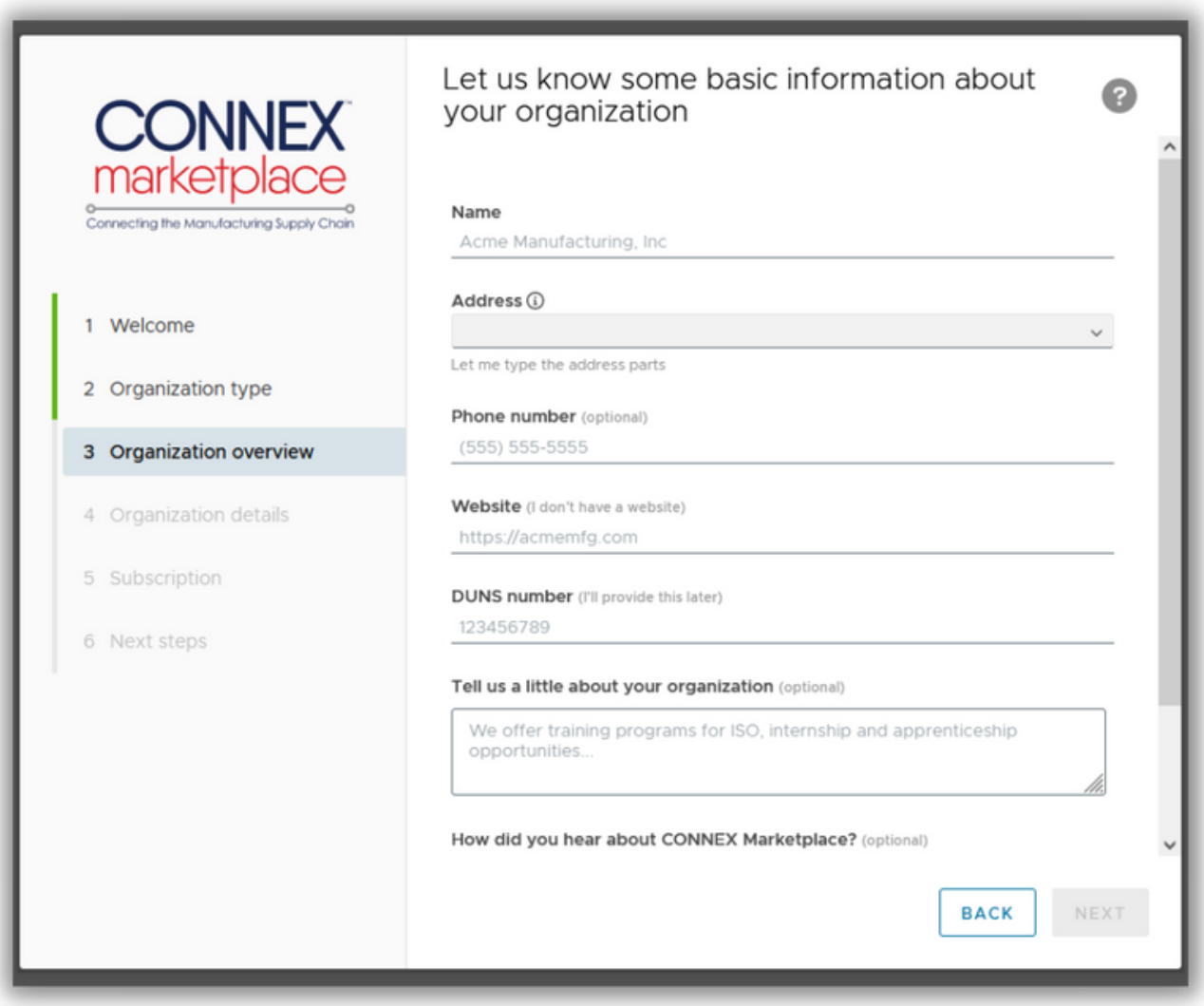
Step 7: Enter Your Basic Organization Information

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.



