# eSupplier Bidder and Payee Registration Guide

## The first step to do business with the City is to register in eSupplier. Follow these steps to register your business in eSupplier.

### Step 1 - Welcome

1. On the City of Minneapolis public website, navigate to the Get started webpage
2. Review "How to register" and "What you need" info
3. click go to eSupplier button
4. Click the Bidder/Payee Registration tile to register as a supplier
5. Click on Register Now
6. Choose Start a New Registration form and select if you are a Business or Individual
7. Click Next.


### Step 2 – Identifying information

**Note:** If there is an error in your entries, you will see them in Red at the top of the screen

1. Fill in your Tax ID Number, where that is your Social Security Number (SSN), EIN or TIN
2. Fill In your Entity Name (Business Name or Individual name that matches the number you entered in Step 1)
3. Optional – http://URL enter your internet address
4. Choose your Business Classification from the drop-down list
5. Answer at least the questions with an * in front of the question as they are required
   Click on the magnifying glass to get a list of selections
   DBA stands for "Doing Business As"
   When entering dollar figures for your gross sales, enter them without punctuation, just the numeric value.  If not applicable, enter the number 0
6. Click Next.


### Step 3 – Addresses

**Note:** If there is an error in your entries, you will see them in Red at the top of the screen

1.  Enter your business address on Address Line 1, enter City, Postal Zip Code, and State
2. Enter your email address
   If you have other addresses that are different from what you entered above, choose the box next to the kind of address that you want to enter
3. Click Next.

**Step 4 - Contacts**

**Note:** There needs to be at least one contact added so click on Add Contact
1. Fill out first and last name, email address, Telephone Number and Contact Type
2. Under Requested User ID, this will be the User ID that you will login to eSupplier with in the future.  Press OK when done or Add another contact if needed
3. Click Next.

**Step 5 – Categorization**

**Note:** If there is an error in your entries, you will see them in Red at the top of the screen

1. Choose your category from the list by checking the box to the right of the name
2. Choose any other categories for which you provide services
3. Press Next

**Step 6 - Submit**

1. Enter your email address.
2. Check the box to accept the Terms of Agreement
3. Click Submit

**Confirmation**

You will be emailed a confirmation that contains your User ID and a temporary password.  You can use those to Sign In to eSupplier to look up payment history, update profile data or Bid on Contracting Opportunities with the City.

**Questions**

For eSupplier support, please contact:
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