To register your business in eMaryland Marketplace, follow the instructions below.

Visit [www.emarylandmarketplace.com](http://www.emarylandmarketplace.com). Select the link for *eMaryland Marketplace (eMM) Login*.
The eMaryland Marketplace Login screen will open. Select the link to Register.
A pop-up screen will open. Complete the open fields:

- **Tax ID**: Enter the EIN or social security number your business is registered under.
- **Company Name**: Enter your company name.
- **EIN or SSN**: Select the option for EIN or SSN.
- **Country**: Enter the country where your business is based.
- **Email Address**: Enter the email address for your company. Note: this will be the email address in which all eMaryland Marketplace correspondence, including bid notifications, will be sent.

Select **Submit**.

eMaryland Marketplace will open and guide you through a series of screens to complete the registration process.

Note: If you exit the system prior to completing the registration process you will need to complete your registration upon returning to eMaryland Marketplace. Please see the Complete Your Registration Quick Reference Guide for instructions.

Here is a summary of each screen in the process:
Company Information – Basic information about your company.
SBR – Small Business Reserve registration process. For more information about the Small Business Reserve, refer to the Small Business Programs Frequently Asked Questions.
Administrator – Set up the administrator access for your company profile.
Addresses – Add additional company addresses (not required).
Terms – You may skip this screen. This information is not used by the State of Maryland.
Categories & Certifications – General questions about your business.
Commodity/Service Codes – Select the NIGP codes associated with the goods and/or services your company provides.
Summary – Summarizes your business registration.

Company Information

Enter your company information. You must complete all fields marked with an asterisk (*). When finished, select Save & Continue Registration.

For a description of each field, select the icon in the upper right of the screen.

The SBR Pre-Qualification screen will open.
The SBR screen allows you to complete the Small Business Reserve self-registration process. For more information about the Small Business Reserve, refer to the Small Business Programs Frequently Asked Questions.

The first screen in the process is the SBR Pre-Qualification statement. Read over the entire statement and select one of three options:

I Acknowledge – Select this option if you accept the SBR Pre-Qualification statement. By selecting I Acknowledge you will be prompted to continue with the SBR self-registration process.

I Disagree – Select this option if you do not agree with the Pre-Qualification Statement. Note: By selecting I Disagree, you will bypass the SBR self-registration process and will continue through the remainder of the business registration process.

No Thanks - Select this option if you do not wish to participate in the Small Business Reserve. Note: By selecting I Disagree, you will bypass the SBR self-registration process and will continue through the remainder of the business registration process.
After acknowledging the Pre-Qualification statement, the Pre-Qualification questions will open. Answering the questions on this screen will determine your eligibility for the Small Business Reserve.

After completing all questions, select *Save & Continue Registration*.

Note: For additional information, roll your mouse pointer over the ? next to the question.

You will be notified immediately whether or not your business meets the qualification criteria for the Small Business Reserve. Select *Continue Registration*. 
**Administrator**

The Administrator screen prompts you to assign an administrator for your company profile. The Administrator has full access to make changes to the company profile including adding additional users. For instructions on adding additional users, refer to the *Adding Users Quick Reference Guide*.

You must complete all fields marked with an asterisk (*).

- **Email** – Enter the email address associated with this user.
- **Login ID** – Create a login ID to be used by this user only. If additional users need access, the administrator may add additional users at a later time.
- **New Password** – Enter the password to be used by this user to access eMaryland Marketplace.
- **Confirm Password** – Re-enter the password.
- **Login Question** – Select a Login Question from the dropdown box. This question will be used in the event the user forgets their password.
- **Login Answer** – Provide an answer to the Login Question. The user will be prompted to provide this answer in the event they forget their password.

Once you have completed all fields, select **Save & Continue Registration**.

Note: For a description of each field, select the icon in the upper right of the screen.
Address

The address screen list addresses associated with the company. The General company address is automatically added to this screen. If you wish to add additional addresses, you may do so using this screen.

If you do not wish to enter an additional address select *Continue Registration*. You may skip to the **Terms** screen instruction below.

To add an additional address, select **Add Another Address**.

Enter the new address information. To add an additional address select **Save & Add Another** and repeat this process. If you have completed adding addresses select **Save & Continue Registration**.
Terms

The Terms screen is not used by the State of Maryland. It is not necessary to complete any information on this screen. To bypass this screen select *Save & Continue Registration*. 

Categories & Certifications

The categories & certifications screen asks you to complete a variety of questions about your business.

You must provide a response to each question. See an explanation of each question below:

Counties Served

Indicate which counties your company serves.

Click on the box next to each county your company serves. After clicking on the box, a check mark will appear to indicate you have selected that county. To select all counties, click on the box under Select.
SDAT Department ID (Certification ID)
Indicate whether or not your company has an SDAT identification number. If yes, enter the number in the Notes box.