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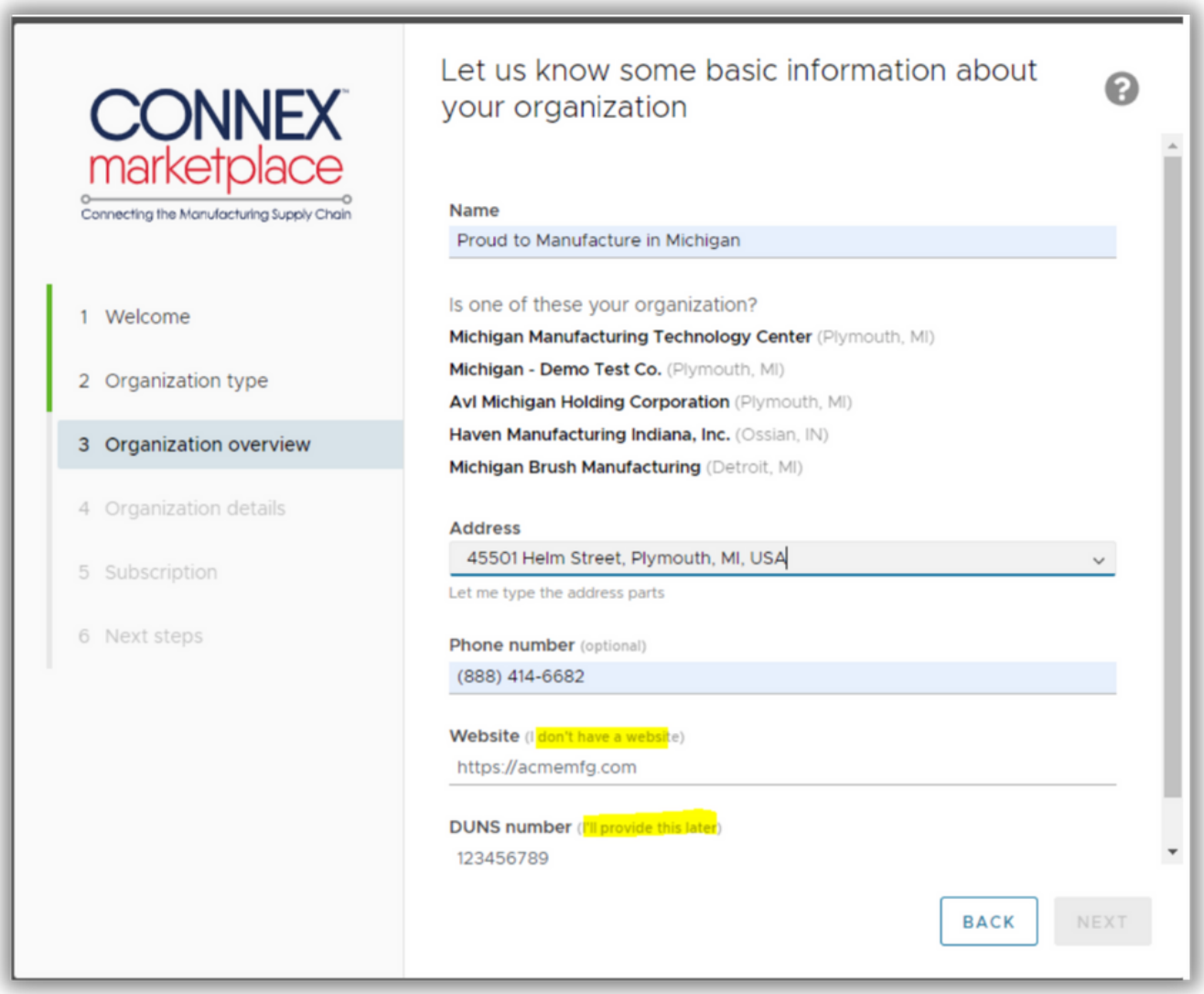
Step 8: Claim Your Existing Profile or Create a New One

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 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.



