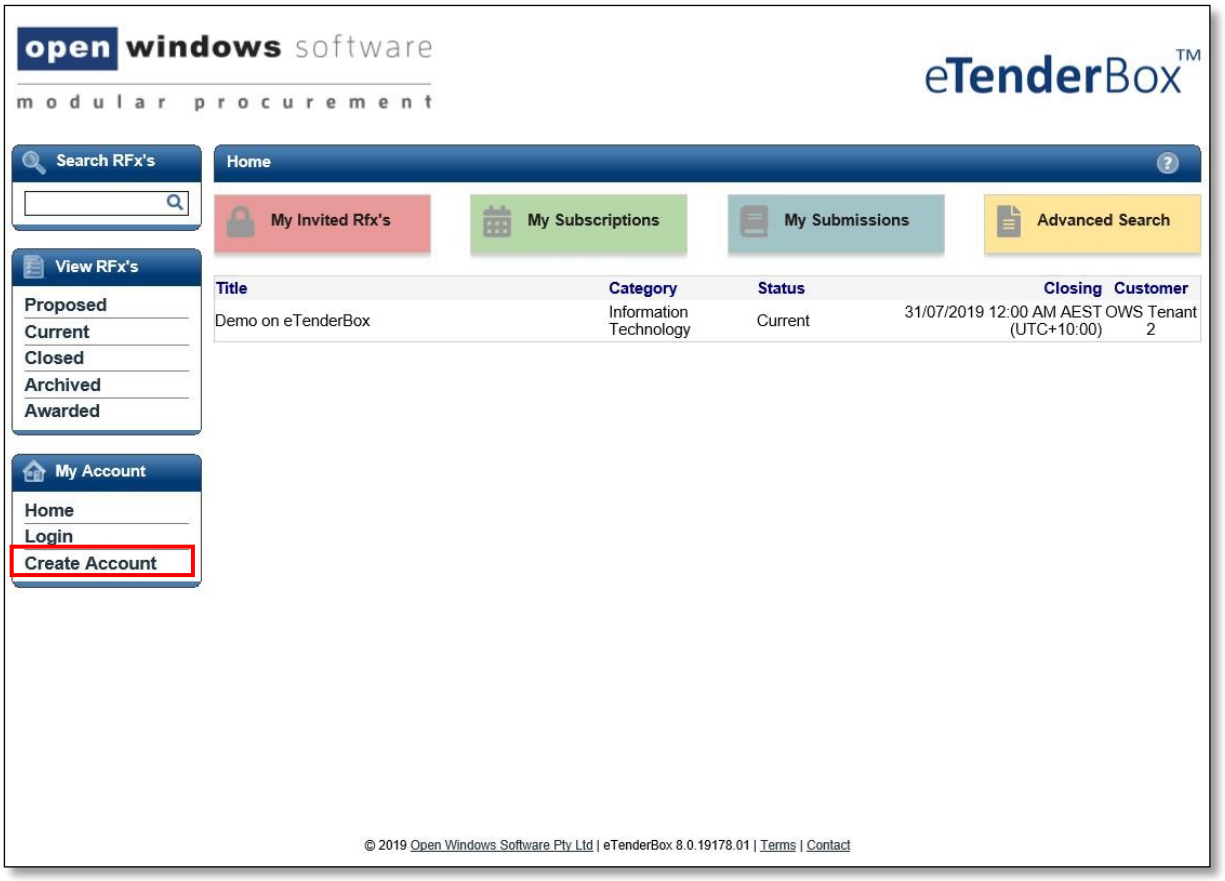
