CREATING A VENDOR ACCOUNT ON BONFIRE
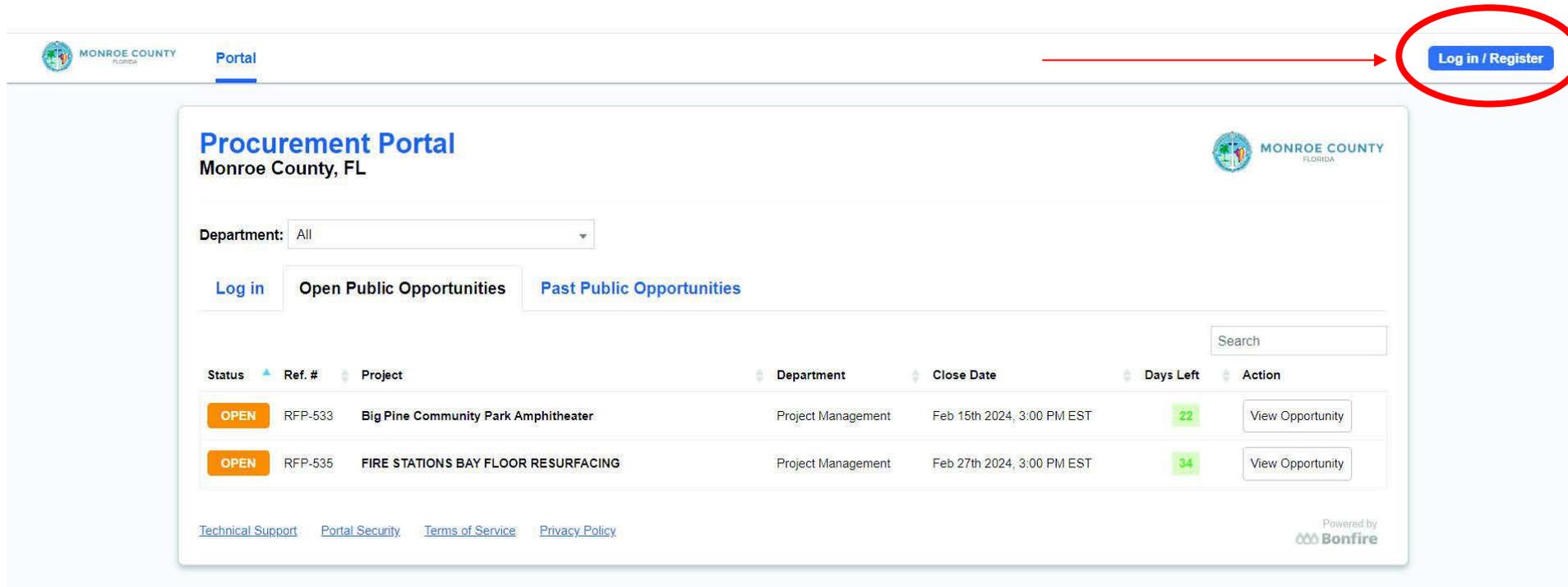
Creating a Vendor Account on Bonfire

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

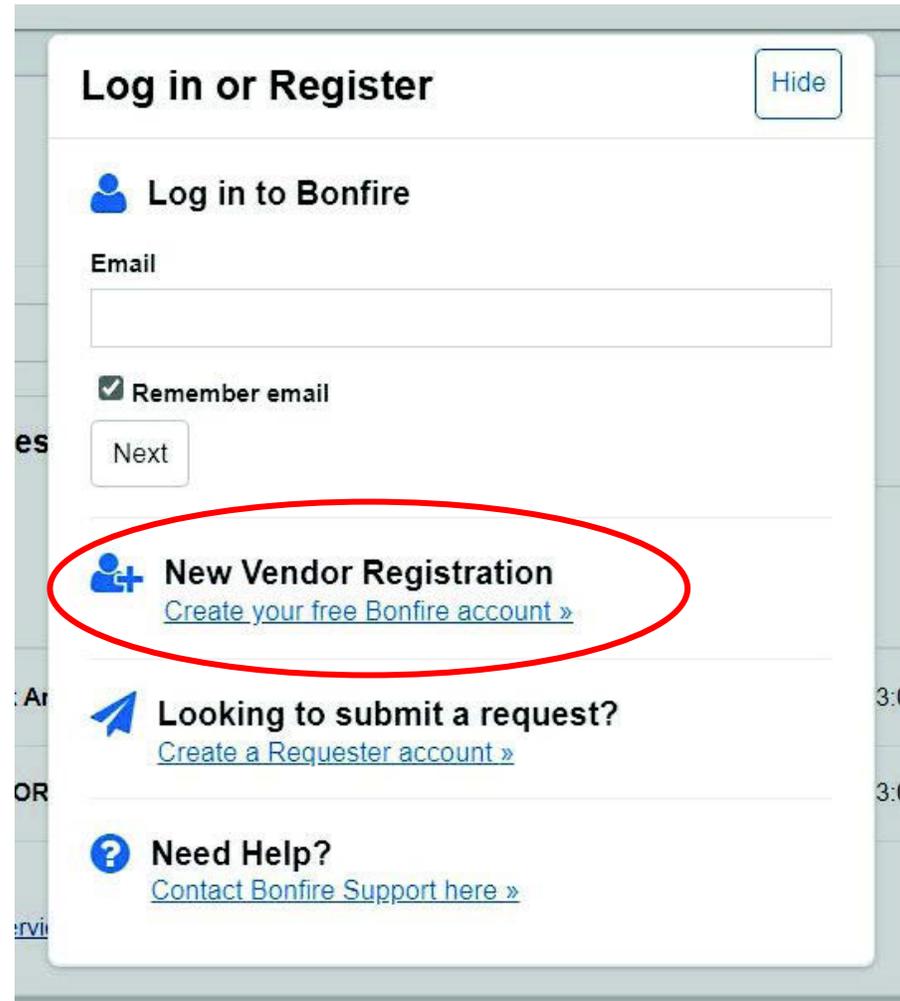1. Select **Log in/Register** at the top of the page, and then follow the steps below to create your account.

2. Enter your email address and select "New Vendor Registration"

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

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.

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Create a Password

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

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.

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.

Account Information

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

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 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:

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