



# CREATING A VENDOR ACCOUNT ON BONFIRE



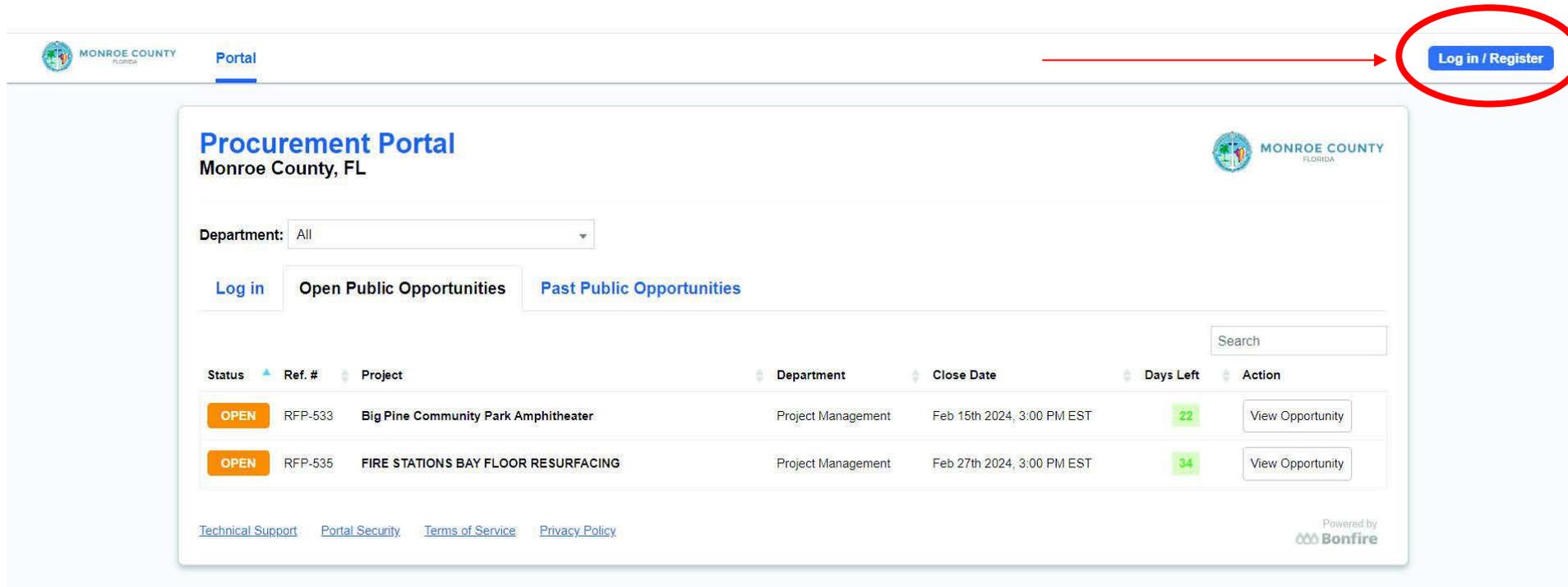
# Creating a Vendor Account on Bonfire

The following are steps on how to complete this process:

To begin the registration process, go to either:

<https://monroecounty-fl.bonfirehub.com> OR [www.monroecounty-fl.gov/BonfireBids](http://www.monroecounty-fl.gov/BonfireBids)

