



Negometrix Supplier Registration

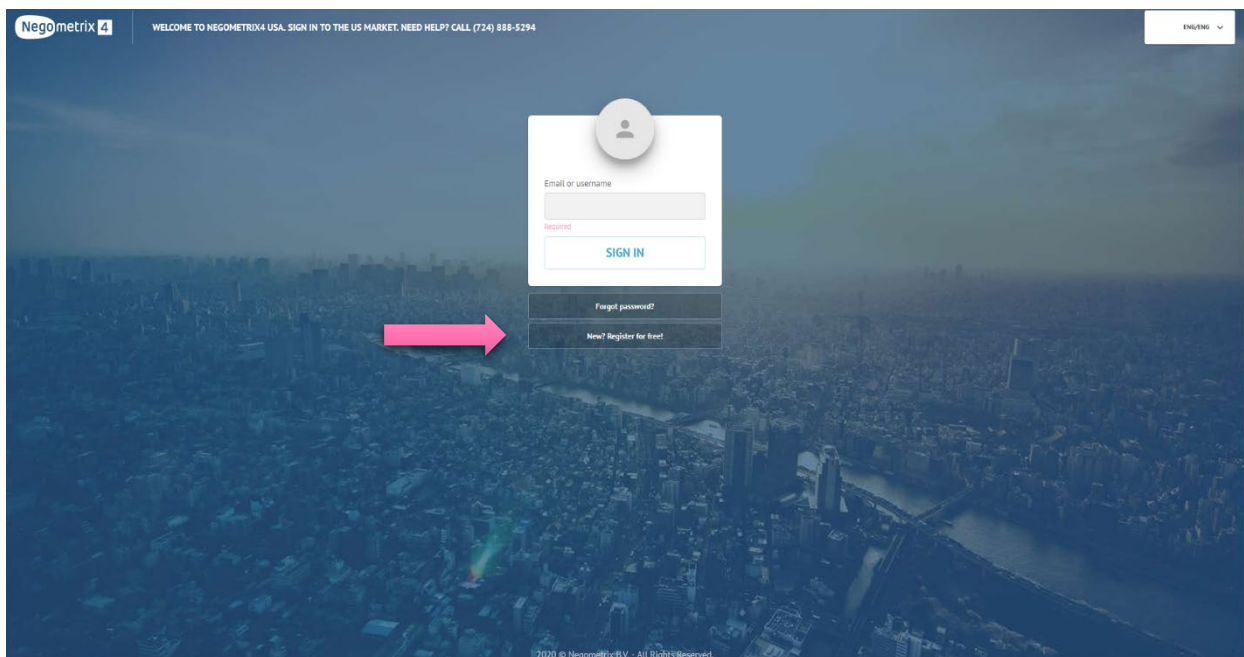
How To Register on Negometrix

Williamson County uses an online electronic bidding system powered by the Negometrix platform. Negometrix is a 100% digital procurement solution, allowing you to fill-out and submit your offers online, thus allowing you to save on both costs and time by eliminating hard copy offers.

To be able to respond to our solicitations you will need an account on the Negometrix platform. If you follow the three steps below you can create your account within 5 minutes! There is no cost create an account or participate in our solicitations.

