

Bidders Access Platform Registration Instructions

All vendors will need to register and set up an account on the Bidders Access platform.

- Go to <https://www.biddersaccess.com/rapid/login>
Click on **Register**.
- Fill in required information to set up a username and Password.
- Proceed through the screens to complete your registration.

Get started with your account today!

Please Complete This form to Register

Account Type *
Supplier of Goods or Services

Title
Select Title

First Name *
First Name

Last Name *
Last Name

Legal Company Name *
Legal Company Name

Job Title *
Job Title

E-mail *
ie. JSSmith@example.org

Country *
United States

Work Phone *
1 Work Phone Extension

Username *
Username

Please enter an alphanumeric username at least 6 characters long.

1

Account Registration

Enter representative and address information.

2

Profile Information

Enter reasons for registration.

3

Company Information

Enter company specific information

4

Review Your Details

Review the details of the information you entered

Reason

- Select the reason for registration
 - Selecting the correct reason(s) helps with having your registration processed quickly and correctly
 - Once the reason(s) is selected please provide as much information as possible.

Reasons For Registration (Select all that apply)

- Referred by Buyers Access Member Services
- Invited to Bid on RFQ
- Referred by a Specific Buyers Access Buyer
- Referred by a Specific Buyers Access Client
- Referred by Another Services or Supplier

If none of the above apply, please explain how you heard about us.

How did you hear about us?

Next



1 Account Registration
Enter representative and address information.

2 Profile Information
Enter reasons for registration.

3 Company Information
Enter company specific information

4 Review Your Details
Review the details of the information you entered

Local

Company Information

Copy ▾

Business Type (Select all that apply) *

Equipment Supply Company ✕

Legal Name *

Test Concrete Co

Website

Website

E-mail *

kevin.test@testco.com

Address Line 1 *

837 Blowar Lane

Address Line 2

Apartment, suite, unit, building, floor, etc..

Country *

United States ▾

State / Province *

Wyoming ▾

City *

- Enter all the required company information as designated by an asterisk.
 - Information can be copied over from the representative by selecting the down arrow next to “Copy” and “From Representative”.
- If applicable, provide the description of goods or services you offer.

- After all the Company Information has been provided you will review your details
- Read and accept the Terms and Conditions.
- Click Process to complete registration
- When your registration is complete you will receive a confirmation E-mail.
- Once your account is created, support will review and process your account. You will receive an E-mail with instructions on how to proceed.

1 **Account Registration**
Enter representative and address information.

2 **Profile Information**
Enter reasons for registration.

3 **Company Information**
Enter company specific information

4 **Review Your Details**
Review the details of the information you entered

Review your data, accept terms, and press 'Process' to complete your registration.

1st Step

I have read and accepted the [Terms and Conditions](#) *

2nd Step

Process

Account
Profile
Company

Account Registration

[Representative](#)

Account Type supplier

Title Mr.

First Name Kevin

Last Name Test

Legal Company Name Test Concrete Co

Job Title Ceo

E-mail kevin.test@testco.com

[Address](#)

Time Zone Eastern US/CA

Address Line 1 837 Blower Lane

✎ Edit

Thank You...

Your registration request has been submitted.

Thank you for registering. Our account administrators have been notified of your request and will review your registration form. After review, you will be contacted regarding next steps needed to complete the process of setting up your account.

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