

CONNEX™ MAINE

HOW TO CREATE A NEW ACCOUNT



Welcome to CONNEX Marketplace! This tutorial will guide you through the process of setting up a new account. If you have any problems, please reach out to our Help Desk at support@ConnexMarketplace.com or to Maine MEP at contact@mainemep.org.

Step 1:

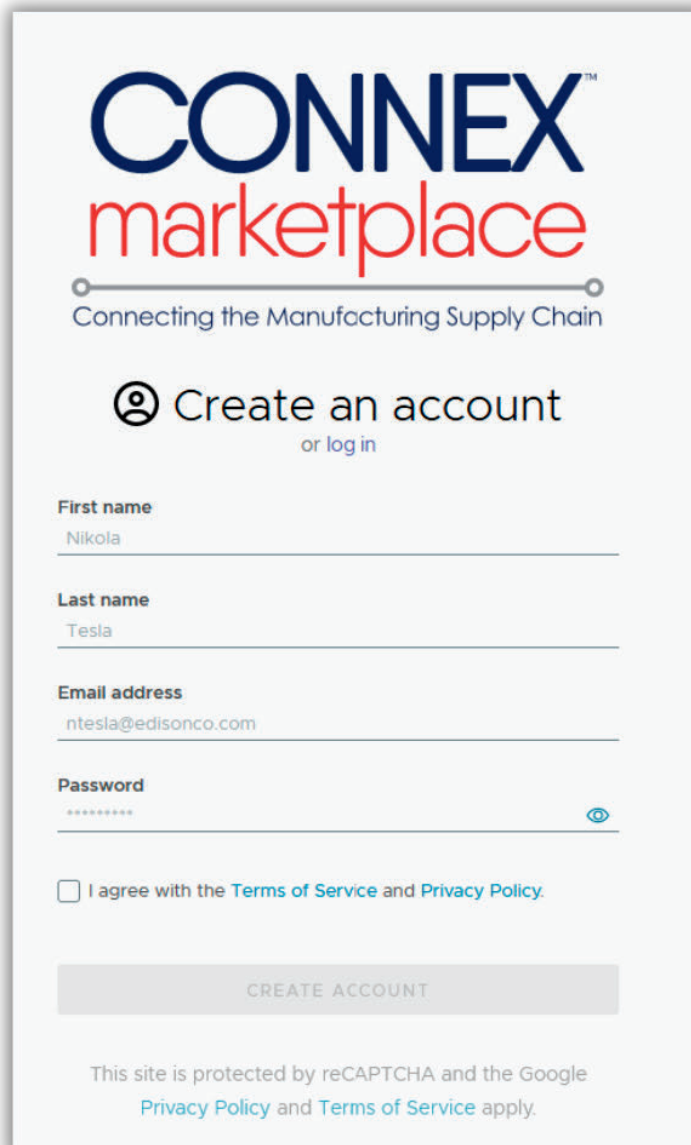
Go to CONNEX Marketplace <https://app.connexmarketplace.com/login> and click “Create an Account.”

A screenshot of the CONNEX marketplace login page. The page has a white background. At the top, the "CONNEX marketplace" logo is displayed, with "CONNEX" in blue and "marketplace" in red. Below the logo is a horizontal line with a small circle at each end, and the text "Connecting the Manufacturing Supply Chain" underneath. Below this is a login form with two input fields: "Email" and "Password". The "Password" field has a small eye icon to its right. Below the input fields is a grey button labeled "LOG IN". Below the "LOG IN" button are two links: "Create an account" and "Forgot password". A red hand-drawn circle highlights the "Create an account" and "Forgot password" links.

Step 2:

Enter your first name, last name and email address, then 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. The page has a light gray background. At the top, the logo "CONNEX marketplace" is displayed in blue and red, with the tagline "Connecting the Manufacturing Supply Chain" below it. The main heading is "Create an account" with a user icon, and a link "or log in" is below it. The form contains four input fields: "First name" with the value "Nikola", "Last name" with the value "Tesla", "Email address" with the value "ntesla@edisonco.com", and "Password" with masked characters "*****" and a toggle icon. Below the fields is a checkbox labeled "I agree with the Terms of Service and Privacy Policy." At the bottom is a gray button labeled "CREATE ACCOUNT". A footer note states: "This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply."