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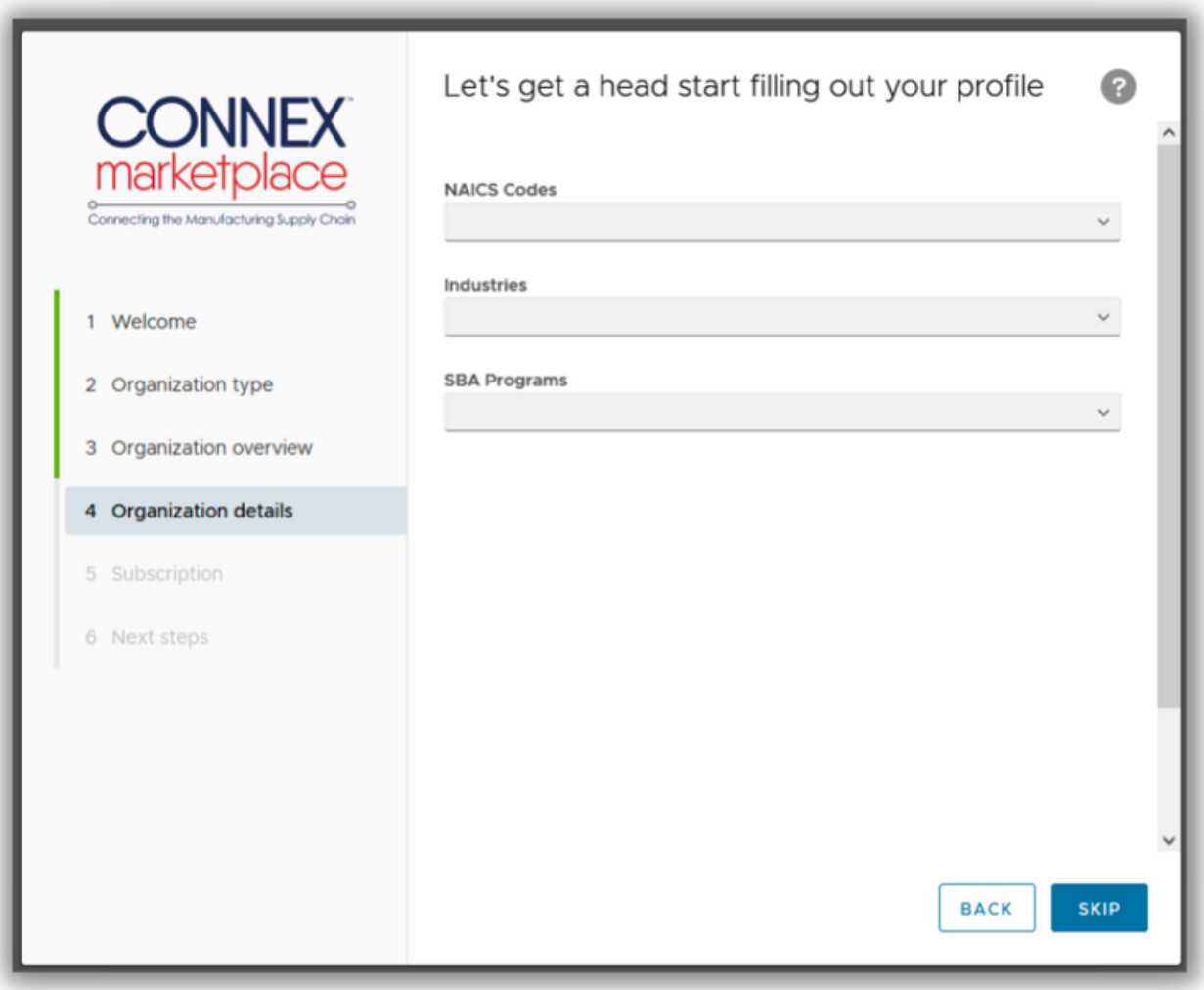
Step 9: Enter Your NAICS Codes, Industries & SBA Designations

Enter your NAICS Codes, Industries, and SBA designations (such as Woman Owned, Minority Owned, HubZOne, etc). If you don't know these, you can skip this screen and enter it later. 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.



