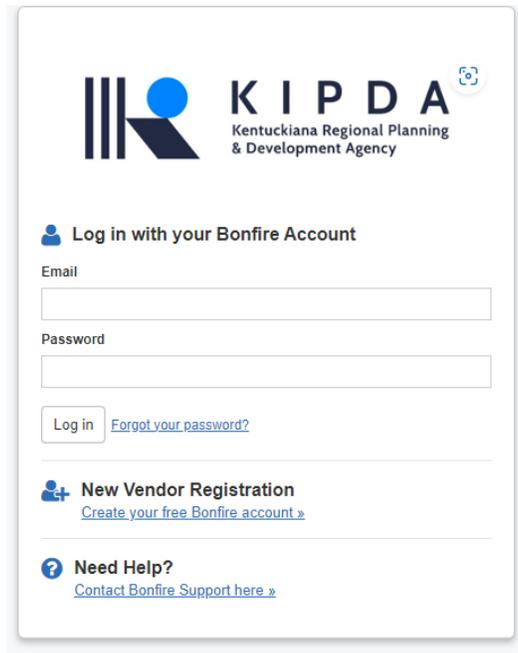


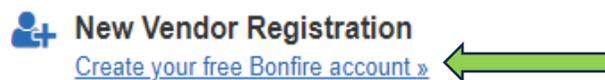
Bonfire Registration Instructions for New Users

Please note, the minimum system requirements to run Bonfire are as follows: Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. JavaScript must be enabled

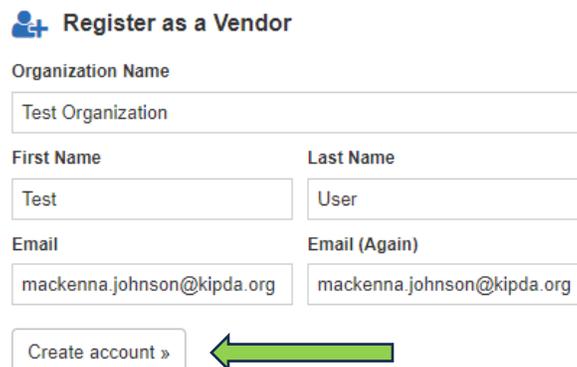
1. In your web browser, type in <https://kipda.bonfirehub.com/>. You will see a box in the center of the screen with login prompts:



2. Next, click the link under “New Vendor Registration” to create your account:



3. Fill in all the fields, then click “Create Account:”



4. After clicking “Create Account,” you will see this screen:



Success!

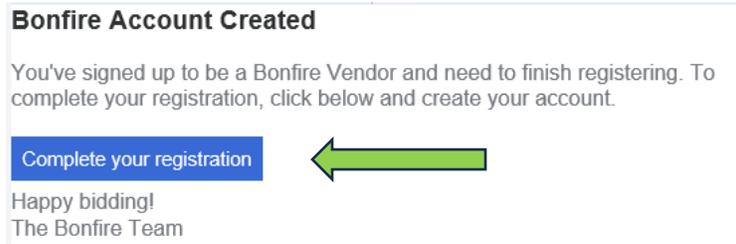
You'll receive an email with further instructions.

Have a question or need help using Bonfire? Email us at Support@GoBonfire.com

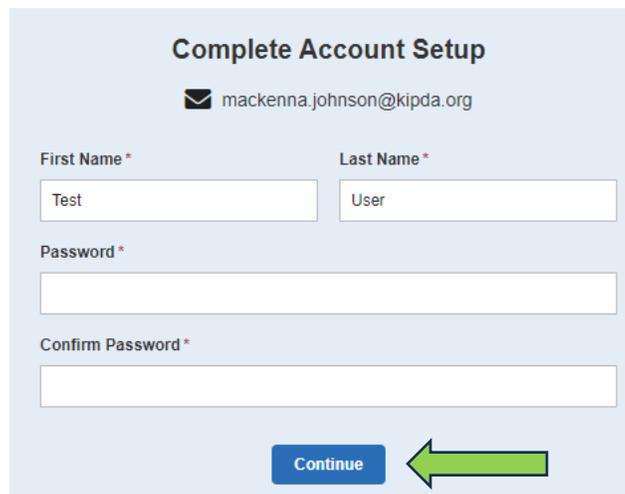
[« Back to Login](#) [Contact tech support »](#)

- You should receive an email from Bonfire Support within a few minutes, prompting you to finish setting up your account.
- **If you do not receive an email**, contact support@gobonfire.com, click the link on the above screen to contact tech support, or visit the help forum at <https://bonfirehub.zendesk.com/hc>.

5. When you open the email, click the link to complete your registration:



6. This will take you to a login screen where you will create a password. When finished, click “Continue” to complete registration:



7. Next, you will see a screen with a box prompting you to Create or Join an Organization. **You will not be joining an organization; you will be creating a profile for your agency:**



Create or Join an organization

Search for an organization

[Learn more about joining an organization](#)

Join Organization

Or if you don't want to join an organization, you can create one

Create Organization 

8. Fill in the required fields with your agency's information, then click "Save and Next:"

Let's get started

We want to get to know your business so we can provide a better experience, and the most relevant opportunities.

You can always change your answers later.