CONNEX
marketplace


Connecting the Manufacturing Supply Chain

 Create an account
or log in

First name
Nikola

Last name
Tesla

Email address
ntesla@edisonco.com

Password
***** 

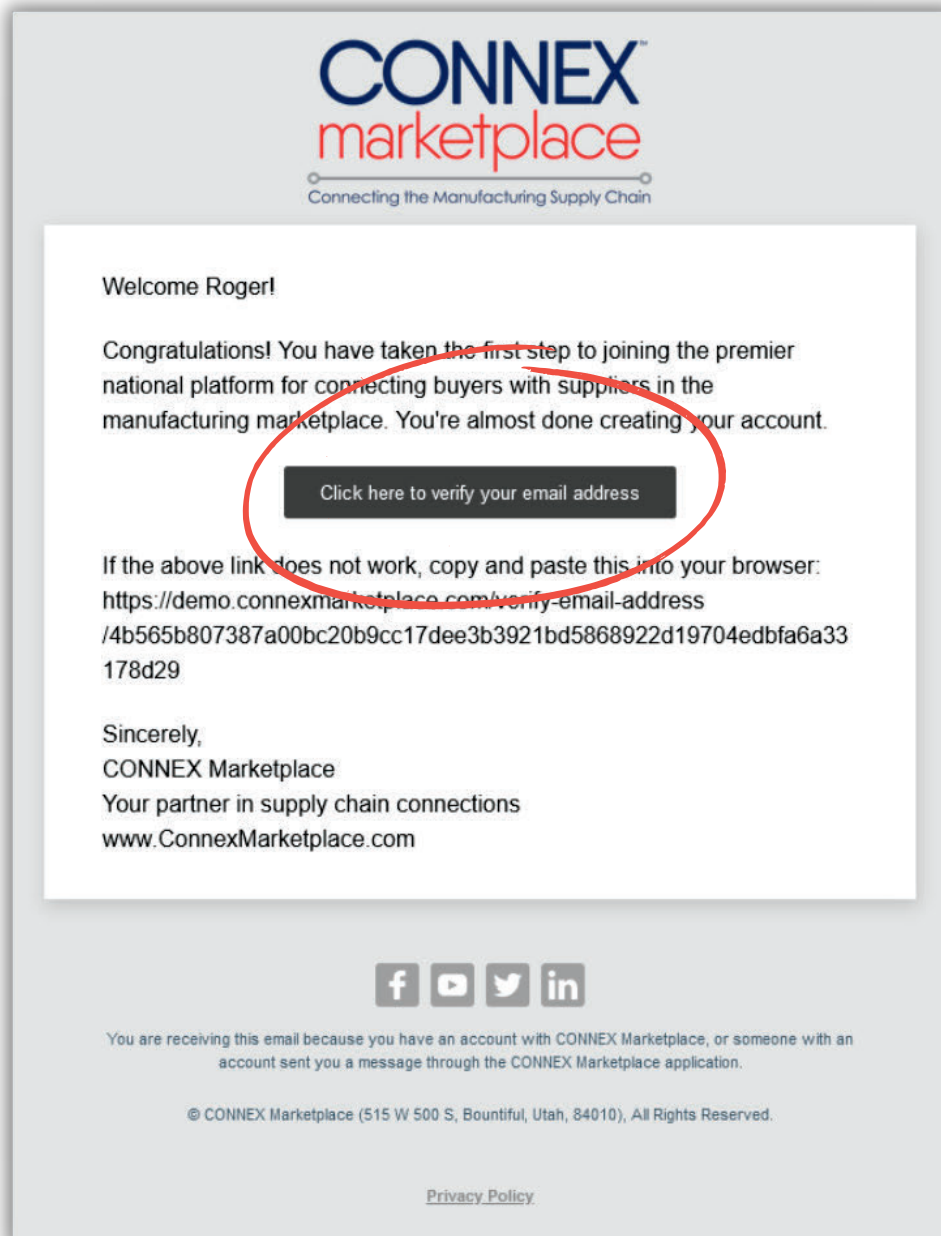
☐ I agree with the [Terms of Service](#) and [Privacy Policy](#).

CREATE ACCOUNT

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Step 3:

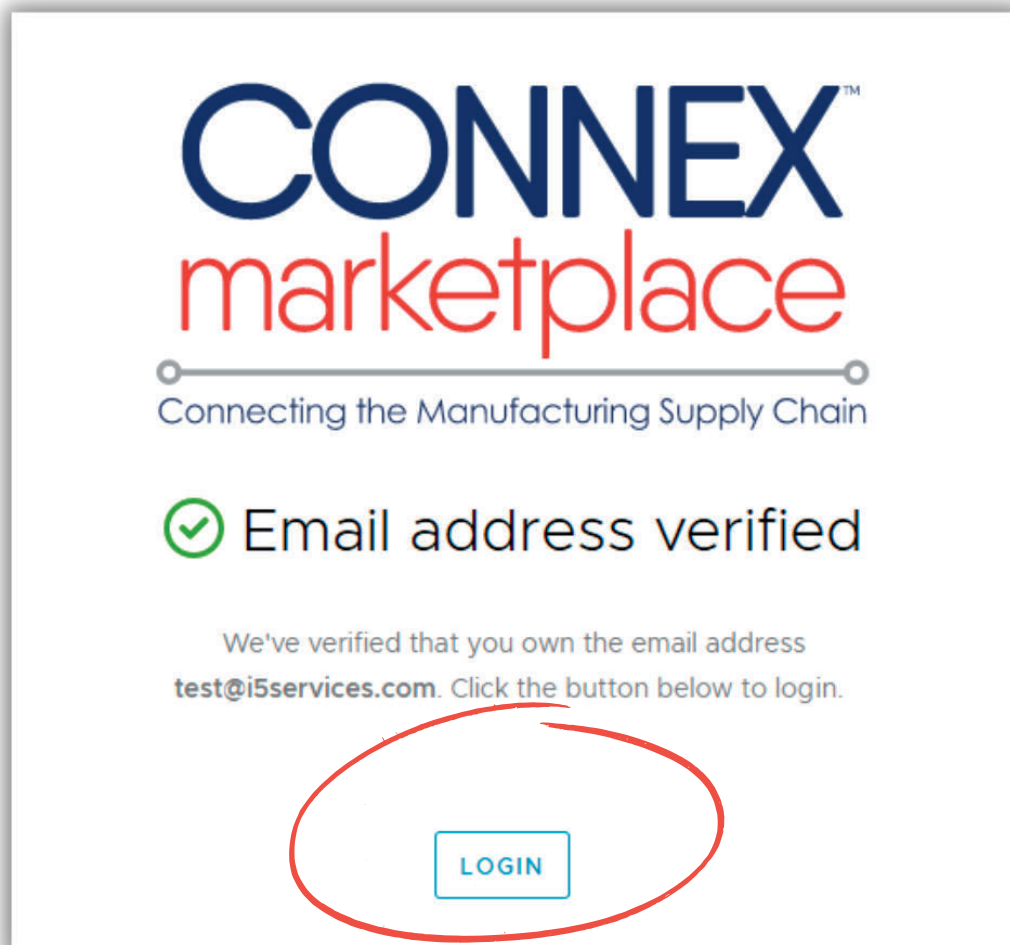
Go to your email and find the verification email from NoReply@ConnexMarketplace.com. Open the email and click the gray box to verify your email address.