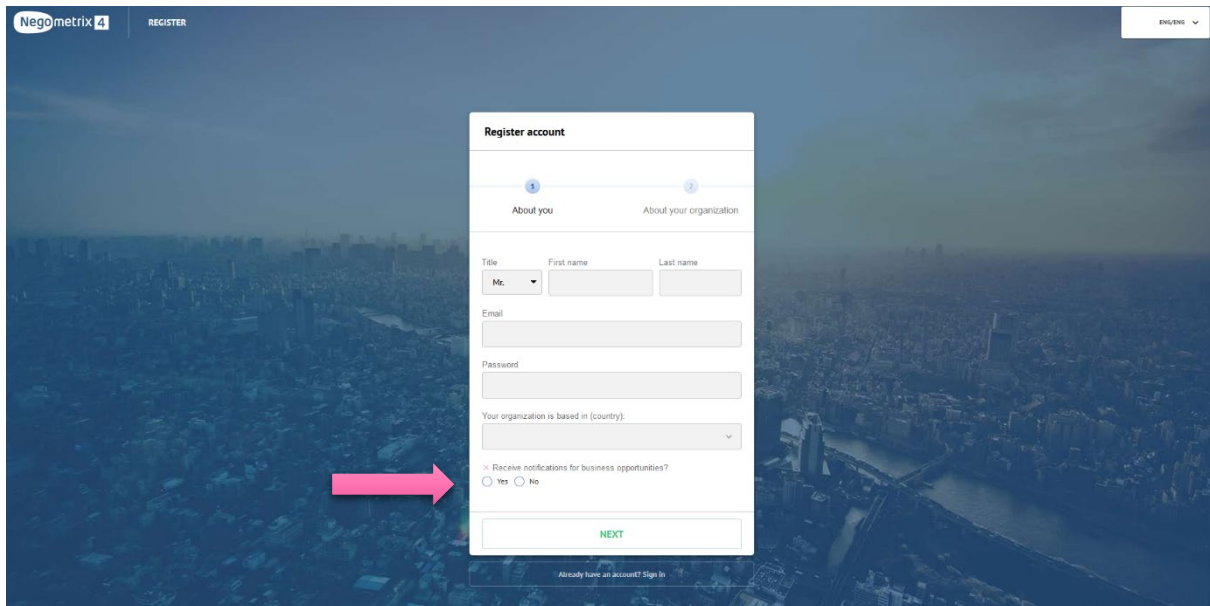
Step 1: Register your company

Go to <https://app.negometrix.com> and click the **Register** button on the middle of the screen.

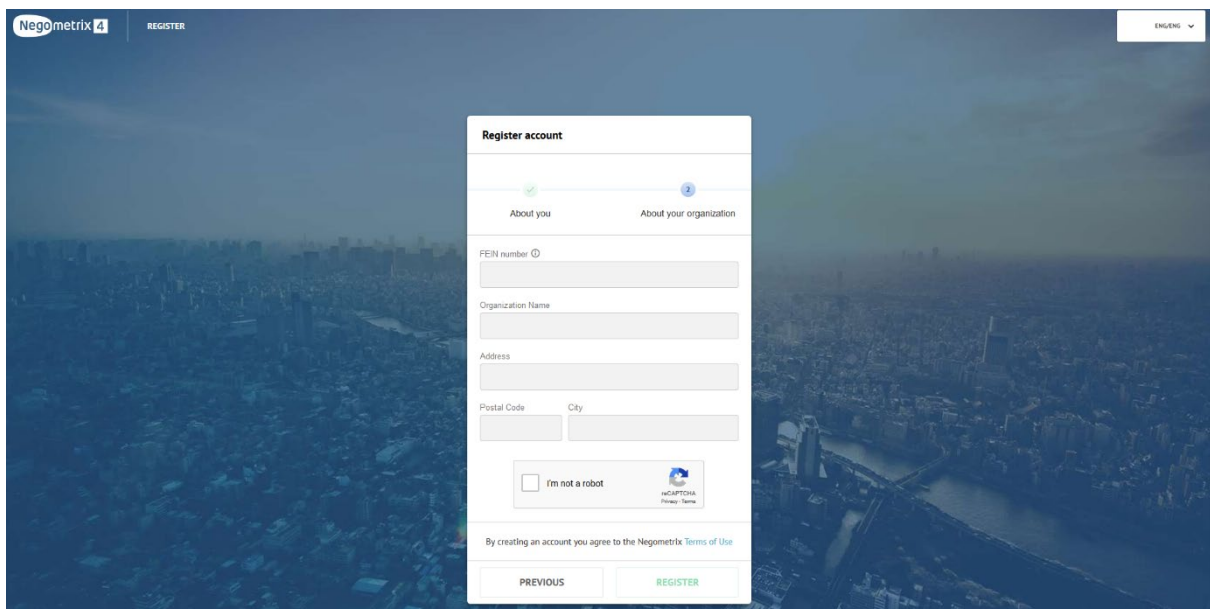


Step 2: Fill-out the Registration form

The system will ask you about your company & contact information to create an account. You can choose your own Username & Password here which you will use later in the process to log-in!



