

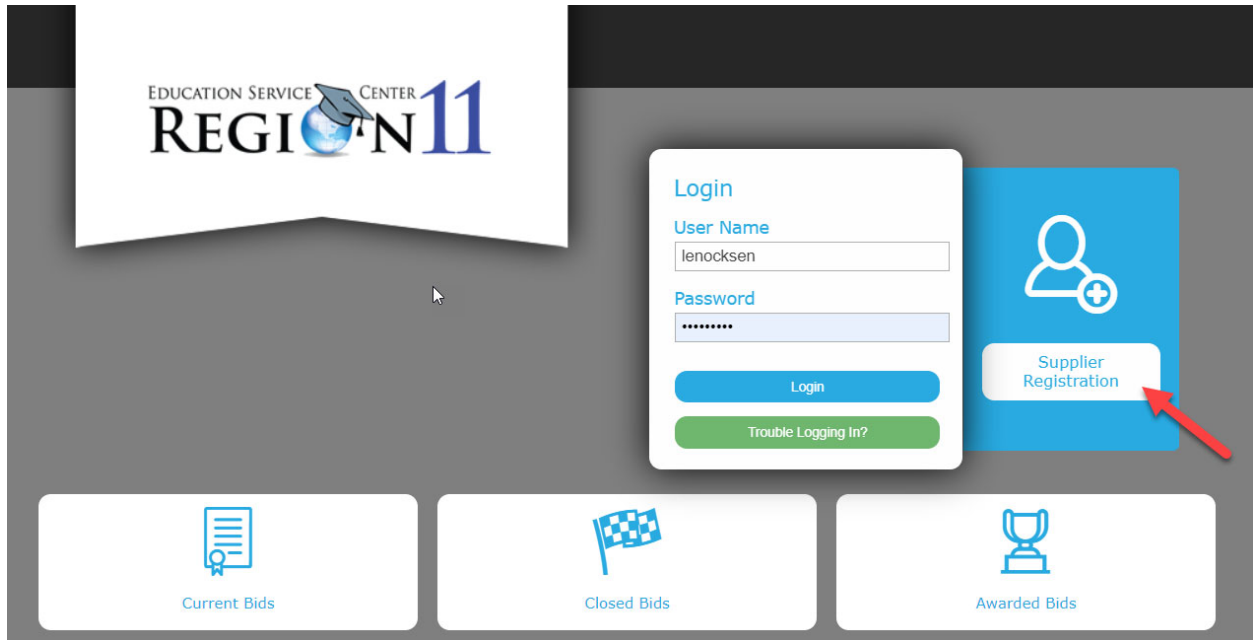
HOW TO REGISTER IN THE ESC REGION 11 ION WAVE SYSTEM


This registration is a **multi-step** process.

Step 1: Click on the link below to enter the eBidding website

<https://esc11.ionwave.net/Login.aspx>

You should see this screen. Click on **Supplier Registration**



You will get this screen. Fill in your Company Name, Main Phone, and DUNS number if you have one. After you enter the information click on 

EDUCATION SERVICE CENTER
REGION 11


Preliminary Info Terms Company Info Addresses W-9 Company

Preliminary Company Information

* Company Name

* Main Phone () ___-___ Ext: International

DUNS

The next screen is the Terms and Conditions. Please read the terms and conditions then click on the box at the bottom to accept the ESC Region 11 Terms and Conditions. Click on .



EDUCATION SERVICE CENTER
REGION 11

Preliminary Info Terms Company Info Addresses W-9 Commodity Codes

ESC Region 11 Terms and Conditions

 Next

The Education Service Center for Region 11, or ESC 11, herein after referred to as Cooperative Web Site (Online Sourcing) Application Terms and Conditions of Access and Use

The Cooperative's online sourcing application is powered by software provided by Ion Wave Inc. (IWT) <http://www.ionwave.net>. The terms and conditions of use herein represent the conditions of use of the Cooperative and IWT as a designated agent.

Only individuals with the authority to accept this agreement and abide by its Terms and Conditions can register. Registering individual and company is herein after referred to as User. Registering on the online sourcing web site alone DOES NOT constitute acceptance as a User, Approved Vendor, Vendor, nor does registration promise access to any solicitation, notification, or award.