Step 4:

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

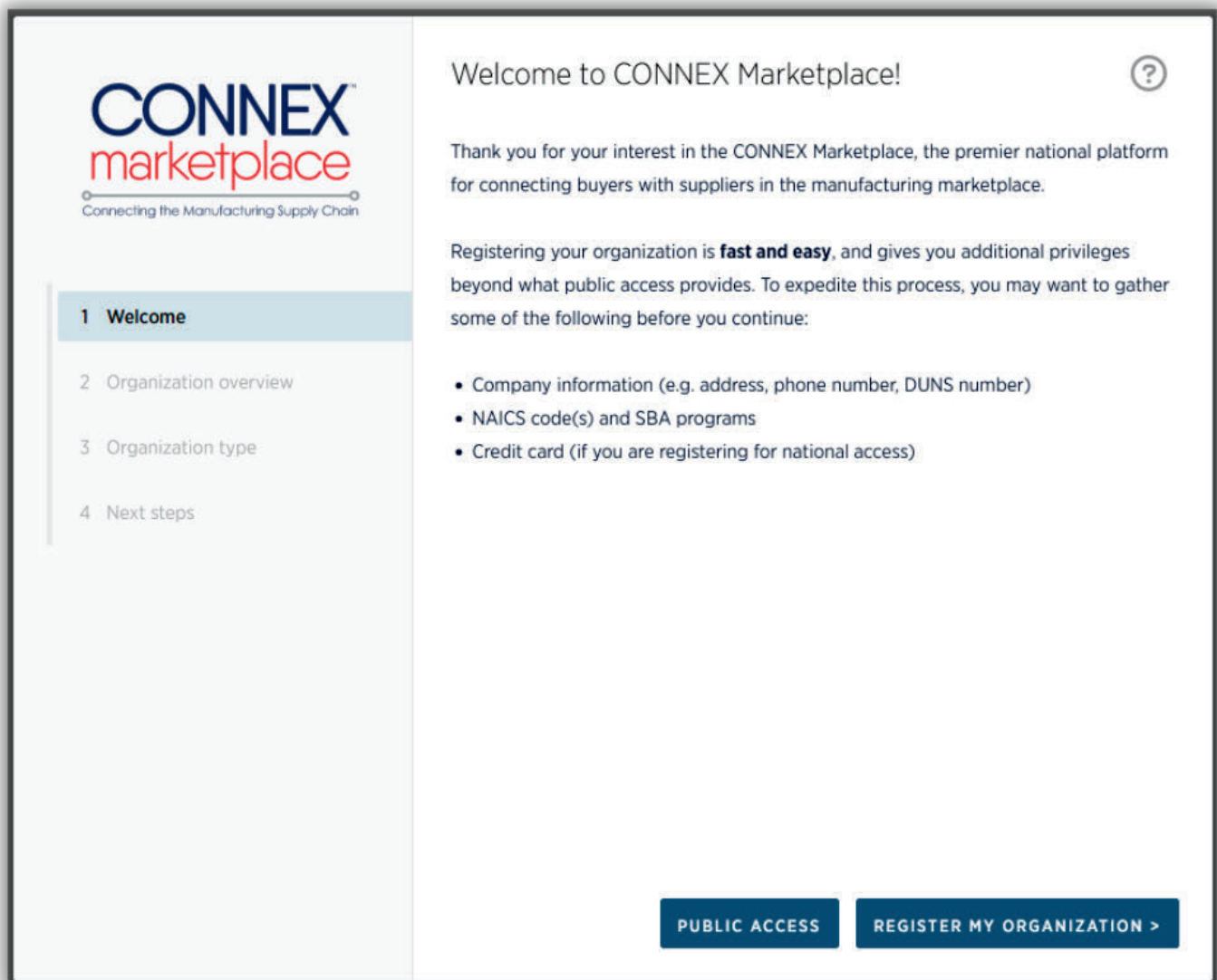
Click the "Login" button below the verification text to take you back to the login page. On the login screen, enter the credentials that you used in the beginning to log in.