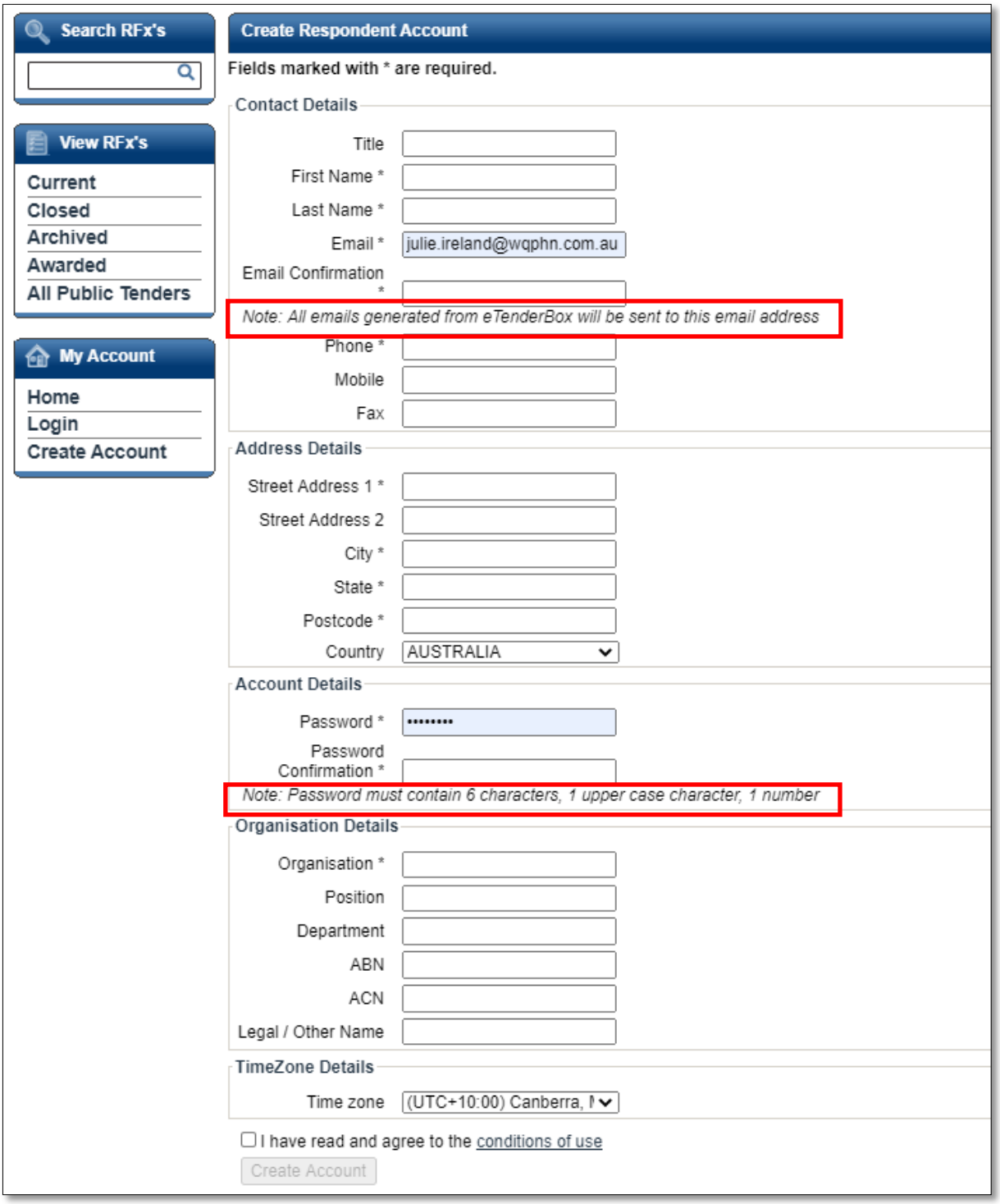
1. Registering on the eTenderBox