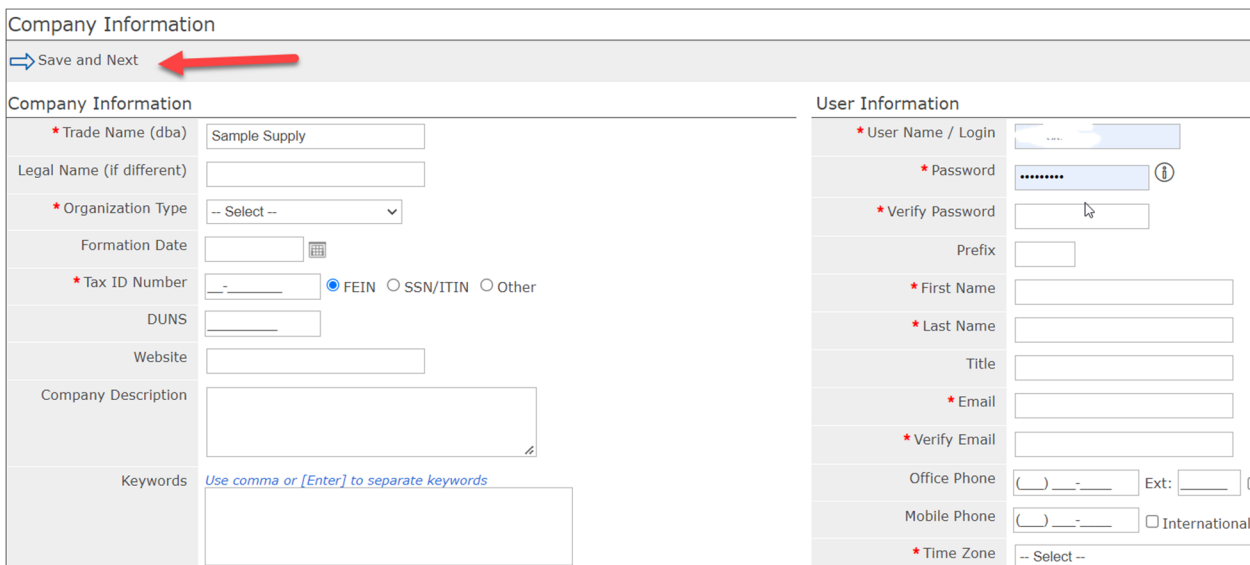
The content and solicitations of this system are intended for the sole use of authorized users and shall not be resold, republished, or referenced without the Cooperative and IWT's expressed written consent.

Effective Date 2/22/2022 02:46 PM (CT)

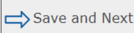
Agreement Date

I Accept the ESC Region 11 Terms and Conditions [\[Printer-Friendly Version\]](#)

The next screen is the Company Information. Fill in all the Company and User information. All required fields are noted with *. Click **Save and Next** when done.



Company Information

 Save and Next

Company Information

* Trade Name (dba)

Legal Name (if different)