Step 5:

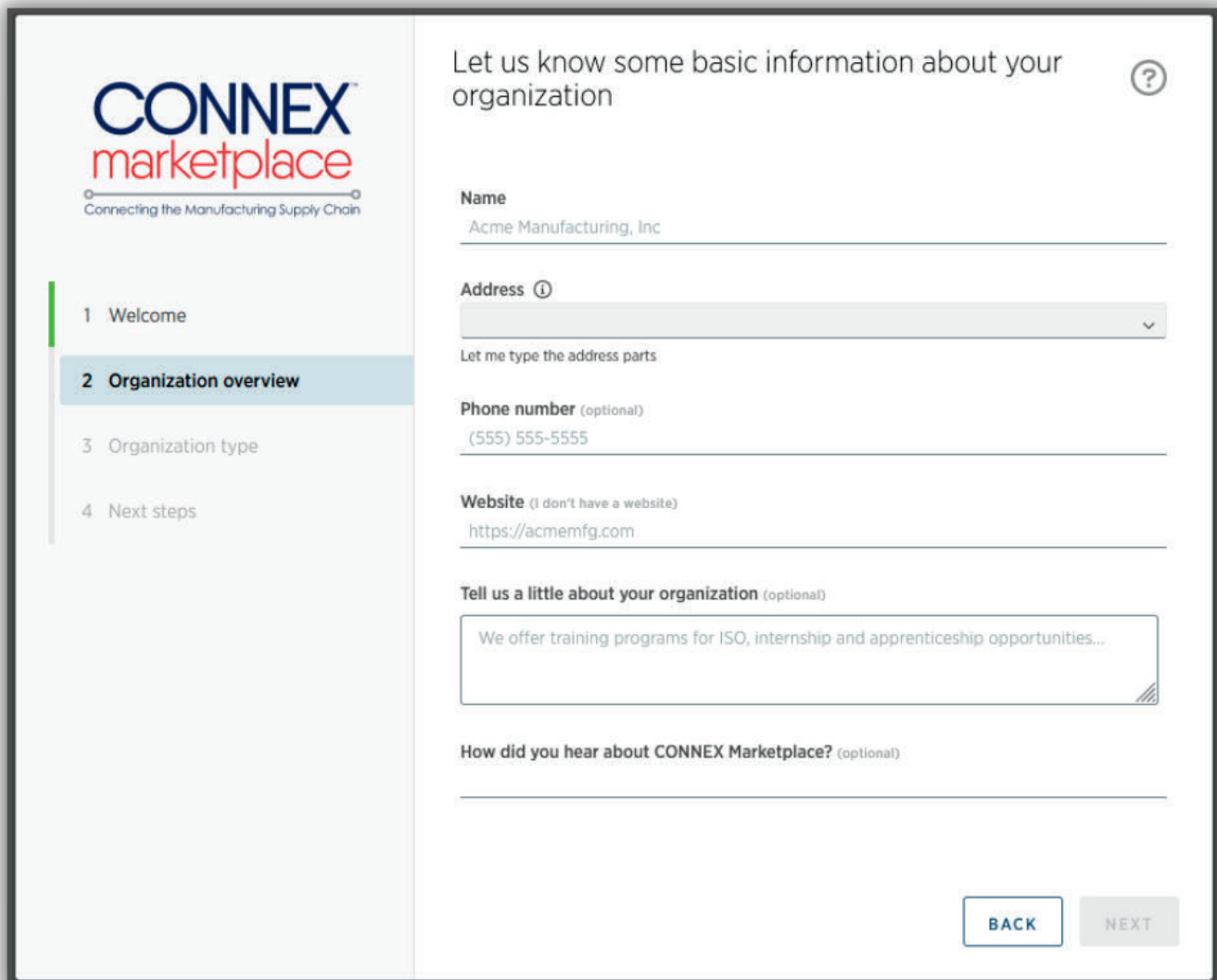
After you log in, you will be taken to the Welcome Screen as shown below. Read through the welcome message and click "Register My Organization."

(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.)



Step 6:

Enter the basic information about your company such as your name, website URL, etc. As you enter this information, the system will search through 140K public records to identify potential matches. If it finds your business, you'll want to claim that profile rather than create a new one. However, look closely at the potential match, as it may be another company with a similar name. 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 sidebar with a progress indicator showing four steps: 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' with a help icon. It contains several form fields: 'Name' (filled with 'Acme Manufacturing, Inc'), 'Address' (with a dropdown menu and a hint 'Let me type the address parts'), 'Phone number (optional)' (filled with '(555) 555-5555'), 'Website (I don't have a website)' (filled with 'https://acmemfg.com'), 'Tell us a little about your organization (optional)' (a text area filled with 'We offer training programs for ISO, internship and apprenticeship opportunities...'), and 'How did you hear about CONNEX Marketplace? (optional)' (an empty text field). At the bottom right are 'BACK' and 'NEXT' buttons.


CONNEX marketplace
Connecting the Manufacturing Supply Chain

1 Welcome


2 Organization overview

3 Organization type

4 Next steps

Let us know some basic information about your organization 

Name
Acme Manufacturing, Inc

Address 
Let me type the address parts

Phone number (optional)
(555) 555-5555

Website (I don't have a website)
https://acmemfg.com

Tell us a little about your organization (optional)
We offer training programs for ISO, internship and apprenticeship opportunities...