The screenshot shows the 'Register account' form in Step 1, 'About you'. The form includes fields for Title (dropdown menu with 'Mr.' selected), First name, Last name, Email, Password, and a dropdown for 'Your organization is based in (country)'. There is a checkbox for 'Receive notifications for business opportunities?' with 'Yes' and 'No' radio buttons. A pink arrow points to the 'Yes' radio button. A 'NEXT' button is at the bottom. The background is a cityscape at night.



The screenshot shows the 'Register account' form in Step 2, 'About your organization'. The form includes fields for FEIN number, Organization Name, Address, Postal Code, and City. There is a checkbox for 'I'm not a robot' and a CAPTCHA image. At the bottom, there is a 'PREVIOUS' button and a 'REGISTER' button. The background is a cityscape at night.

Do not forget to select **Yes** to receive notifications by selecting the appropriate Commodity Code for the goods or services your company can provide. Completing this information will help ensure you receive automatic notifications when Solicitations are published.

Once you have completed the registration form, the system will send an email to the email address you provided during account setup.

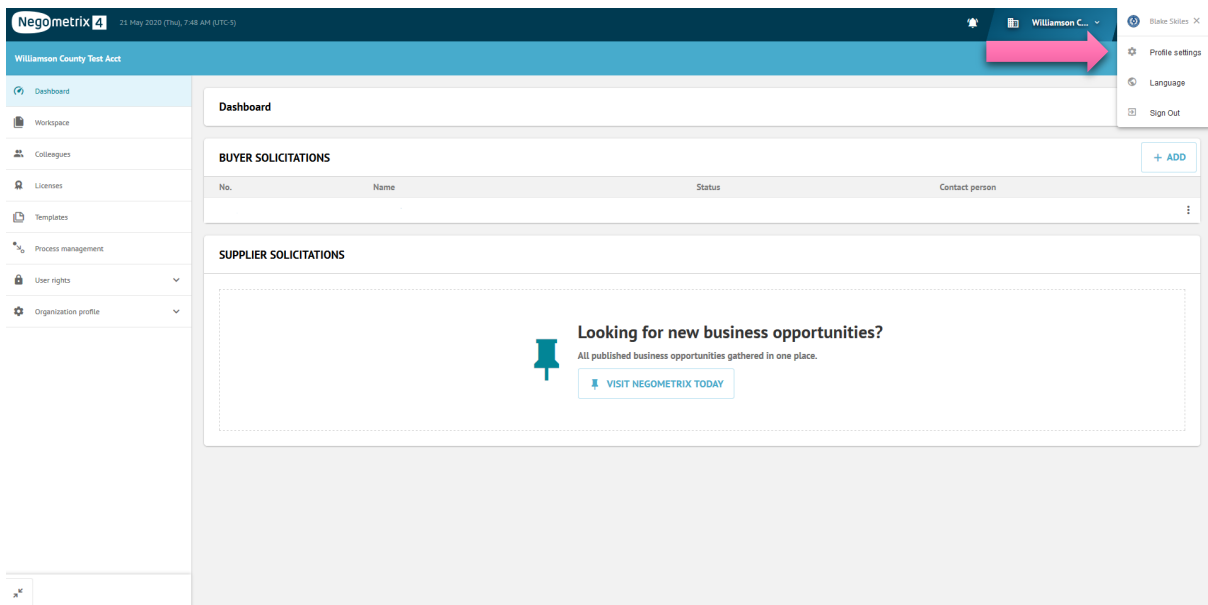
Step 3: Activate your account!

Check your **email inbox** for the 'Activate your Negometrix account' message. In this message an activation link is provided. Simply click the link to confirm your registration. You must activate your Negometrix account in order to login in and use the system.

Welcome! Your registration is complete, and you can now log-in with your username & password!

Step 4: Time Zone Settings

On your first login, select your profile name in the top right corner and select profile settings.



Once in profile settings, please ensure your time zone is correctly set to your location.

***Note: Williamson County post all solicitations in Central Time.**