You are required to register on the eTenderBox to lodge submissions and access invited tenders. Use the following instructions to register, you will only need to do this if you have not previously registered and/or do not have an eTenderBox account.

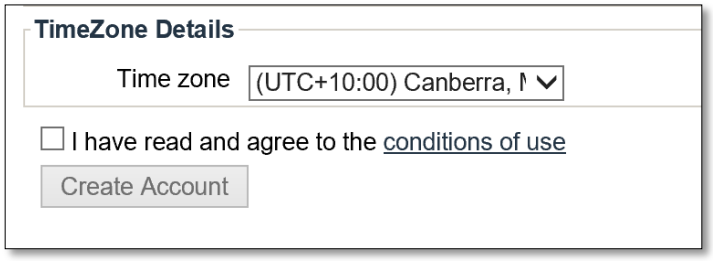
1. From the **My Account** widget, select **Create Account**.



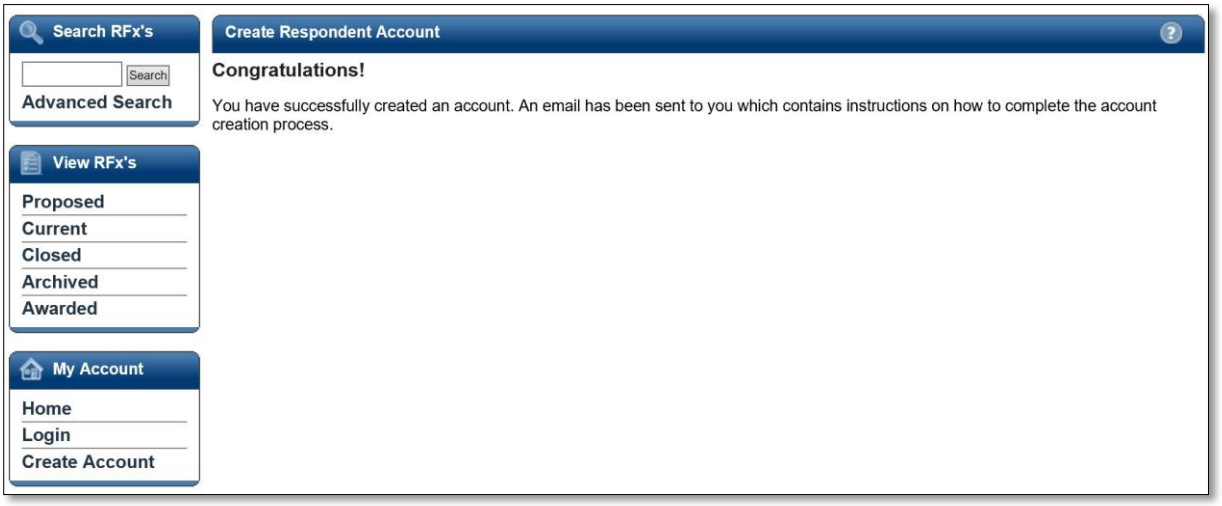
2. Complete your details on the **Respondent Registration** page. Note all fields marked with * are mandatory.



3. Review the **Conditions of Use** and select the checkbox. Select **Create Account** to complete the registration.



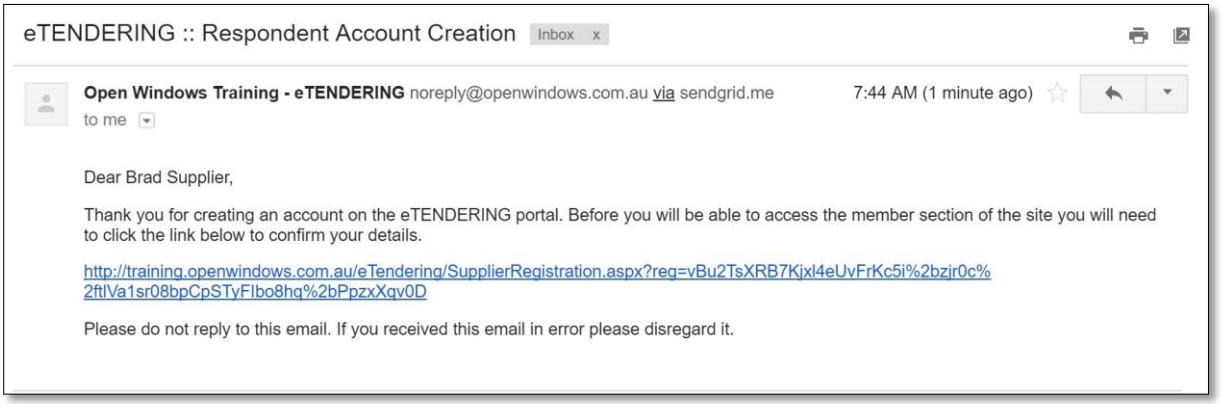
4. A message will appear indicating you have successfully registered and notify you that an email has been sent to you with instructions on how to complete the registration process.



5. You will receive an email like the following from eTenderBox. Click the verification hyperlink to complete the registration.