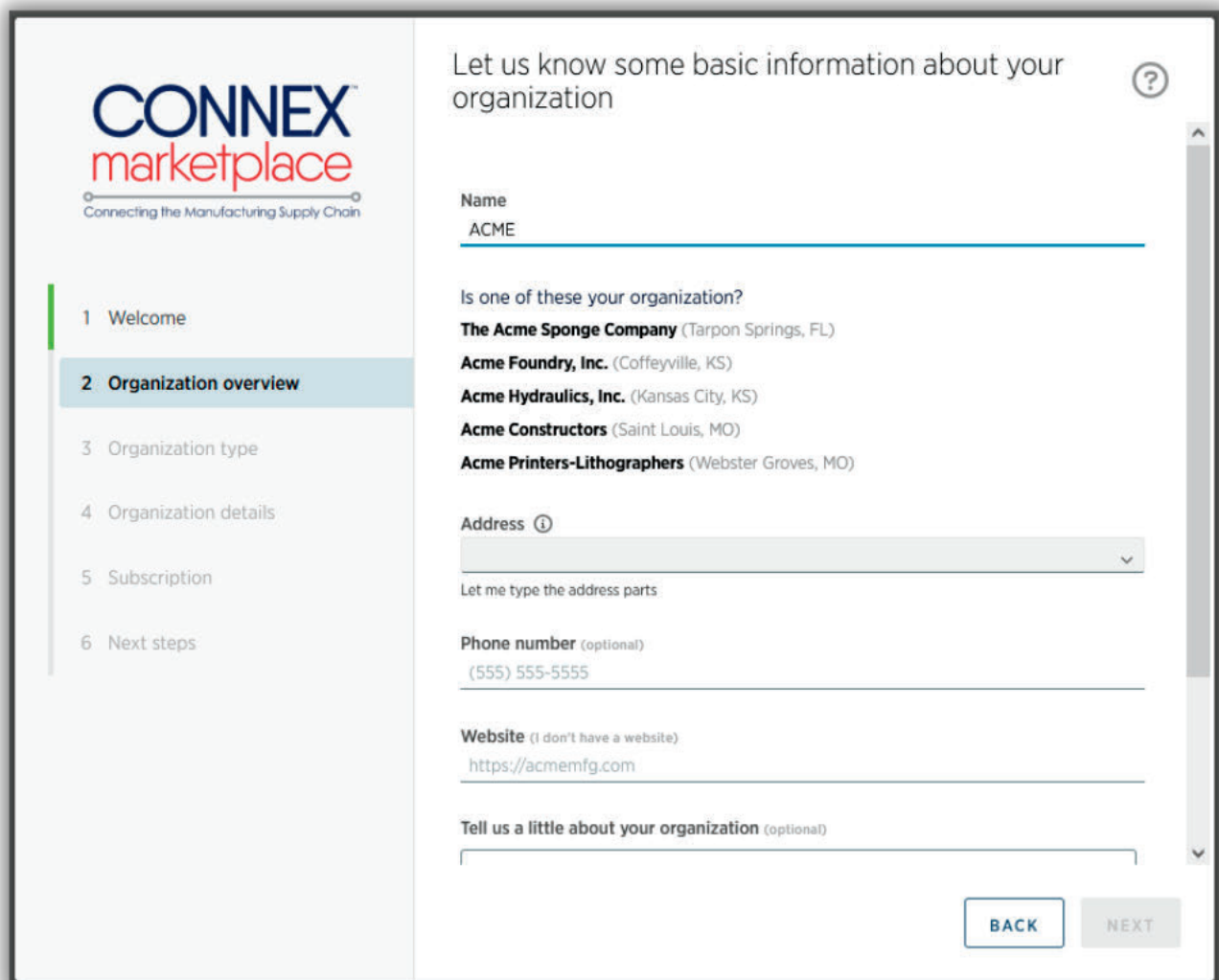
How did you hear about CONNEX Marketplace? (optional)

BACK **NEXT**

Step 7:

If you find an existing match in the system for your company, click on it to claim that profile. The system 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 sidebar with a progress indicator and a list of 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' with a help icon. It contains several form fields: 'Name' (filled with 'ACME'), a list of suggested organizations (The Acme Sponge Company, Acme Foundry, Inc., Acme Hydraulics, Inc., Acme Constructors, and Acme Printers-Lithographers), 'Address' (with a dropdown menu and a note 'Let me type the address parts'), 'Phone number (optional)' (filled with '(555) 555-5555'), 'Website (I don't have a website)' (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.

CONNEX marketplace
Connecting the Manufacturing Supply Chain

1 Welcome

2 **Organization overview**

3 Organization type

4 Organization details

5 Subscription

6 Next steps

Let us know some basic information about your organization ?

Name
ACME

Is one of these your organization?