* Organization Type

Formation Date

* Tax ID Number FEIN SSN/ITIN Other

DUNS

Website

Company Description

Keywords *Use comma or [Enter] to separate keywords*

User Information

* User Name / Login

* Password ⓘ

* Verify Password

Prefix

* First Name

* Last Name

Title

* Email

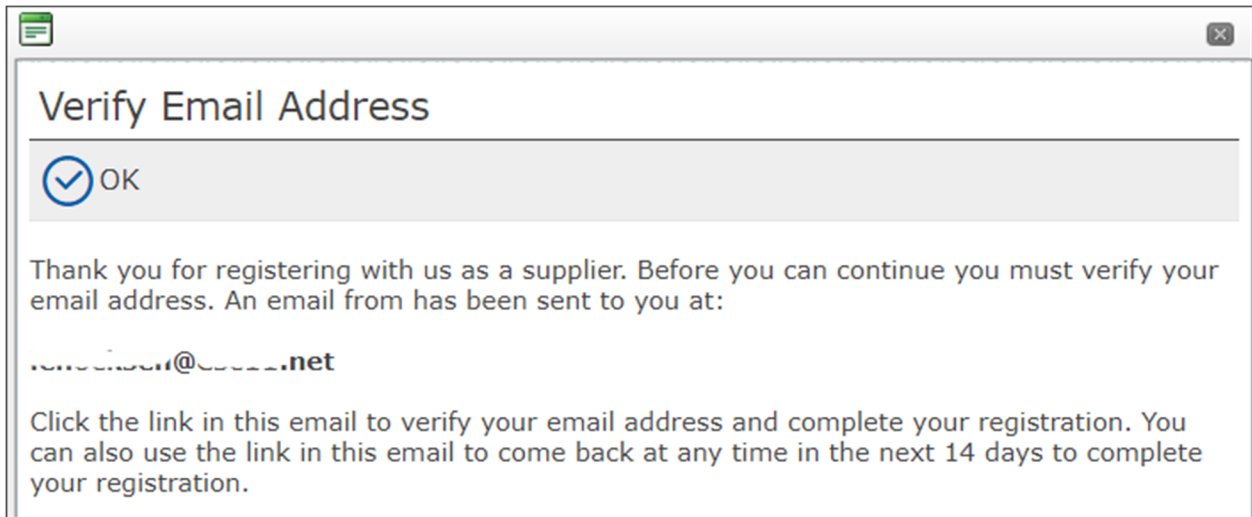
* Verify Email

Office Phone () - - - - Ext:

Mobile Phone () - - - - International

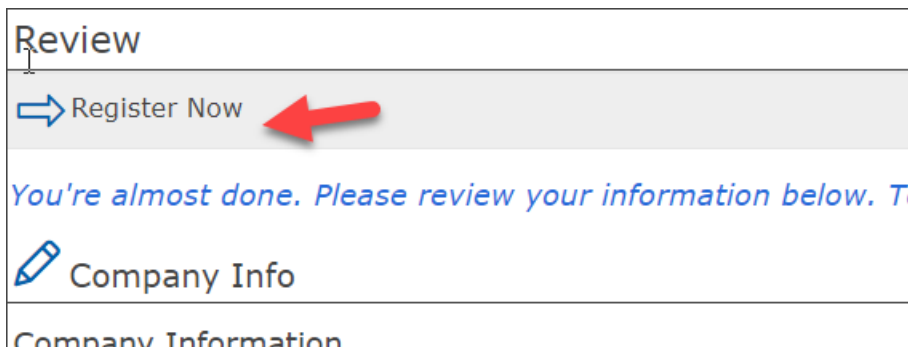
* Time Zone

STEP 2: Once you complete the company information you will get this notice asking you to verify your email address. You will receive an email from noreply@customer.ionwave.net that will include a link you must click on to continue registration.

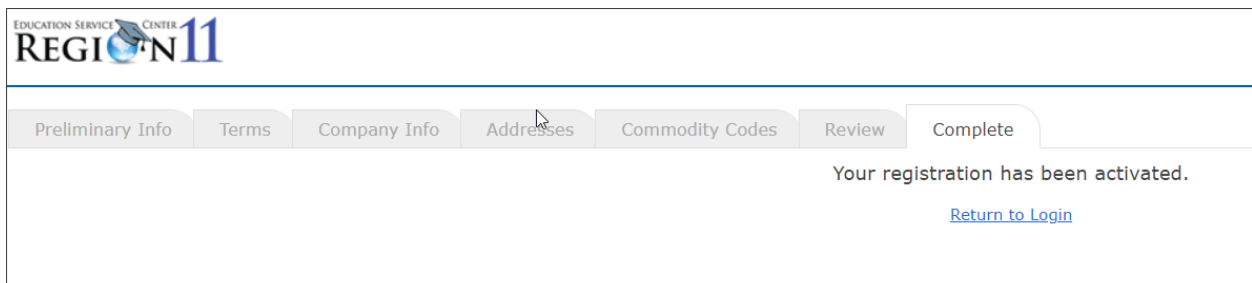


STEP 3: Clicking on the link in the email will take you back to the Company Information screen. Click on **Save and Next** and continue through the remaining screens. On Commodity Codes, select all areas that apply to the products services you provide.

The last screen will be Review. Verify the information you entered is correct and then click **Register Now**.



You will get a screen that says your registration has been activated. You will also receive an email stating the same.



Now that you have completed registration, you can login to view and access the ESC Region 11 bids.

Note: You must submit a bid response in order to be considered for award. Successful completion of this registration process does not make you an “awarded or approved vendor”.