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## User Information

Additional users can be added once your registration has been approved by the organization. We highly suggest adding a secondary user. (See Figure 4.)

- x Password- Password must contain a minimum of 8 characters including: number, 1 letter, and 1 special character.

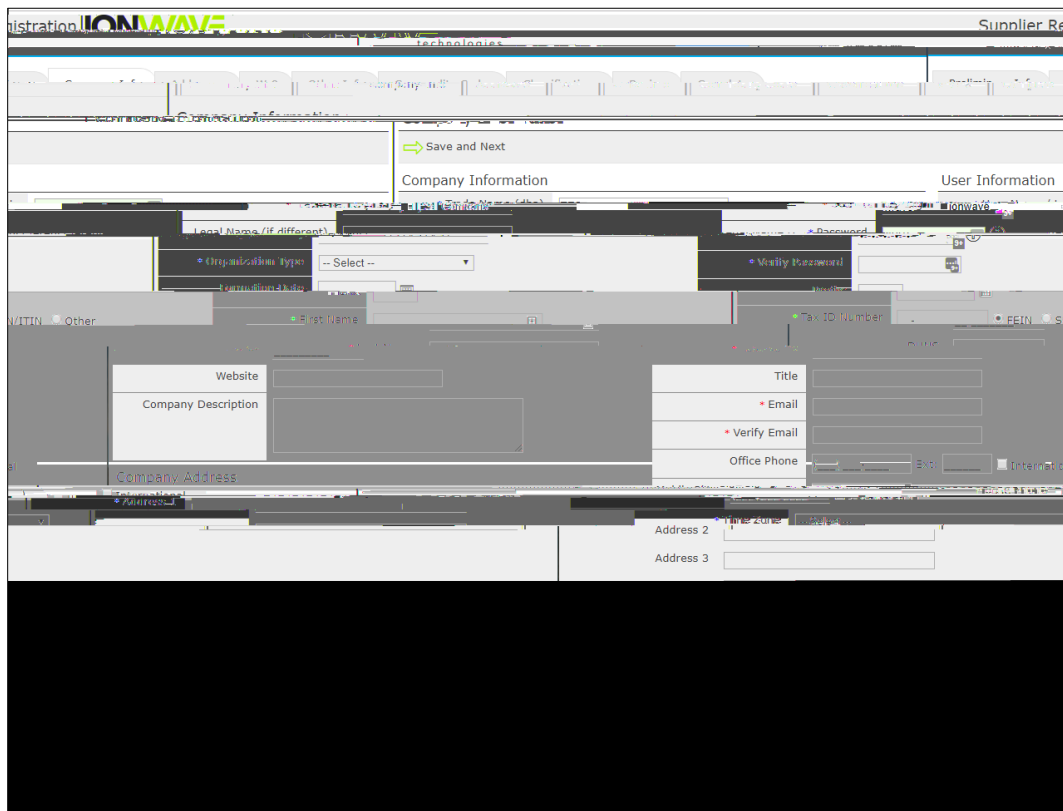
A screenshot of a web registration form for Ion Wave Technologies. The form is divided into two main sections: 'Company Information' and 'User Information'. The 'User Information' section is active and contains several input fields: 'First Name', 'Last Name (if different)', 'Email', 'Verify Email', 'Office Phone', 'Title', 'Website', 'Company Description', 'Company Address' (with fields for Address 1, Address 2, and Address 3), 'Tax ID Number', and 'FEIN'. A 'Save and Next' button is located at the top left of the form. The Ion Wave Technologies logo is visible in the top left corner.

Figure 4

**Important Note:** Selecting your correct Time Zone (including the observation of Daylight Savings) ensure that the time of Issue Dates, Closed Dates, and Activity Dates are displayed accurately. (See Figure 5).

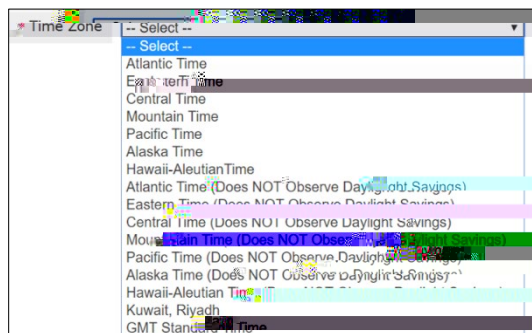
A screenshot of a dropdown menu for selecting a time zone. The menu is titled 'Time Zone' and contains a list of options. The first option is 'Atlantic Time', which is highlighted in blue. Other options include 'Eastern Time', 'Central Time', 'Mountain Time', 'Pacific Time', 'Alaska Time', 'Hawaii-Aleutian Time', 'Atlantic Time (Does NOT Observe Daylight Savings)', 'Eastern Time (Does NOT Observe Daylight Savings)', 'Central Time (Does NOT Observe Daylight Savings)', 'Mountain Time (Does NOT Observe Daylight Savings)', 'Pacific Time (Does NOT Observe Daylight Savings)', 'Alaska Time (Does NOT Observe Daylight Savings)', 'Hawaii-Aleutian Time (Does NOT Observe Daylight Savings)', 'Kuwait, Riyadh', and 'GMT Standard Time'. The dropdown menu is open, showing the list of options.

Figure 5

Select "Save and Next" on the top left-hand side to proceed. (See Figure 4.)



