

# Registration Instructions

All Vendors will need to register and set up an account on the OFS Link platform. This will provide access to OFS Link Bid Management Systems.

- Go to <https://app.myofslink.com/rapid/login>
- Click on **Vendor Registration** and fill in required information and set up username and password.

## Get started with your account today!

Already have an account? [Sign In](#)

Please Complete This form to Register

Account Type \*

Vendor of Goods or Services ▼

Representative Type \*

Select Representative Type ▼

Contact Type (Select all that apply) \*

Select Contact Type

Title

Select Title ▼

First Name \*

First Name

# Account Registration

- Provide your contact address information.

The image shows a four-step registration process. Step 1, 'Account Registration', is the active step, indicated by a blue circle and a blue line. Below the progress bar are two tabs: 'Representative' and 'Address', with the 'Address' tab selected. The main form area is titled 'Address Information' and contains three fields: a dropdown for 'Time Zone', a text input for 'Address Line 1', and another text input for 'Address Line 2'.

**1 Account Registration**  
Enter representative and address information.

**2 Profile Information**  
Enter reasons for registration.

**3 Company Information**  
Enter company specific information.

**4 Review Your Details**  
Review the details of the information you entered.

Representative Address

### Address Information

**Time Zone \***  
Time Zone

**Address Line 1 \***  
Street address, P.O. Box, c/o, etc..

**Address Line 2**  
Apartment, suite, unit, building, floor, etc..

# Profile Information

- Select the reason for registration
  - Selecting the correct reason(s) helps with having your registration processed quickly and correctly
  - Once the reason(s) is selected please provide as much information as possible.

The image shows a registration process flow with four steps: 1. Account Registration (Enter representative and address information), 2. Profile Information (Enter reasons for registration), 3. Company Information (Enter company specific information), and 4. Review Your Details (Review the details of the information you entered). Step 2 is currently active.

Reason

Reasons For Registration (Select all that apply)

- Referred by OFS Link
- Invited to Bid on RFQ
- Referred by a Specific Buyer
- Referred by a Specific OFS Link Client
- Referred by Another Vendor

If none of the above apply, please explain how you heard about us.

How did you hear about us?

Next

# Company Information

- Provide the following company information:
  - Local
  - Business Unit/Service Line
  - Corporate
- Each company can be different or they can be the same.

1 **Account Registration**  
Enter representative and address information.

2 **Profile Information**  
Enter reasons for registration.

3 **Company Information**  
Enter company specific information

4 **Review Your Details**  
Review the details of the information you entered

Local  Business Unit/Service Line  Corporate

**Company Information** Copy

**Business Type (Select all that apply) \***

Business Type

**Legal Name \***

Legal Name

**Website**

Website

- After all the Company Information has been provided, review your details.
- Read and accept the Terms and Conditions.
- Click Process to complete registration
- When your registration is complete you will receive a confirmation E-mail.
- Support will review and send you an E-mail with instructions on how to proceed.

The diagram shows a four-step registration process: 1. Account Registration (Enter representative and address information), 2. Profile Information (Enter reasons for registration), 3. Company Information (Enter company specific information), and 4. Review Your Details (Review the details of the information you entered).

Review your data, accept terms, and press 'Process' to complete your registration.

1 **Click to Accept Terms and Conditions** 2 **Process**

Account Profile Company

**Account Registration** [Edit](#)

**Representative**

**Account Type** Vendor of Goods or Services

**Representative Type** Corporate Office & Local Office Representative

Are you the vendor administrator who will be representing the company by maintaining the contact list, company services, geographic areas served, and filling out the credential questionnaire? Yes

**Contact Type (Select all that apply)**

- Sales
- Applications Engineer

## Thank You...

Your registration request has been submitted.

Thank you for registering. Our account administrators have been notified of your request and will review your registration form. After review, you will be contacted regarding next steps needed to complete the process of setting up your account.

[Logout](#)