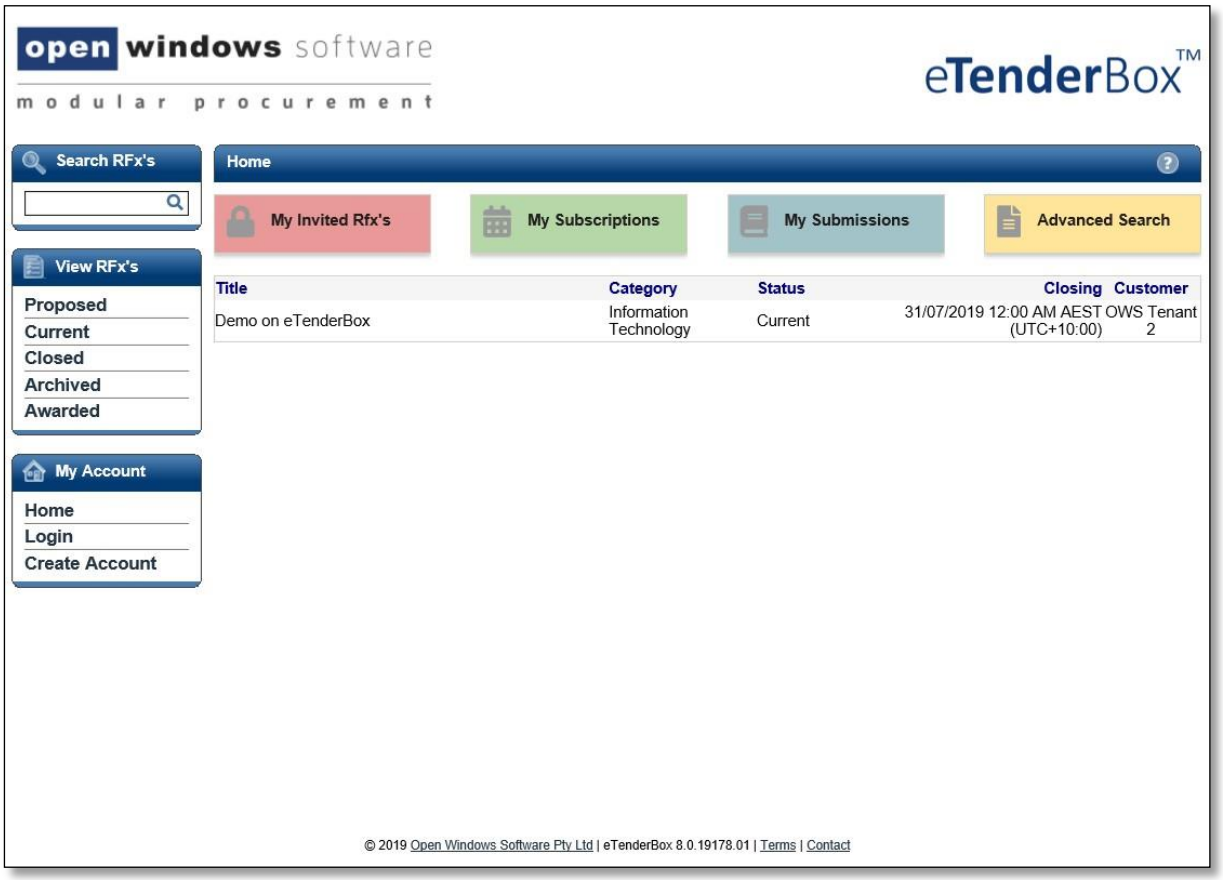
NOTE: *Your email security settings may prevent this hyperlink from being active.*

If this is the case copy and paste the link into the address bar of your internet browser.



6. The link will open eTenderBox to the **Respondent Account Registration** page. Enter your password to log into your account.

