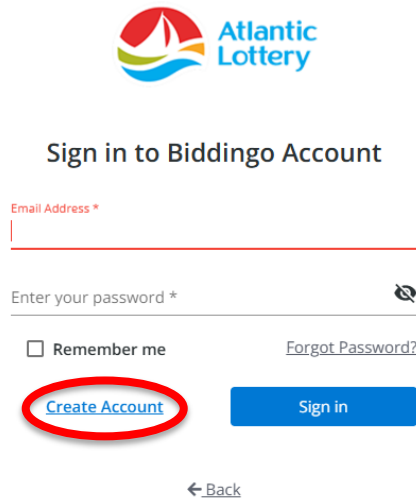# Biddingo User Guide – Quick Registration
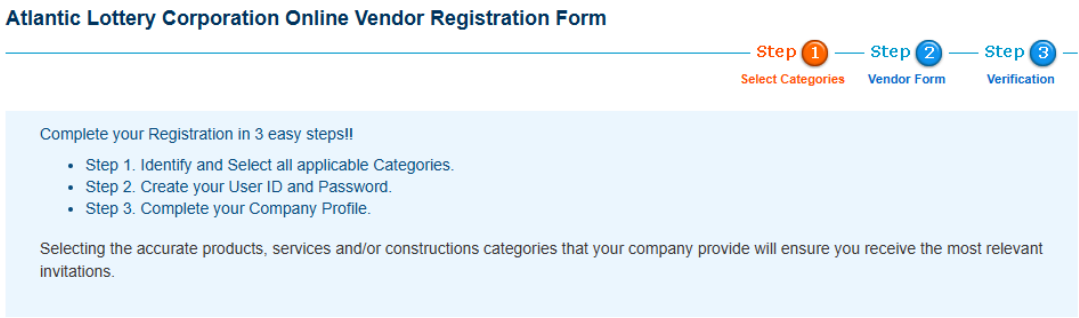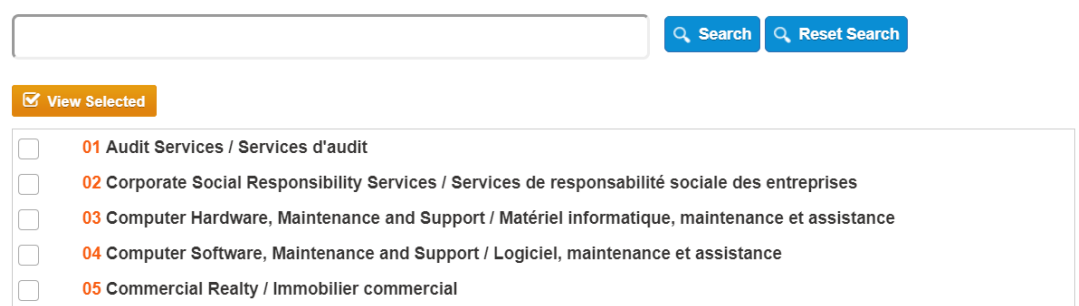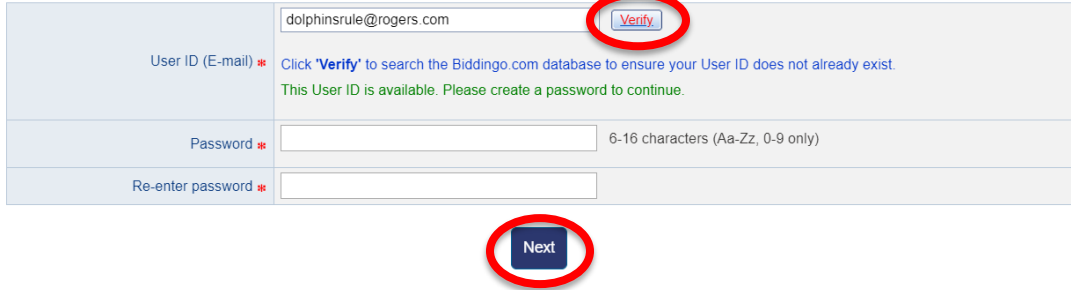
<u>REGISTRATION</u>

Registration is free and is easily completed.

Click one of the following links to get started and follow the step-by-step instructions included below.

