

Registering and Accessing Solicitations on the Michigan Intergovernmental Trade Network (MITN) for the City of Romulus

REGISTRATION INSTRUCTIONS

- Open Google Chrome.
- Go to www.MITN.info.
- Click on “Register” blue button at the left middle of the window.

“Sign Up” as a Vendor:

- From the Vendor Registration window (instructions above), Complete the Vendor Registration form.
- At the Bottom of Vendor Registration window click on “Continue Registration”.

Configuration:

- Complete the “Configuration” questions.
- At the bottom of the form click on “Continue Registration”.

Selection Codes:

- Select codes for every product or service that your business provides
- When selection is completed click on “Continue Registration” found at the bottom of the page.

VENDOR ACCOUNT TYPES

- **Paid Option**
 - *\$89.95 for 1 year, \$149.95 for 2 years (These fees can change without notice)*
 - receive email notifications
- **Search Registration**
 - must go to website to see possible solicitation opportunities

ACCOUNT ACTIVATION

For Paid Registration

- Complete the subscription type (1year or 2 years), credit card information and agree to the Terms & Conditions.
- Next click on “Continue Registration at the bottom of the page.

For Search Registration (Free)

- Click on the blue “Search Registration” blue button located at the left middle of the window.
- Click on the gray “Register” button at the bottom of the window. (Be sure to select the Gray button as the Blue button will take you back to the Paid Registration area).
- Note: Search registration takes 24 hours.
- Click on the Gray “Search Only Registration” button (Be sure to select the Gray button as the Blue button will take you back to the Paid Registration area)
- Click on the box next to the “I am aware of the limitations and assume full responsibility.....”
- Click on the box next to “I agree to the Terms and conditions...”
- Click on the “Click on the Gray “Search Only Registration” button (Be sure to select the Gray button as the Blue button will take you back to the Paid Registration area).
- The next window “Vendor Registration- Search Only Access. Thank you for registering.

FOR TECHNICAL ASSISTANCE PLEASE CONTACT:

Vendor Support at 1-800-835-4603 Monday – Friday 8:00 am – 8:30 pm (Eastern Time).