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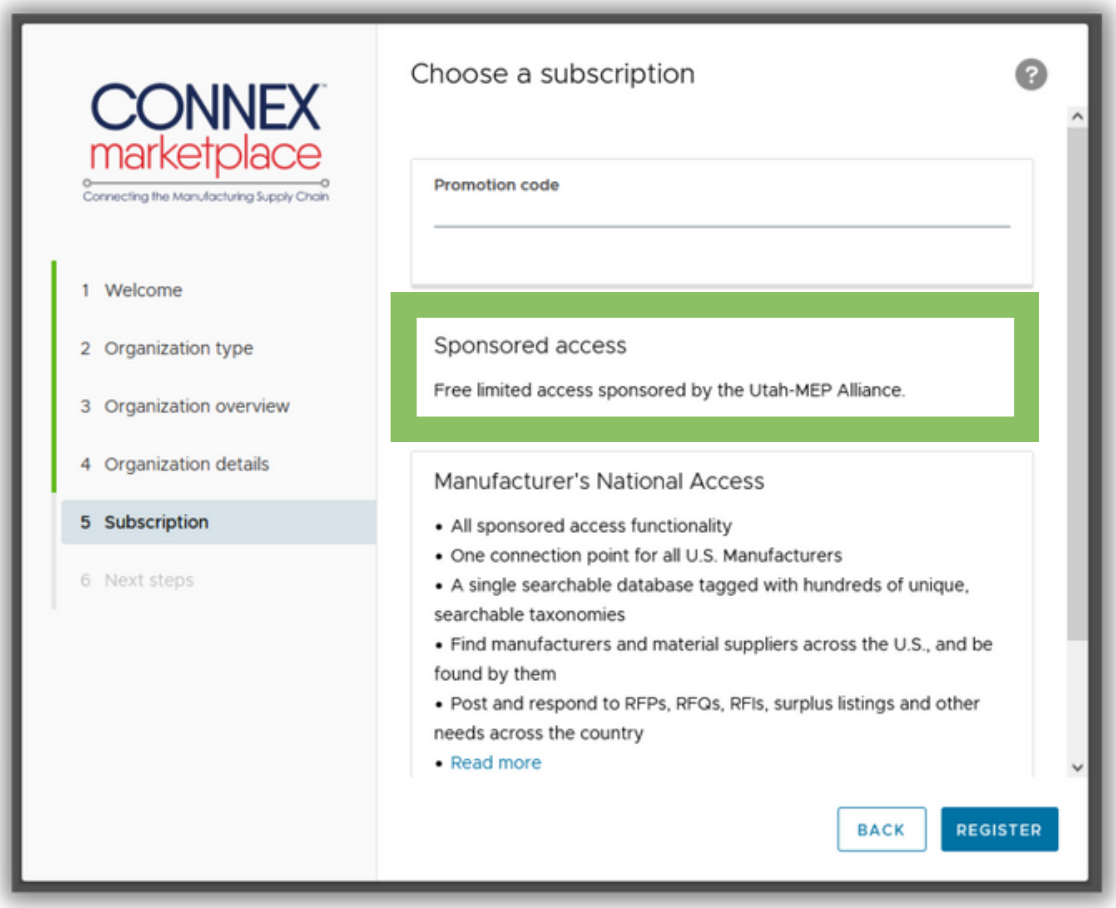
Step 10: Select Your Subscription Plan (see the next two pages for full instructions)

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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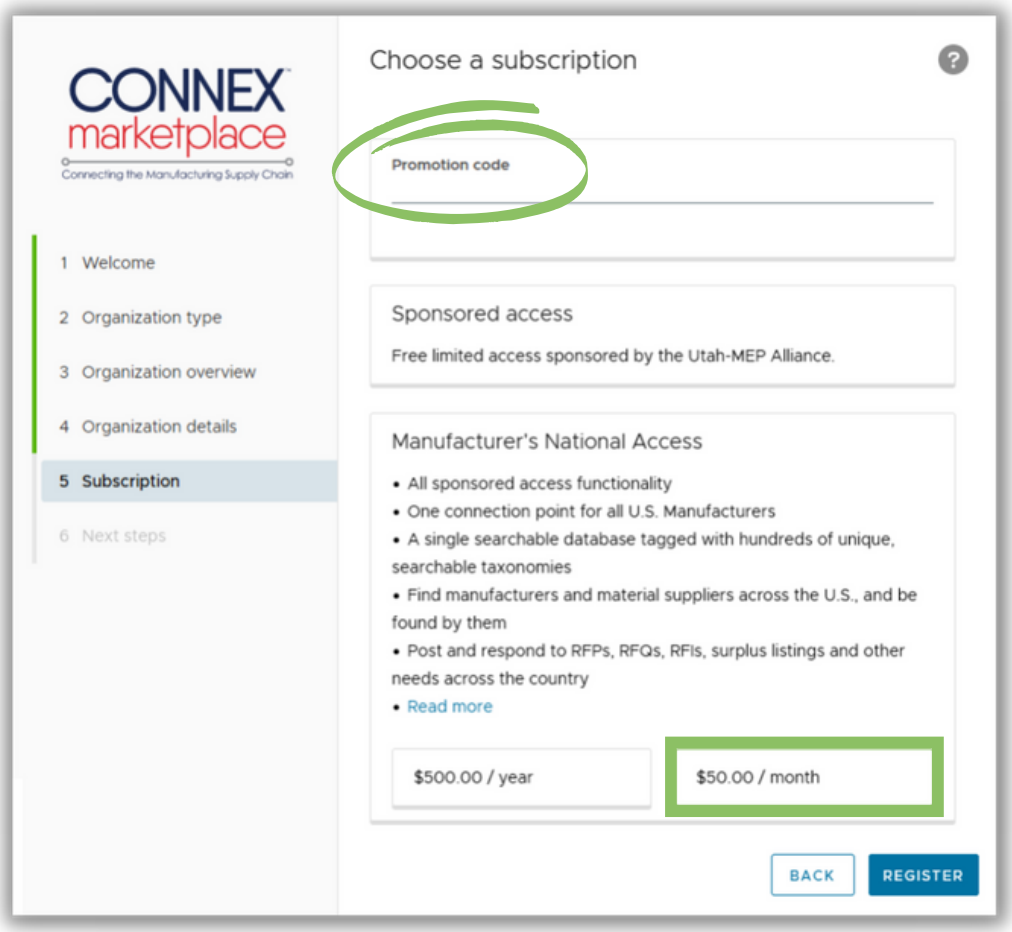
Step 10 Continued....