1. Select **Log in/Register** at the top of the page, and then follow the steps below to create your account.

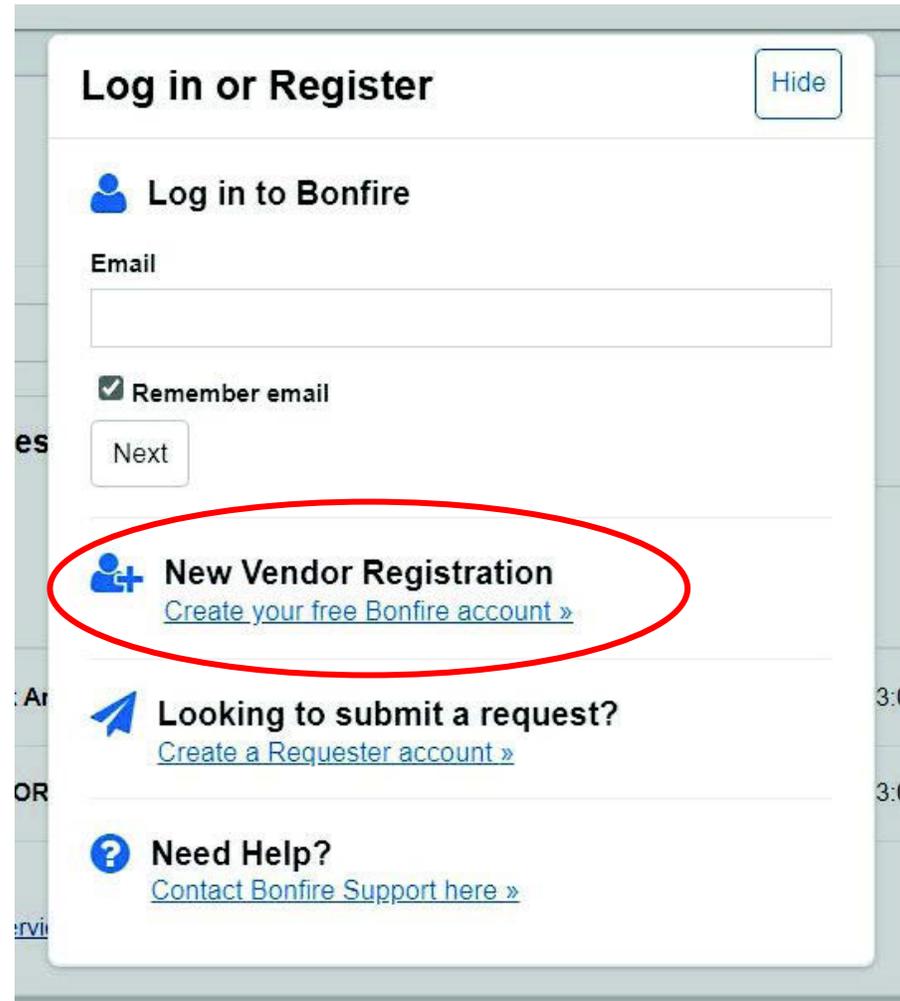


The screenshot displays the Monroe County Procurement Portal. At the top right, a blue button labeled "Log in / Register" is circled in red, with a red arrow pointing to it from the left. The main content area features a search bar, a table of procurement opportunities, and navigation links. The table lists two open opportunities:

Status	Ref. #	Project	Department	Close Date	Days Left	Action
OPEN	RFP-533	Big Pine Community Park Amphitheater	Project Management	Feb 15th 2024, 3:00 PM EST	22	View Opportunity
OPEN	RFP-535	FIRE STATIONS BAY FLOOR RESURFACING	Project Management	Feb 27th 2024, 3:00 PM EST	34	View Opportunity



2. Enter your email address and select “New Vendor Registration”



**Log in or Register** Hide

**Log in to Bonfire**

Email

Remember email

Next

**New Vendor Registration**  
[Create your free Bonfire account »](#)

**Looking to submit a request?**  
[Create a Requester account »](#)

**Need Help?**  
[Contact Bonfire Support here »](#)



3. Enter your Name and email address and select "Create Account"

**Log in or Register** Hide

**Register as a Vendor**

**First Name**

**Last Name**

**Email**

**Email (Again)**

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**Log in with your Bonfire Account**  
[Show account login screen »](#)

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**Need Help?**  
[Contact Bonfire Support here »](#)

[Privacy Policy](#)



4. This will trigger the email verification process, head to your email client inbox. You will see the email message below – select “Complete your registration”

**NOTE:** If you don't receive this email in 5 minutes, please see our Why am I not receiving emails? page.



## Create a Password

5. After the confirming your email, you will be directed to complete your registration by setting a password and logging in.

### Complete Account Setup

   @  .com

**First Name \***

**Last Name \***

**Password \***

**Confirm Password \***

[Continue](#)



6. After creating your password, you will need to create an organization. Click on the Create organization button. And then complete the information about your organization.

**Bonfire**

## Join an organization

Your domain matched with the organizations below

**Domain matches**

None

**Search for an organization**

[Learn more about joining an organization](#)

Join Organization

Or if you don't want to join an organization, you can create one

Create Organization



# Account Confirmation

7. After creating your organization you'll continue to the **Registration** screen and can complete **Step 1** by accepting the Privacy Policy and Terms of Service.

## Registration

In addition to creating your account, you need to provide the following information. Please complete all of the steps below.

- ✖ Step 1: Account Confirmation
- ✖ Step 2: Account Information
- ✖ Step 3: Documentation
- ✖ Step 4: Commodity Codes
- ✖ Registration Complete

Your account with the email address jgodelie+v8@gobonfire.com has been confirmed!