Organization Type
Indicate the industry that best fits your organization.

Dunn & Bradstreet
Indicate whether or not your business has a Dunn & Bradstreet number. If yes, enter the number in the Notes box.

Contractor License
Indicate whether or not your business has a contractor license. If yes, enter the license number in the Notes box.
**Business License**
Indicate whether or not you hold a business license for your company. If so, provide the license number in the Notes box.

<table>
<thead>
<tr>
<th>Category: Business License</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description: Does your business have a Business License? If so, please enter your Business License # in the Notes section below.</td>
</tr>
<tr>
<td>Yes/No</td>
</tr>
</tbody>
</table>

**Independent Ownership**
Indicate whether or not your business is independently owned. Provide the names of any partners or proprietors in the Notes box.

<table>
<thead>
<tr>
<th>Category: Independent Ownership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description: Is your business independently owned? Please provide the name(s) of owner(s), Partners or Proprietors in the Notes section below.</td>
</tr>
<tr>
<td>Yes/No</td>
</tr>
</tbody>
</table>

**State of Maryland Business**
Indicate whether or not your business regularly conducts business in the State of Maryland.

<table>
<thead>
<tr>
<th>Category: State of Maryland Business</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description: Does your business regularly conduct business in the State of Maryland?</td>
</tr>
<tr>
<td>Yes/No</td>
</tr>
</tbody>
</table>

**Maryland Resident Employees**
Indicate if your organization has any employees that are Maryland residents. If Yes, indicate the number of employees in the Notes section.

<table>
<thead>
<tr>
<th>Category: Maryland Resident Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description: Does your business have employees that are Maryland residents? Please note the total # of Employees that are Maryland Residents in the Notes section below.</td>
</tr>
<tr>
<td>Yes/No</td>
</tr>
</tbody>
</table>
Payroll Employees
Indicate if your company has any employees on payroll. If Yes, enter the number of employees in the Notes section.

Gross Sales Last Fiscal Year
If your business has been operating for more than one year, select Yes, then enter your gross sales for the most recently completed fiscal year in the Notes section.

If your business has been operating for less than one year, select No. Leave the Notes section blank.

Note: A Fiscal Year (FY) runs July 1st through June 30th of each year.

Self-Identified Veteran
Indicate if you are registered as a Veteran Owned Small Business (VOSB) with the U.S. Department of Veteran’s Affairs Office of Small and Disadvantaged Business Utilization (OSDBU) through the federal VetBiz website.
Ownership Type
Select the field that best fits the ownership status of your organization.

<table>
<thead>
<tr>
<th>Category: Ownership Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description: Enter the ownership type that best fits your organization.</td>
</tr>
<tr>
<td>Please select exactly one category value.</td>
</tr>
<tr>
<td>[ ] Financial Institution</td>
</tr>
<tr>
<td>[ ] Foreign</td>
</tr>
<tr>
<td>[ ] Sole Ownership</td>
</tr>
<tr>
<td>[ ] Medical Corporation</td>
</tr>
<tr>
<td>[ ] Non-Profit Organization</td>
</tr>
<tr>
<td>[ ] Out of State Corporation</td>
</tr>
<tr>
<td>[ ] Partnership</td>
</tr>
<tr>
<td>[ ] Professional Association</td>
</tr>
<tr>
<td>[ ] Professional Corporation</td>
</tr>
<tr>
<td>[ ] State Corporation</td>
</tr>
<tr>
<td>[ ] Unspecified</td>
</tr>
</tbody>
</table>

Note:

Majority Ownership
Select the field(s) that apply to majority owner(s).

<table>
<thead>
<tr>
<th>Category: Majority Ownership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description: Please select the applicable Majority Ownership Type below.</td>
</tr>
<tr>
<td>Please select exactly one category value.</td>
</tr>
<tr>
<td>[ ] Aboriginal American</td>
</tr>
<tr>
<td>[ ] American Indian</td>
</tr>
<tr>
<td>[ ] Anerican</td>
</tr>
<tr>
<td>[ ] Asian American</td>
</tr>
<tr>
<td>[ ] Hispanic</td>
</tr>
<tr>
<td>[ ] Native American or Alaska Native or Native Hawaiian or Other Pacific Islander</td>
</tr>
<tr>
<td>[ ] Native American or Alaska Native or Native Hawaiian or Other Pacific Islander</td>
</tr>
<tr>
<td>[ ] None of the above</td>
</tr>
</tbody>
</table>

Note:

Once you have provided a response to all questions, select Save & Continue Registration.
Commodity/Service Codes

The Commodity/Service Codes screen is used to identify the products and/or services your company provides. The codes entered on this screen are used to notify businesses when the Government is buying the goods/services your company sells.

eMaryland Marketplace uses the National Institute of Governmental Purchasing (NIGP) coding system for identification of goods and services. For more information on the NIGP coding system, visit the NIGP website at https://www.nigp.com/index.php.