Business Name *

Business Description *

setup."/>

Phone Number *

Address Line 1 * Address Line 2

Address Line 3 Address Line 4

City * State / Province *

Postal / Zip Code * Country *

Specific Country

Save and Next 

9. The next screen will prompt you to enter specific information about your agency. Complete the required fields as appropriate, then click Save and Next to continue:

Tell us about your business

You can always change your answers later.

How many employees at your company? *

Fewer than 11

What is your role? *

Business Owner

Contact First Name *

Test

Contact Last Name *

User

Contact Email *

mackenna.johnson@kipda.org

< Back

Save and Next



10. Next, you will be prompted to select the location(s) you serve. Go to the box for “United States” and hit the arrow on the left:

Which location(s) do you serve?

This will help us recommend opportunities in your area.

Adding or removing any selections will update your recommended opportunities
Selecting more locations will widen your service area to give you more results.

Search

Select all regions

> Canada

> United States

> Other



- When you click this arrow, a drop-down menu will appear. Scroll through the menu until you see “Kentucky,” then check the box next to it:

Kentucky



11. After you have selected the box next to “Kentucky,” click the “Go to Settings” button on the bottom right-hand side of the screen. This will take you to your agency’s profile page where you can finish setting up your account:

Go to Settings

12. On this page, a KIPDA Request for Proposals image will appear on the screen with two links at the bottom. Click the link in the bottom right-hand corner of the image for “Registering on Bonfire:”

- Caregiver), Ombudsman and Elderabuse, Kentucky Caregiver, Transportation
- FY 23 to FY24: Homecare (Meals, In-home Services, Vendors)
- NOTE: FY = Fiscal Year (example: FY 21 is from July 1, 2020 – June 30, 2021.)

When a RFP/RFQ is released and open for applications, details can be accessed through KIPDA's website at www.kipda.org. Automatic alerts can be sent via KIPDA's procurement portal known as Bonfire. To receive alerts, interested parties should register in advance via Bonfire (kipda.bonfirehub.com/)

KIPDA Website

Registering on Bonfire



13. On the next page, another KIPDA image regarding Commodity Code selection will appear. Please look through the list and make note of the code(s) that describe(s) your agency’s services (i.e.: Homecare agencies use select “Home Health Care Services,” “Human Services,” “Elderly Assistance Services,” or other relevant codes). **You may use more than one code!** Next, click the link at the bottom right-hand corner of the image to “Register for Vendor Profile:”

Registering on Bonfire

We encourage interested parties to register at least two representatives and include US-NAICS Commodity Codes.

Below is a brief list of codes that are commonly used by KIPDA Social Services. (You may use more than one).

US - NAISC Commodity Codes

- 311 - Food Manufacturing
- 952 - Human Services
- 4543 - Direct Selling Establishments
- 7223 - Special Food Services
- 94845 - Home Health Care Services
- 95240 - Elderly Assistance Services
- 423450 - Medical, Dental, Hospital Equipment & Supplies Merchant Wholesalers
- 485991 - Special Needs Transportation
- 621610 - Home Health Care Services
- 624120 - Services for the Elderly and Disables
- 624210 - Community Food Services
- 813311 - Human Rights Organizations (Advocacy Organizations)

Back to Notice

Register for Vendor Profile



Final Steps for Registration

1. Once you have completed step 13 in the process above, you will need to log out and back in to complete your registration. This is where you accept Bonfire Terms and Conditions and select the NAICS Commodity Codes for your agency.
2. After logging out, click the Log In/Register button in the top right-hand corner to log back in using the credentials you established during setup:

Log in / Register

3. Once you log back in, you are routed to a screen that says “Registration” at the top left corner. The items with a red “x” next to them need to be addressed, beginning with Step 1: Account Confirmation:

Registration

In addition to creating your account, you need to

 Step 1: Account Confirmation

- Step 1 will be selected by default. Next to it, you will see a check box indicating that you accept the Privacy Policy and Vendor Submission Portal Terms of Service. Check the box, then click “Save and Continue to Step 3:”

Your account with the email address rowan.tree.manor@gmail.com has been confirmed!

Bonfire's Privacy Policy and Terms of Service were updated on Sep 8, 2020.

I accept the [Privacy Policy](#) and [Vendor and Submission Portal Terms of Service](#).

Save and continue to Step 3: Optional: Commodity Codes »



- You have now reached the step where you can enter the Commodity Codes for your agency. You may use the table in the center of the screen to select the codes:

- You may also manually enter a code, or search for a code using the “keyword” box:

Example: Entering the keyword “personal care” and clicking the magnifying glass populates the page with the Commodity Codes that correspond to that service. Scroll down to find the best codes that represent your agency, then click “Add:”

- When you click the plus sign to add a code, it appears toward the top of the page, just above the drop-down box for Code Set:

- When you are finished selecting your commodity codes, scroll down to the bottom of the page and click “Continue to Registration Complete:”

Continue to registration complete

6. You have now completed your Bonfire registration! You may use the link provided on the completion page to log back into the KIPDA Bonfire portal to access the RFP:

Success!

You have completed all of the requirements to register your Vendor account for Test Organization at Kentuckiana Regional Planning & Development Agency (KIPDA).

You can access Bid Opportunities on the [Portal](#) or by clicking [here](#).

Continue to Bonfire »



For troubleshooting technical issues with Bonfire or questions relating to your submission:

<https://support.gobonfire.com>

or

<https://bonfirehub.zendesk.com/hc>

or

Call 1-800-354-8010, extension 2