- 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.



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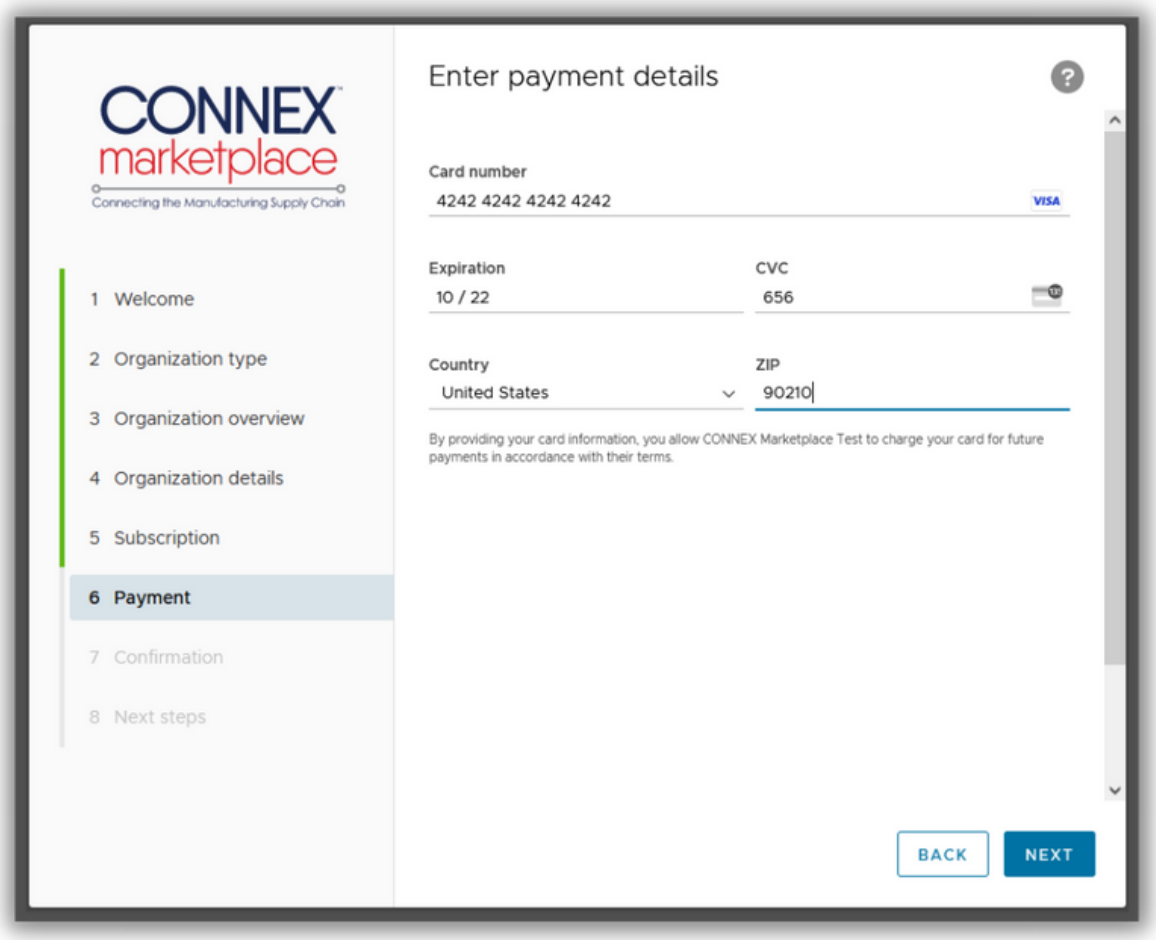
Step 11: Enter Payment Information