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 ⓘ

Let me type the address parts

Phone number (optional)
(555) 555-5555

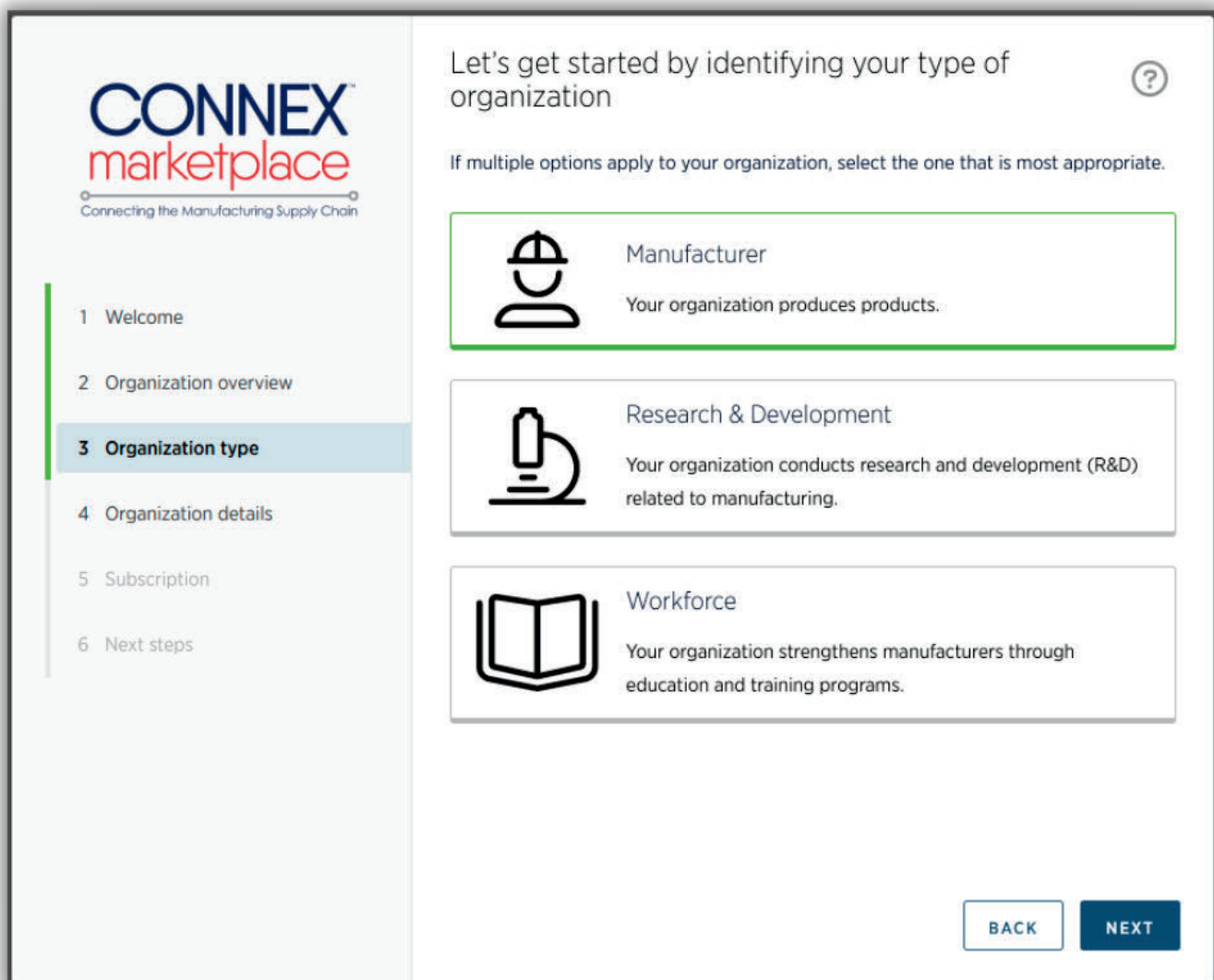
Website (I don't have a website)
https://acmemfg.com

Tell us a little about your organization (optional)

BACK NEXT

Step 8:


Once you are on the page shown below, select your organization type. For most of you, this should be “Manufacturer.” However, if you are a researcher or workforce organization, you can select one of those options here. If you are unsure of your organization type, select “Manufacturer” for now; 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 sidebar with a navigation menu containing six items: '1 Welcome', '2 Organization overview', '3 Organization type' (which is highlighted with a blue bar), '4 Organization details', '5 Subscription', and '6 Next steps'. The main content area has a header that says 'Let's get started by identifying your type of organization' with a help icon. Below this is a sub-header: 'If multiple options apply to your organization, select the one that is most appropriate.' There are three selection boxes, each with an icon, a title, and a description. The first box, 'Manufacturer' (factory icon), is highlighted with a green border and contains the text 'Your organization produces products.'. The second box, 'Research & Development' (microscope icon), contains the text 'Your organization conducts research and development (R&D) related to manufacturing.'. The third box, 'Workforce' (book icon), contains the text 'Your organization strengthens manufacturers through education and training programs.'. At the bottom right are 'BACK' and 'NEXT' buttons.


CONNEX marketplace
Connecting the Manufacturing Supply Chain


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.