The Commodity/Service Codes tab will display the Commodity and Service Code Search box and NIGP Code Browse screen. From here, you may select new codes multiple ways:

1. Search – You may search by using the NIGP dropdown boxes or the keyword search box.
2. NIGP Code Browse – You may browse NIGP codes by “drilling down” to the codes you wish to add.

1. Using the Search Box –

There are two ways to use the Search box to add codes to your profile:

1a. – Use the NIGP dropdown boxes
1b. – Use the NIGP Keyword search box
1a. To search using the dropdown boxes, first select a commodity/service class from the NIGP Class box. A list of codes will appear at the bottom of the screen.

To select codes to add to your company profile, click on the box next to the code you wish to add. A check will appear in the box. Once you have selected all codes you wish to add, select Save if you are finished adding codes or Save and Add More if you would like to add more codes. Note: when selecting Save and Add More you will be directed back to the Commodity/Service Code Search Screen. Repeat the process above to select more codes.

After selecting Save a list of all active commodity/service codes will display including all newly added codes.

1b. To search using the NIGP Keyword search box, type a keyword into the search box. You may search using ALL of the criteria or ANY of the criteria. Select Search.

For example, if your company provides signs, you may type “sign” into the NIGP Keyword box. Select Search.

A listing of all codes associated with the word “sign” will display. You will notice, for this particular search, there are 172 results on 7 pages. You may scroll through all pages to select the codes, or you may refine your search by changing the keyword(s).
To select codes to add to your company profile, click on the box next to the code you wish to add. A check will appear in the box. Once you have selected all codes you wish to add, select Save if you are finished adding codes or Save and Add More if you would like to add more codes. Note: when selecting Save and Add More you will be directed back to the Commodity/Service Code Search Screen. Repeat the process above to select more codes.

After selecting Save a list of all active commodity/service codes will display including all newly added codes.

2. NIGP Code Browse

NIGP Code Browse allows you to search for codes by clicking through a series of code categories and sub-categories until you find the code(s) that relate to your business.

Click on the number next to the category you wish to browse through. For example, if your company sells arts and crafts click on 03 next to Arts, Crafts, Entertainment, Theatre.

A list of sub-categories will display. Select on the number next to the sub-category you wish to search. For example, click 232 for general crafts.

A list of codes related to the sub-category you selected will display. To select codes to add to your profile, click on the box next to the code you wish to add. A check will appear in the box. Once you have selected all codes you wish to add, select Save if you are finished adding codes or Save and Add More if you would like to add more codes. Note: when selecting Save and Add
More you will be directed back to the Commodity/Service Code Search Screen. Repeat the process above to select more codes.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>20-42</td>
<td>Metals, Iron, Steel, and Allied Products and Accessories</td>
</tr>
<tr>
<td>20.20</td>
<td>Textile Textile Textile Textile Textile</td>
</tr>
<tr>
<td>20.25</td>
<td>Desks and Desks Desks Desks Desks</td>
</tr>
<tr>
<td>221</td>
<td>Carpet Cleaning Machines</td>
</tr>
</tbody>
</table>

After selecting Save a list of all active commodity/service codes will display including all newly added codes.

**Summary**

The summary tab will summarize all of the information entered in the previous seven tabs (Company Information, SBR, Administrator, Addresses, Terms, Categories & Certifications, and Commodity/Service Codes). Review this information for accuracy and completeness.

If eMaryland Marketplace determines that required information is missing, you will see an Overall Validation Error at the top of the Summary screen. If this error does occur, you must correct the error prior to completing registration.

To correct the error, click on the link under the error message. This will take you to the tab that requires completion. After correcting the error, select the Summary tab.

After you review the Summary tab for accuracy and completeness, select Complete Registration at the bottom of the screen. Your registration will be submitted and a message will display on your screen:
You are now registered in eMaryland Marketplace.

Registration Confirmation

Once you submit your registration, an email will be sent to the email address provided. The email will contain your Login ID, Password, and Vendor #. Retain this information for your records.

Dear [Customer Name],

Thank you for registering with eMaryland Marketplace. Your account has been activated. Below you will find your login ID and password:

Login ID: [Login ID]
Password: [Password]
Vendor #: [Vendor #] - eMM Training

Please log in to the eMaryland Marketplace application. If you have any questions concerning your account, please contact us at 410-757-4492.

Thank you,
State of Maryland

Use this link to log on to eMaryland Marketplace: [https://emaryland.buy speed.com/#/login]

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