W-9:

Depending on this organization's settings and your organization type, the system may prompt you to complete a W-9 form. You should complete this just as you would a paper version of the form. Check mark all applicable boxes, enter your name or the name of the appropriate representative, and enter the date you are completing this registration. (See Figure 8.)

Figure 8

Other Info. – Depending on this organization's settings, you may be required to answer additional questions.

## Commodity Codes

Selection of Commodities will allow your organization to be invited to solicitations specifically related to businesses as they are released. Please review all commodities and only mark those commodities that pertain to your organization. The commodity main categories can be expanded by clicking either on the bold text.

The Search tool allows you to enter a keyword and Search the commodity listing. The system will highlight those commodities matching your search. (See Figure 10)

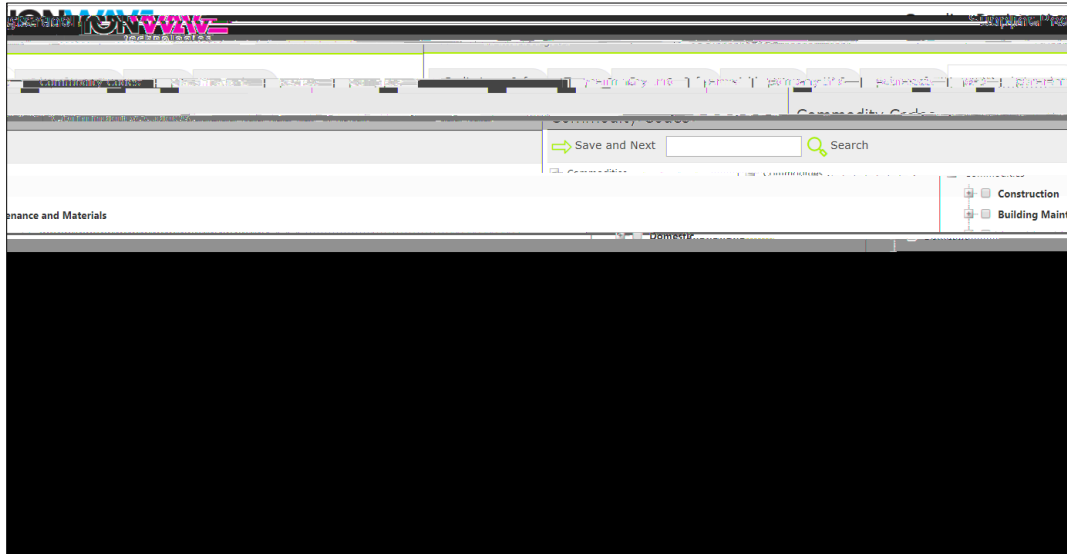


Figure10

## Classifications

Depending on this organization's settings, you may be asked to provide information about Special Classifications related to your business and may be prompted to upload a document verifying your qualification for this classification.

Check mark each classification that applies to your organization and if prompted, upload a document from your desktop by clicking the 'Select' tool and then selecting the appropriate file from your computer. (See Figure 11.)

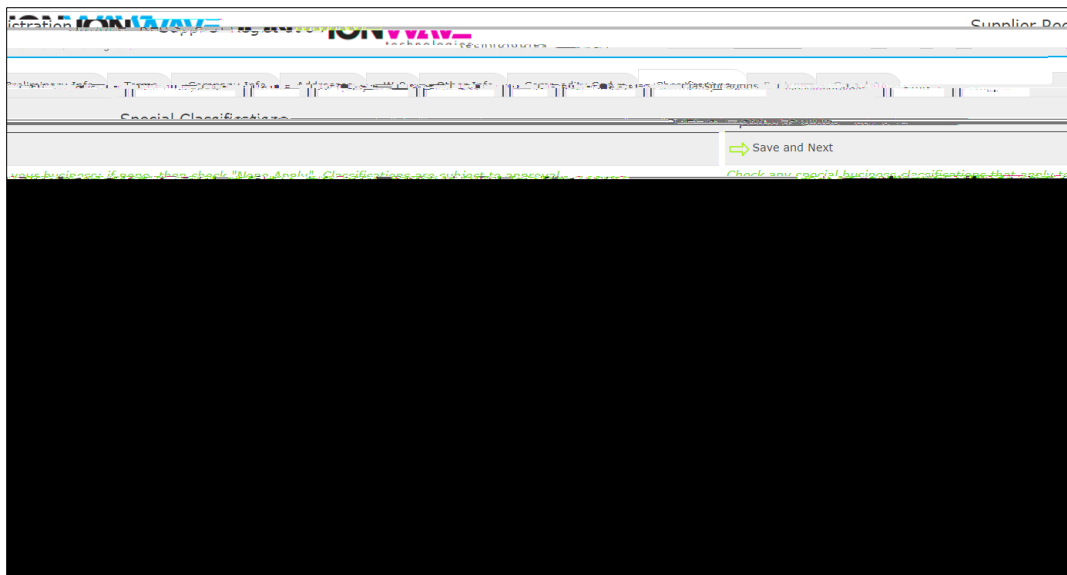


Figure11

### Review

Look over all entered information and verify all information is correct. If you need to make corrections, you can either click the [edit] tool for that section of the tab where that information is. **Register Now** when ready to submit. (See Figure 12.)



Figure12

### Complete

Congratulations! Your registration is complete. Once your registration has been reviewed by this organization's purchasing department you will receive an additional email with further instructions. (See Figure 13.)

Any questions about your registration or this process will need to be directed to this organization's purchasing department.



Figure13