Bonfire's Privacy Policy and Terms of Service were updated on Sep 8, 2020.

I accept the [Privacy Policy](#) and [Vendor and Submission Portal Terms of Service](#).

Save and continue to Step 2: Account Information »



# Account Information

8. You can now fill out further information to add to your Vendor Record:

### Registration

In addition to creating your account, you need to provide the following information. Please complete all of the steps below.

- Step 1: Account Confirmation
- Step 2: Account Information
- Step 3: Documentation
- Step 4: Commodity Codes
- Registration Complete

All information that you need to provide has been filled in. You can make additional changes to this information below. Fields that are required are denoted with a red asterisk (\*).

Profile 

Vendor Name*	Address Line 1*	Address Line 2	
<input type="text" value="InGen"/>	<input type="text"/>	<input type="text"/>	
Contact First Name	Contact Last Name	Address Line 3	Address Line 4
<input type="text" value="John"/>	<input type="text" value="Hammond"/>	<input type="text"/>	<input type="text"/>
Contact Email	City*	State / Province*	
<input type="text" value="jgodelie+v8@gobonfire.com"/>	<input type="text"/>	<input type="text"/>	
Phone Number	Postal / Zip Code*	Country*	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Vaccination Status*	<input type="text"/>		

Select Your Vendor Types\*

Click on the + button beside each Vendor Type to add

- + Landscaping  
Vendors that offer landscaping services
- + Construction

**NOTE:** Be sure to fill out all the fields marked with a red asterisk otherwise you will not be able to complete your registration.



9. Once you fill out the necessary information, the orange Incomplete status will update to a green Complete status. You can then click **Save** and then **Continue to Step 3: Documentation**.

**Documentation – it is not required to upload any documents at this point, you may skip this tab. And select the Commodity Code on left hand side of screen.**

**Commodity Codes – you will need to add at least 1 commodity code to complete your registration. For all HSAB organizations, the commodity code is: 95013 Grants, Community Service Programs**

**Follow the steps below to add a commodity code:**

- The Code Set will be automatically selected
- Type in one of the above codes in the Code box
- Click on the magnifying box
- When the commodity code appears, click on the blue

## Registration

In addition to creating your account, you need to provide the following information. Please complete all of the steps below.

● Step 1: Account Confirmation

● Step 2: Account Information

● Step 3: Documentation

● Step 4: Commodity Codes

● Registration Complete

Commodity Codes help match you to future bid opportunities in your Service Region, with Monroe County, FL and other organizations. You can always go back and change them later. **You must select at least one Commodity Code.**

95013 X

Code Set:

NIGP

Code:

Keyword:

grants

Q

Reset

Code	Title	Description	Add
95012	Grants, Community Service Projects, IDC		+
95013	Grants, Community Service Programs		+
95014	Grants, Conferences and Seminars		+
95015	Grants, Counties		+
95016	Grants, Counties, IDC, HIGHER EDUCATION		+
95020	Grants, Individuals		+

### Service Regions

Specifying Service Regions lets Bonfire know where you deliver services. Bonfire uses this information, in conjunction with Commodity Codes, to match you to Bid Opportunities. Selecting a region will enable you to select the subregions (e.g. Choosing U.S. will enable selection of specific states).

Notify me of any opportunities that match my commodity codes

### Select Regions

United States

### Select Specific Subregions

If you don't select a subregion for a region, the entire region will be selected (i.e. choosing Canada alone chooses all provinces)

Florida



# Registration Complete

Once you have completed all of the steps and a green checkmark appears next to each step in the sidebar, you will see a green **Success!** message:

## Registration

In addition to creating your account, you need to provide the following information. Please complete all of the steps below.

- ✔ Step 1: Account Confirmation
- ✔ Step 2: Account Information
- ✔ Step 3: Documentation
- ✔ Step 4: Commodity Codes
- ✔ Registration Complete

✔ **Success!**  
You have completed all of the requirements to register your Vendor account for InGen at Justin Godelie.

You can access Bid Opportunities on the [Portal](#) or by clicking [here](#).

**Continue to Bonfire »**

Additional help with registration can be found:

<https://vendorsupport.gobonfire.com/hc/en-us/articles/15646869029783-Vendor-Registration>

Should you require additional assistance, please contact Bonfire at:

<https://vendorsupport.gobonfire.com/hc/en-us/requests/new>