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.



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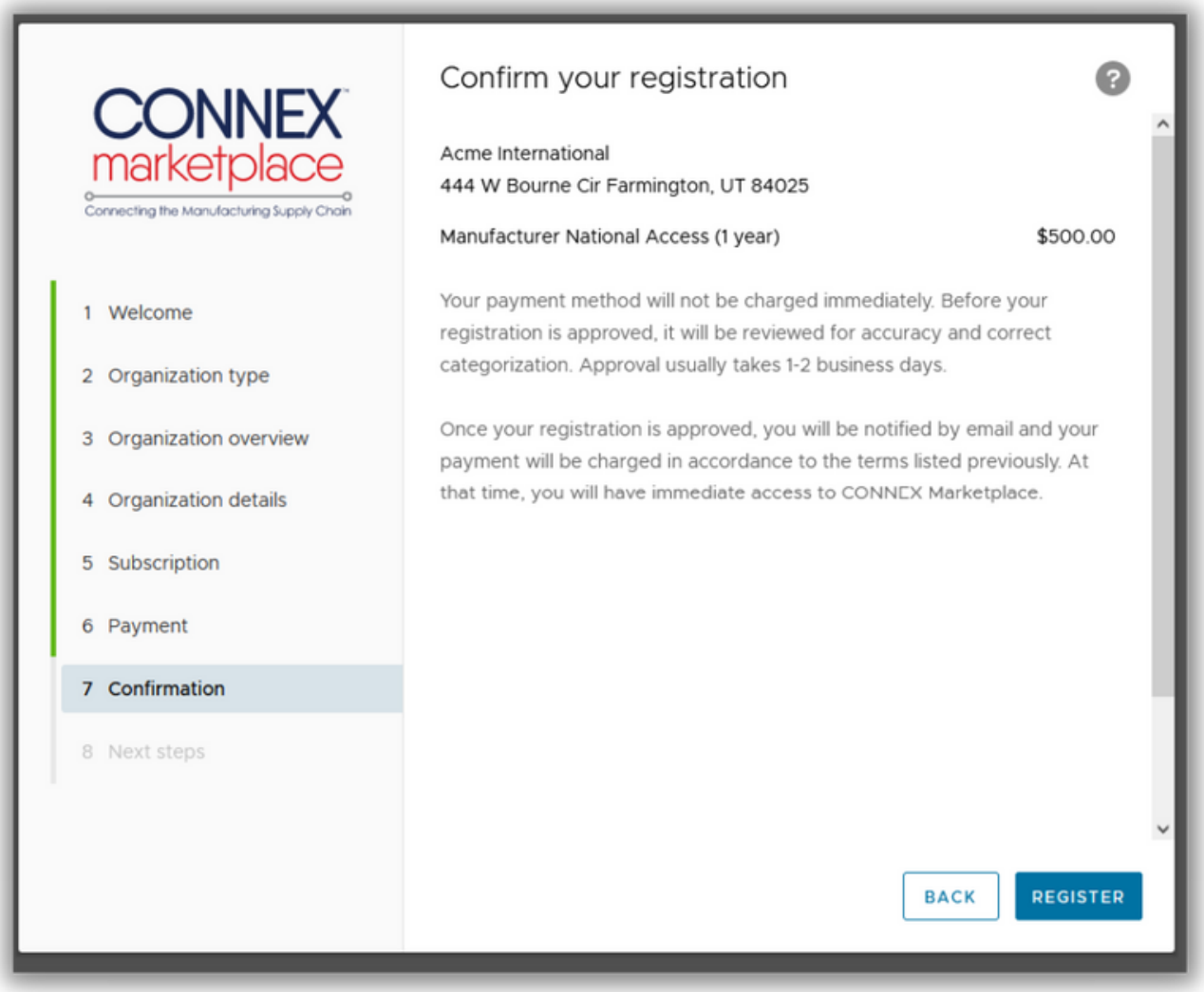
Step 12: Confirm Your Subscription