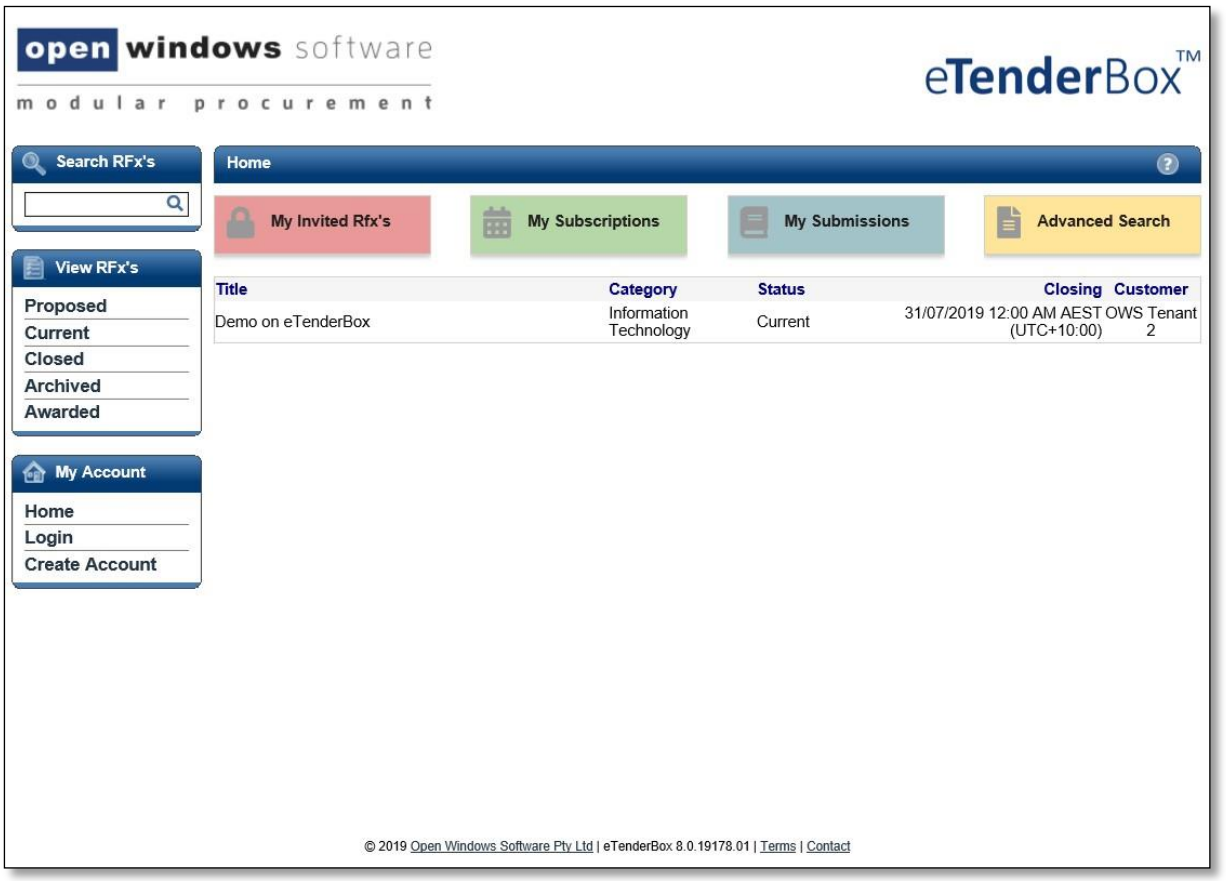
7. Once logged in you will be directed to the **eTenderBox** dashboard.



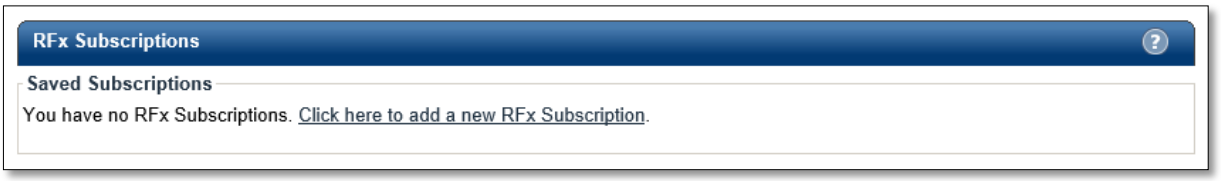
2. Setting up Subscriptions

You may wish to setup subscription alerts to ensure you are notified by email when an advertised tender matches a category you have subscribed to.