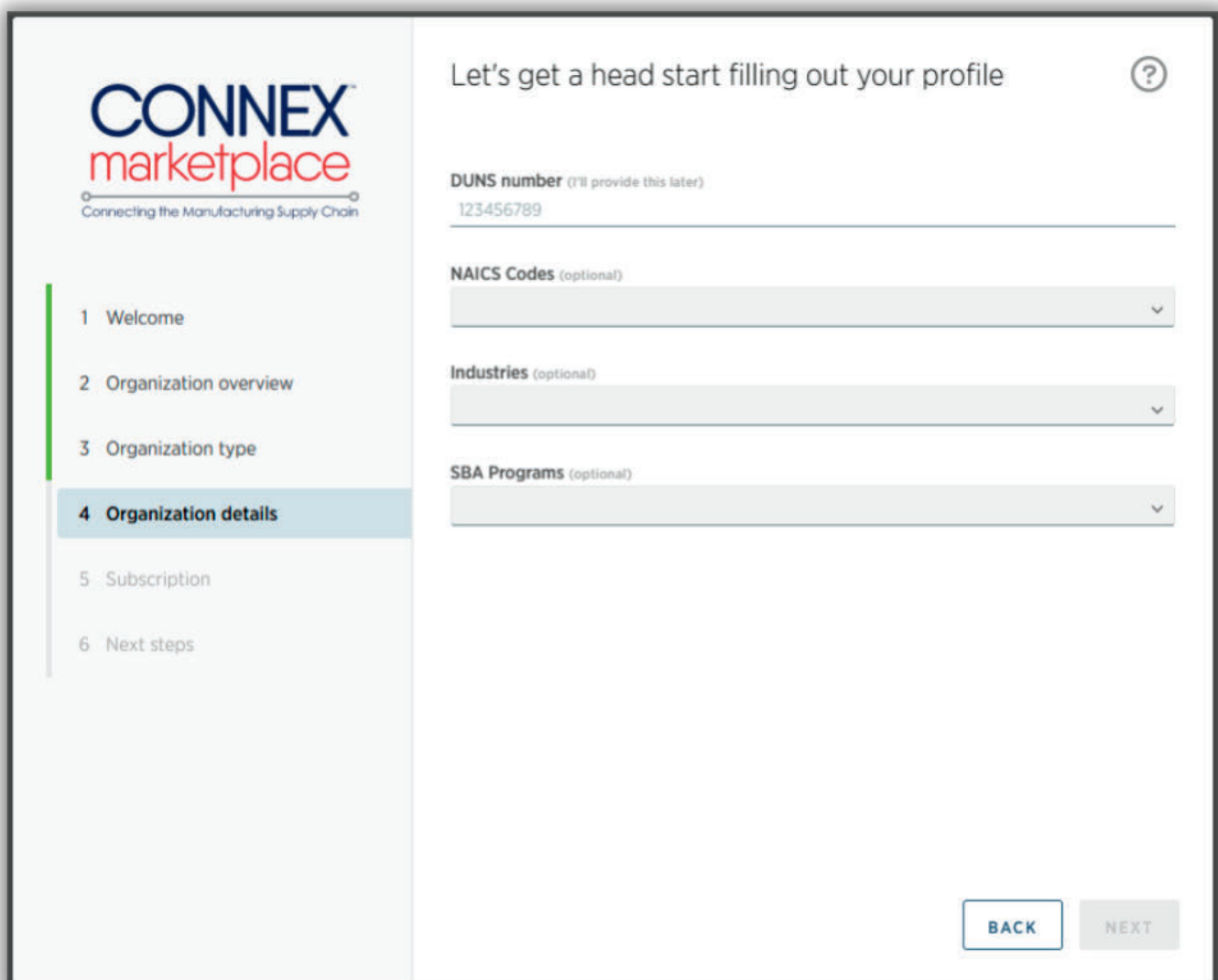
 **Research & Development**
Your organization conducts research and development (R&D) related to manufacturing.

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

BACK **NEXT**

Step 9:

Once on the page shown below, 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 or other information, you can select "I'll provide this later." Don't forget to go back and enter this information—along with all of your company profile information—as soon as you have it, as this will significantly improve your search rankings.



The screenshot shows the 'Organization details' step of the CONNEX marketplace profile creation process. 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 is titled 'Let's get a head start filling out your profile' with a help icon. It contains four input fields: 'DUNS number (I'll provide this later)' with the value '123456789', 'NAICS Codes (optional)', 'Industries (optional)', and 'SBA Programs (optional)'. At the bottom right are 'BACK' and 'NEXT' buttons.

CONNEX marketplace
Connecting the Manufacturing Supply Chain

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

Let's get a head start filling out your profile ?

DUNS number (I'll provide this later)
123456789

NAICS Codes (optional)

Industries (optional)

SBA Programs (optional)

BACK NEXT

Step 10:

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 within the state.

Maine manufacturers receive free sponsored access to CONNEX™ Maine via Maine MEP, so your Maine address should automatically bring up the free "Sponsored Access" option. If you are ONLY registering for 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 sidebar with a progress indicator showing six steps: 1 Welcome, 2 Organization type, 3 Organization overview, 4 Organization details, 5 Subscription (highlighted), and 6 Next steps. The main content area has a title 'Choose a subscription' with a help icon. Below the title is a 'Promotion code' input field. A green-bordered box highlights the 'Sponsored access' option, which includes the text 'Free limited access sponsored by' and the 'CONNEX MAINE via MAINEMEP' logo. Below this is a section titled 'Manufacturer's National Access' containing a bulleted list of features: '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', and a 'Read more' link. At the bottom right are 'BACK' and 'REGISTER' buttons.

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 CONNEX MAINE via MAINEMEP

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](#)

BACK REGISTER

Step 10 (continued):

- Option 2: Two Years of Free National Access (with promo code).

If you signed up for your account before January 15, 2024 with promo code FREE2ME, you will receive two free years of access to the nationwide CONNEX™ Marketplace. Go to the box that says "Manufacturer's National Access" and select your subscription type, inputting the promo code FREE2ME at the top of the page as shown.