English – www.biddingo.com/alc

French – www.biddingo.com/alc and toggle to the French page

Step	Action
1.	On the ALC Biddingo Portal (ABP) Home Page, click on the **Vendor Registration** button. **Atlantic Lottery** Atlantic Lottery has partnered with Biddingo.com, an e-procurement platform, to provide information regarding bid opportunities. All guests to our site can view active bids, bid results and previous award information. If you are interested in working with Atlantic Lottery, please register using the Vendor Registration button below in order to receive email notifications about upcoming procurement opportunities. Doing so will enable you to download bid documents, associated addenda and will provide information about how to respond to the bid. Atlantic Lottery looks forward to learning more about what goods & services your organization offers. Vendor Registration
2.	The following screen appears: **Atlantic Lottery** Sign in to Biddingo Account Email Address * Enter your password * ☐ Remember me Forgot Password? Create Account Sign in ← Back Click the **Create Account** button.

Atlantic Lottery

Step	Action
3.	The following screen appears: **Atlantic Lottery Corporation Online Vendor Registration Form** Step **1** — Step **2** — Step **3** — Select Categories Vendor Form Verification Complete your Registration in 3 easy steps!! • Step 1. Identify and Select all applicable Categories. • Step 2. Create your User ID and Password. • Step 3. Complete your Company Profile. Selecting the accurate products, services and/or constructions categories that your company provide will ensure you receive the most relevant invitations.
4.	Select as many **Categories** as are applicable to your business. ALC utilizes a two-digit commodity code classification system to categorize bids. > Step 1. Select Categories [View Terms and Conditions] 🔍 Search 🔍 Reset Search ☑ View Selected ☐ **01** Audit Services / Services d'audit ☐ **02** Corporate Social Responsibility Services / Services de responsabilité sociale des entreprises ☐ **03** Computer Hardware, Maintenance and Support / Matériel informatique, maintenance et assistance ☐ **04** Computer Software, Maintenance and Support / Logiciel, maintenance et assistance ☐ **05** Commercial Realty / Immobilier commercial
5.	Click the **Continue Application** button. Continue Application

Step	Action
6.	Create your **User ID and Password**. Enter your email address and click **Verify.** The Password fields will appear once your email address has been verified. Enter and Re-enter your Password. >Step 1. Create User ID and Password User ID (E-mail) ∗: dolphinsrule@rogers.com Verify Click **'Verify'** to search the Biddingo.com database to ensure your User ID does not already exist. This User ID is available. Please create a password to continue. Password ∗: _____ 6-16 characters (Aa-Zz, 0-9 only) Re-enter password ∗: _____ Next Click **next.**

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Step	Action
7.	Complete your company profile. All Mandatory Fields (*) in **Step 2: Vendor Registration** must be completed before proceeding. >Step 2. Vendor Registration **(1 page to Complete)** Page NOTE: * = Mandatory All fields marked mandatory have been set by Atlantic Lottery Corporation. **Registrant's Name and Address for Solicitations** Company Name * (Full Legal Name) [ ] Verify Operating As or DBA (if applicable) [ ] Department [ ] Address1 * [ ] Address2 [ ] City * [ ] Postal/Zip Code * [ ] Country * [Canada ▼] Province/State * [New Brunswick ▼] Telephone * [ ] Fax [ ] First Name * [ ] Last Name * [ ] Title [ ] E-mail Address * [dolphinsrule@rogers.com] Web Address [ ] **Save & Go to Verification** **Go Back** Click the **Save & Go to Verification** button.

Step	Action
8.	The next screen allows you to verify all the information entered.

Verify that all information is correct. If changes need to be made, click the [Modify] button and make the changes.

Once you are satisfied with the information, click the **Submit Registration Form** button.

Step	Action
9.	Registration approval is immediate.
	You will receive the following onscreen confirmation.
	Thank you for completing the Vendor Registration for Atlantic Lottery Corporation Your application has been submitted successfully! Congratulations! You are now a registered Atlantic Lottery Corporation Vendor. Questions can be directed to Customer Care at ☎ (416) 756-0955 ✉ info@biddingo.com

HELP & SUPPORT

For problems related to using the ALC Biddingo Portal (ABP) or logging in, please email info@biddingo.com or call Customer Care at **(416) 756-0955**.

FORGOT OR LOST PASSWORD

If you forgot or lost your password, click the Log-in dropdown button and click the "Forgot password?" hyperlink.

Enter your email address and click the "Send Password Reset Link" button.

(?)

Forgot Password?

Enter the email address you used when you joined and we'll send you instructions to reset your password. For security reasons, we do NOT store your password. So rest assured that we will never send your password via email.

Email Address

username@email.com *

Send Password Reset Link