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



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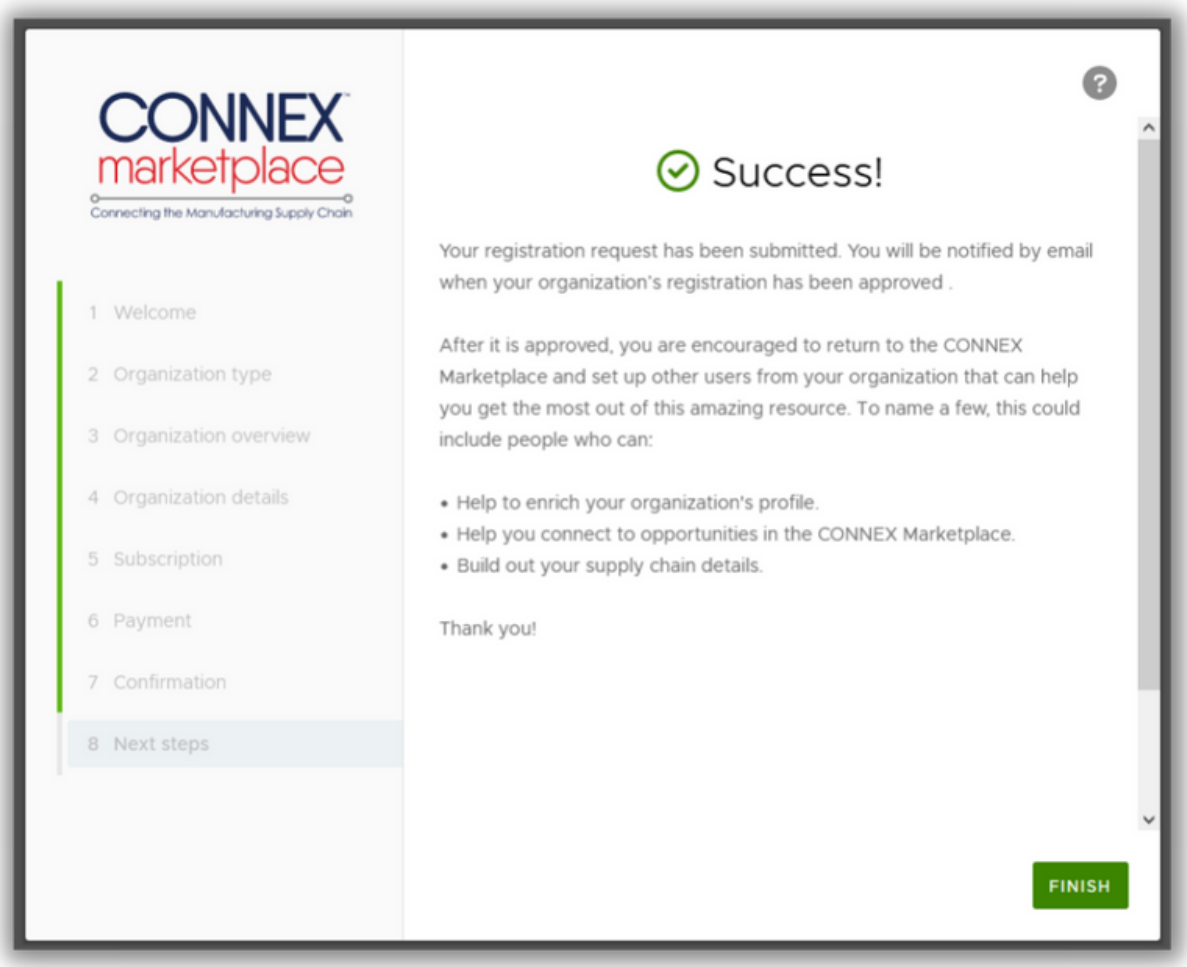
Step 13: Success Screen

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 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.



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