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

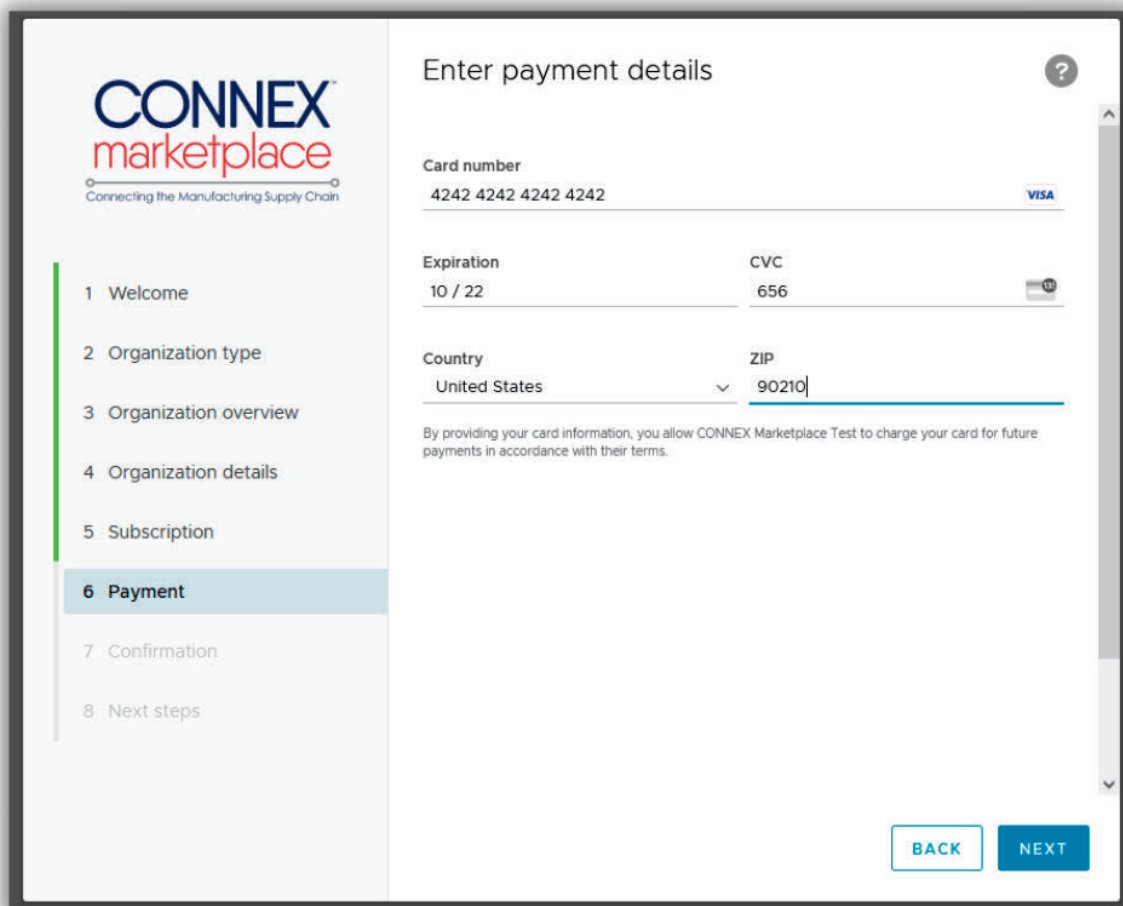
- All sponsored access functionality
- One connection point for all U.S. Manufacturers
- A single searchable database tagged with hundreds of unique, searchable taxonomies
- Find manufacturers and material suppliers across the U.S., and be found by them
- Post and respond to RFPs, RFQs, RFIs, surplus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

\$500.00 / year \$ 0.00 / month

[BACK](#) [REGISTER](#)

Step 11:

If you did not sign up by January 15, 2024 and still want access to CONNEX™ Marketplace, the subscription will cost \$500 per year. Enter your credit card information and accept the terms. 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 sidebar with a vertical list of steps: 1 Welcome, 2 Organization type, 3 Organization overview, 4 Organization details, 5 Subscription, 6 Payment (highlighted with a blue bar), 7 Confirmation, and 8 Next steps. The main content area is titled 'Enter payment details' and contains the following fields:


- Card number:** 4242 4242 4242 4242 (with a VISA logo to the right)
- Expiration:** 10 / 22
- CVC:** 656 (with a small card icon to the right)
- Country:** United States (with a dropdown arrow)
- ZIP:** 90210

Below the fields, a disclaimer states: '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, there are two buttons: 'BACK' and 'NEXT'.

Step 12:

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

The screenshot shows a web interface for the CONNEX marketplace. On the left is a vertical sidebar with a list of steps: 1 Welcome, 2 Organization type, 3 Organization overview, 4 Organization details, 5 Subscription, 6 Payment, 7 Confirmation (highlighted with a blue bar), and 8 Next steps. The main content area is titled 'Confirm your registration' and includes a help icon (question mark in a circle). Below the title, the user's information is displayed: 'Acme International' and '444 W Bourne Cir Farmington, UT 84025'. The subscription details are 'Manufacturer National Access (1 year)' with a price of '\$500.00'. Two paragraphs of text follow: '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.' and '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.' At the bottom right are two buttons: 'BACK' and 'REGISTER'.



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.

[BACK](#) [REGISTER](#)

Step 13:

You should now see the "Success!" screen, confirming that your registration is complete. The system will now automatically notify Maine MEP to verify and approve your account. (Verification simply checks that you are a Maine manufacturer or supplier. The approval process may take up to two working days.) Once your company is approved, you will have full access to the platform and can begin filling out your manufacturer's profile, which will rank you higher in search results and make you able to find more business opportunities.