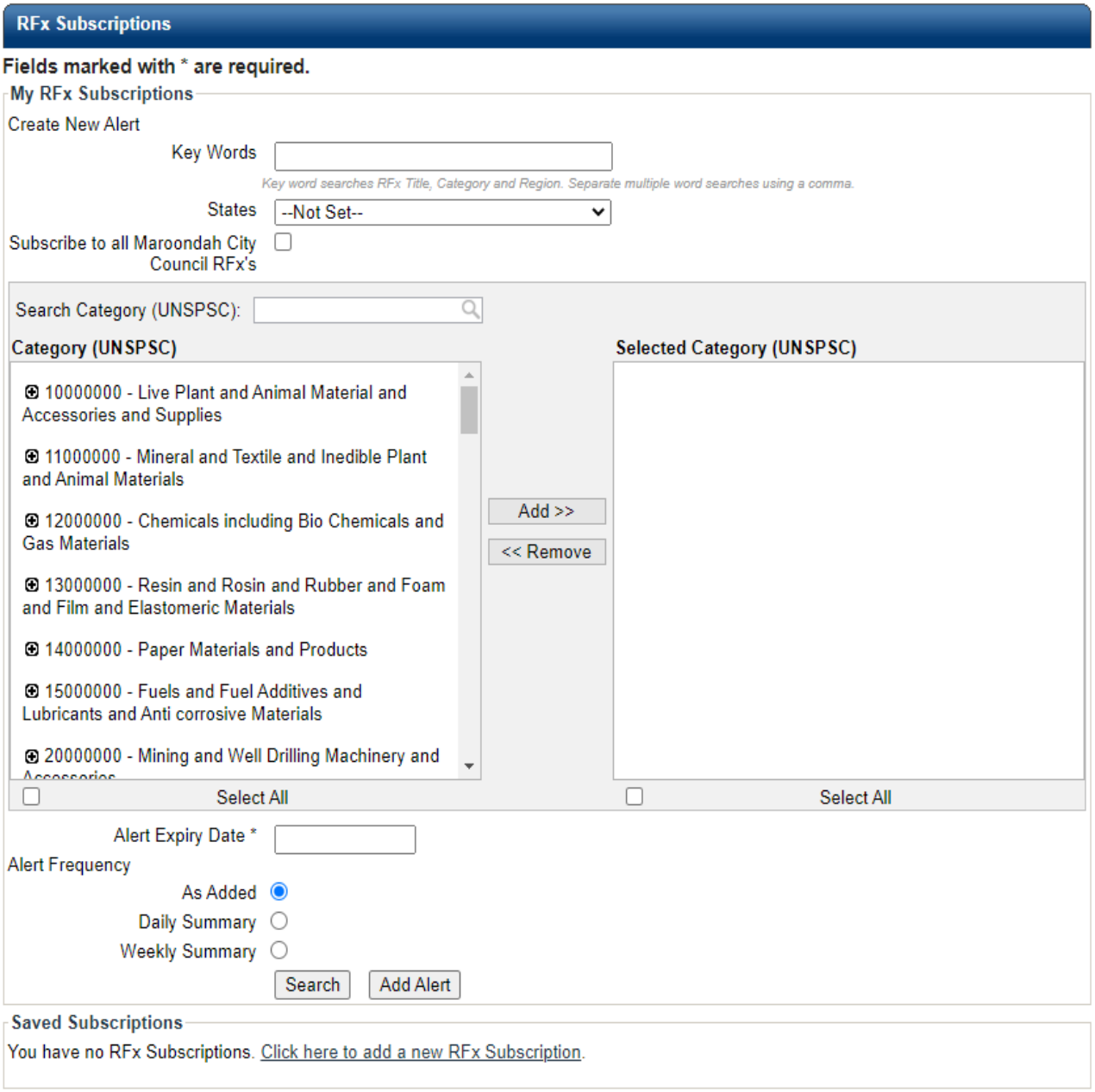
1. Click the **'My Subscriptions'** button on the dashboard.



2. Select the link 'Click here to add a new RFx Subscription'.



3. The following screen will appear:



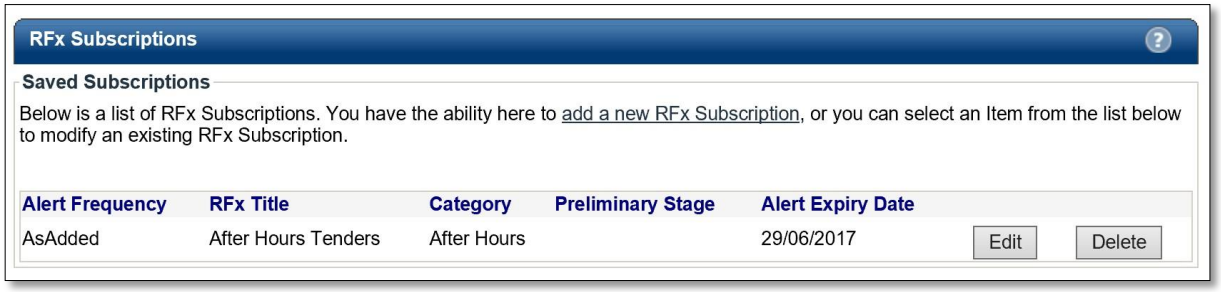
4. Tick the **Subscribe to all Maroondah City Council's RFx's** box **if** you would like to receive alerts for all of Council's public advertised tenders, or

5. To subscribe to specific alerts, enter the combination of search criteria required for the subscription:

- Key Words – enter key words to perform a word search. i.e. **'After Hours'**, this will search for all tenders with RFx titles that match the title of **'After Hours'.**
- Select the **'Category'** using the UNSPSC categories.
- Add an **'Alert Expiry Date'** sometime into the future.
- Choose from either **'As Added'**, **'Daily Summary'** or **'Weekly Summary'** for the frequency of the alert to be provided.

6. Select '**Add Alert'**.

7. If you select **'Test Alert'** you will receive an email as a test for that alert.

8. Your alert will be listed in the RFx Subscriptions screen.

9. You can add, remove or adjust alerts at any time.