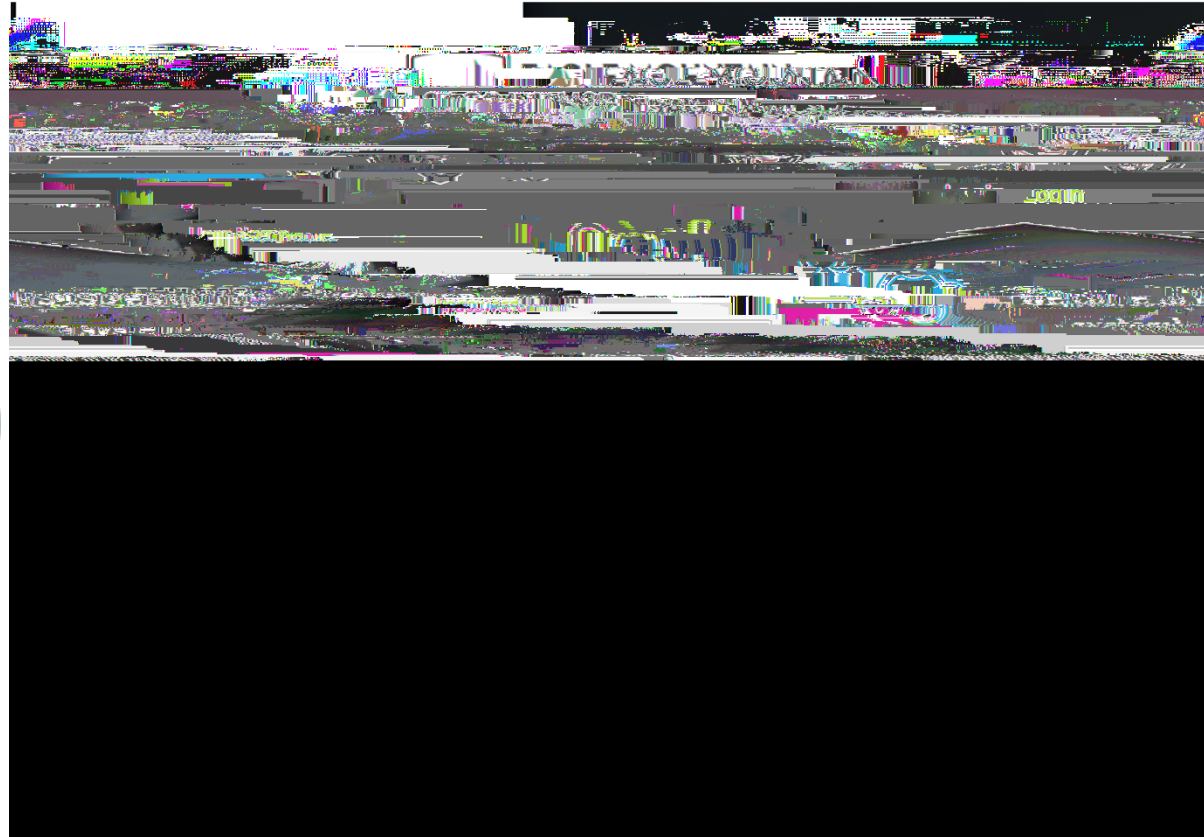
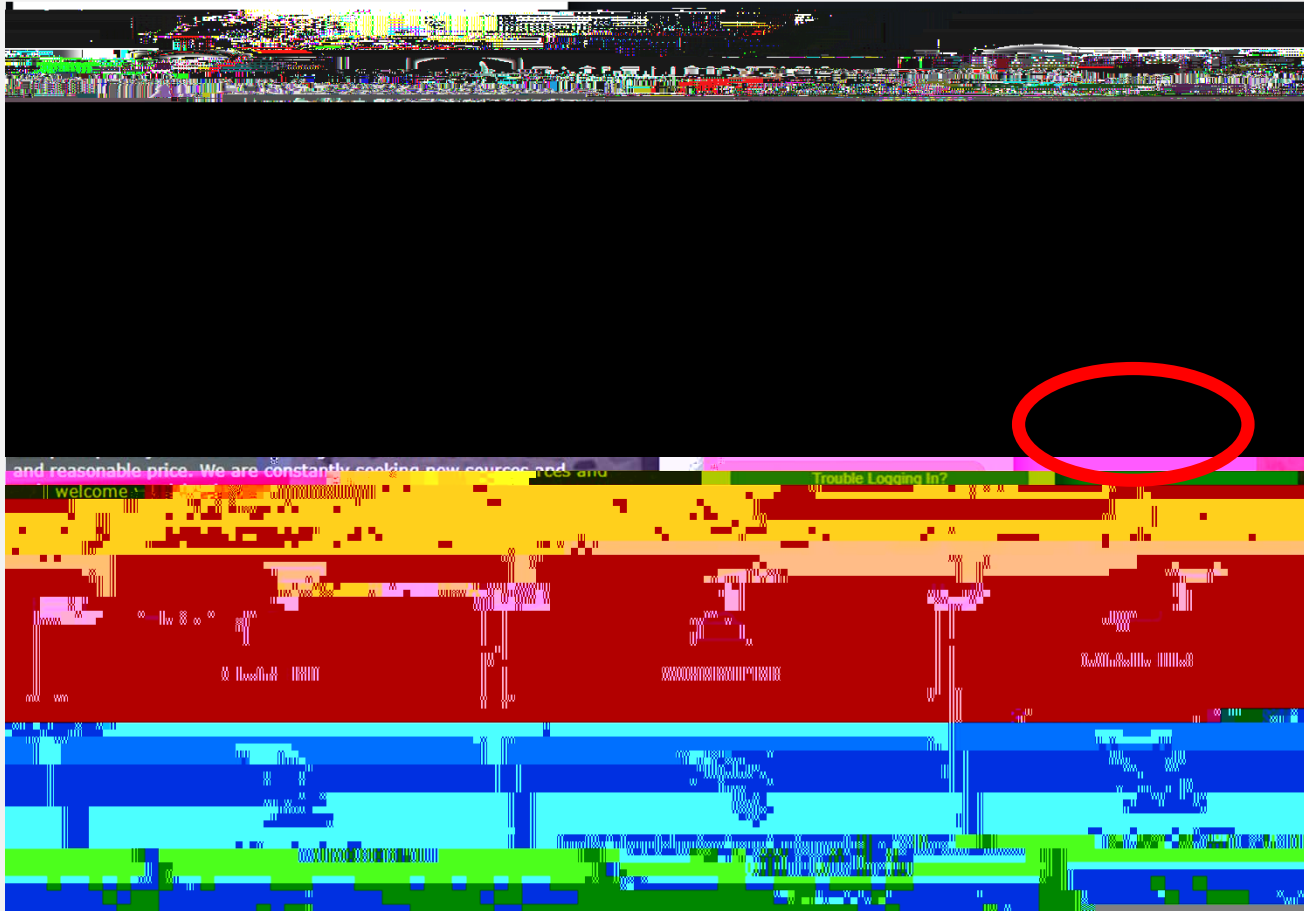


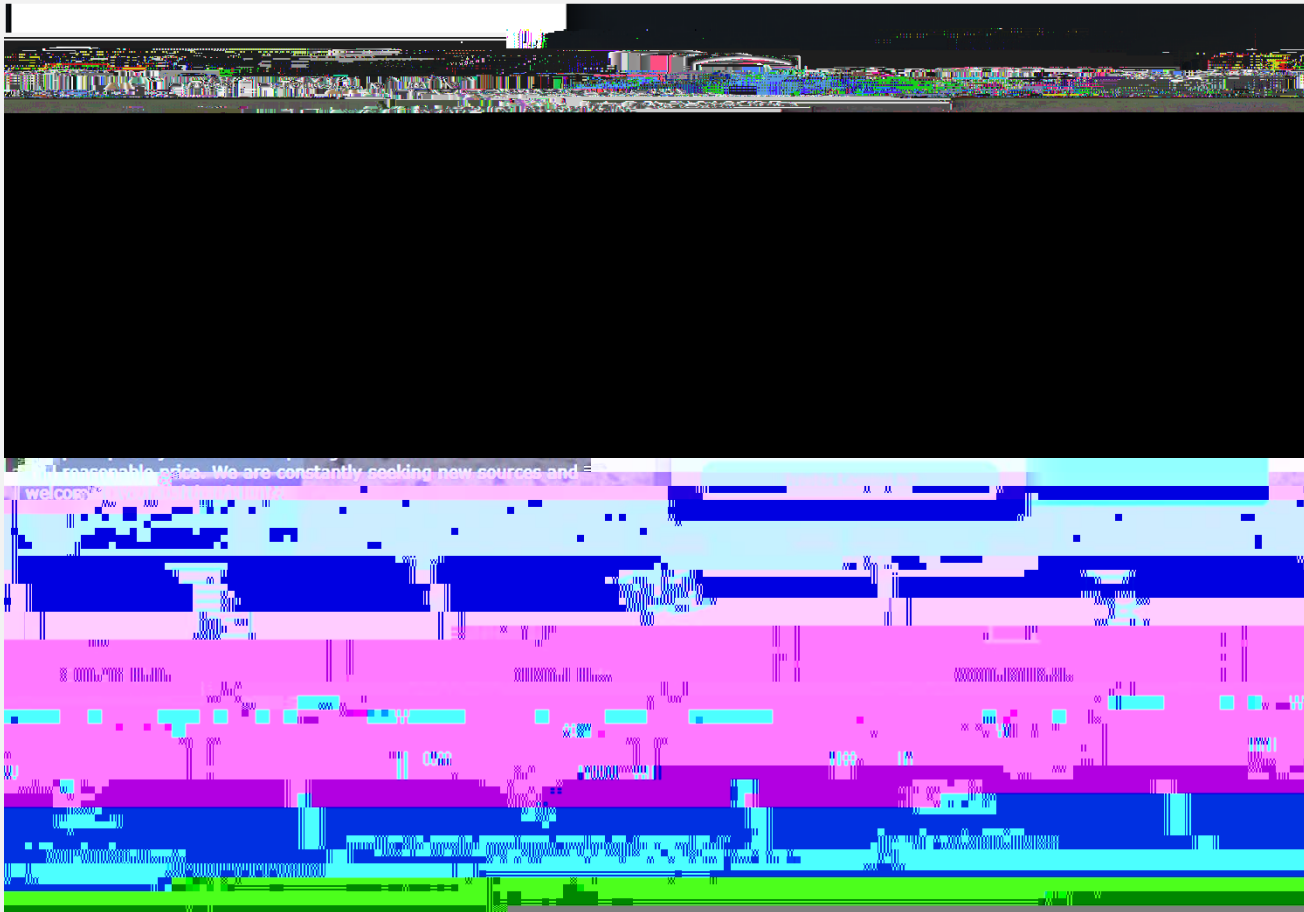
HOW TO RESPOND





1. Go to <https://emsisd.ionwave.net>
2. This website will appear, choose **“SUPPLIER REGISTRATION”**

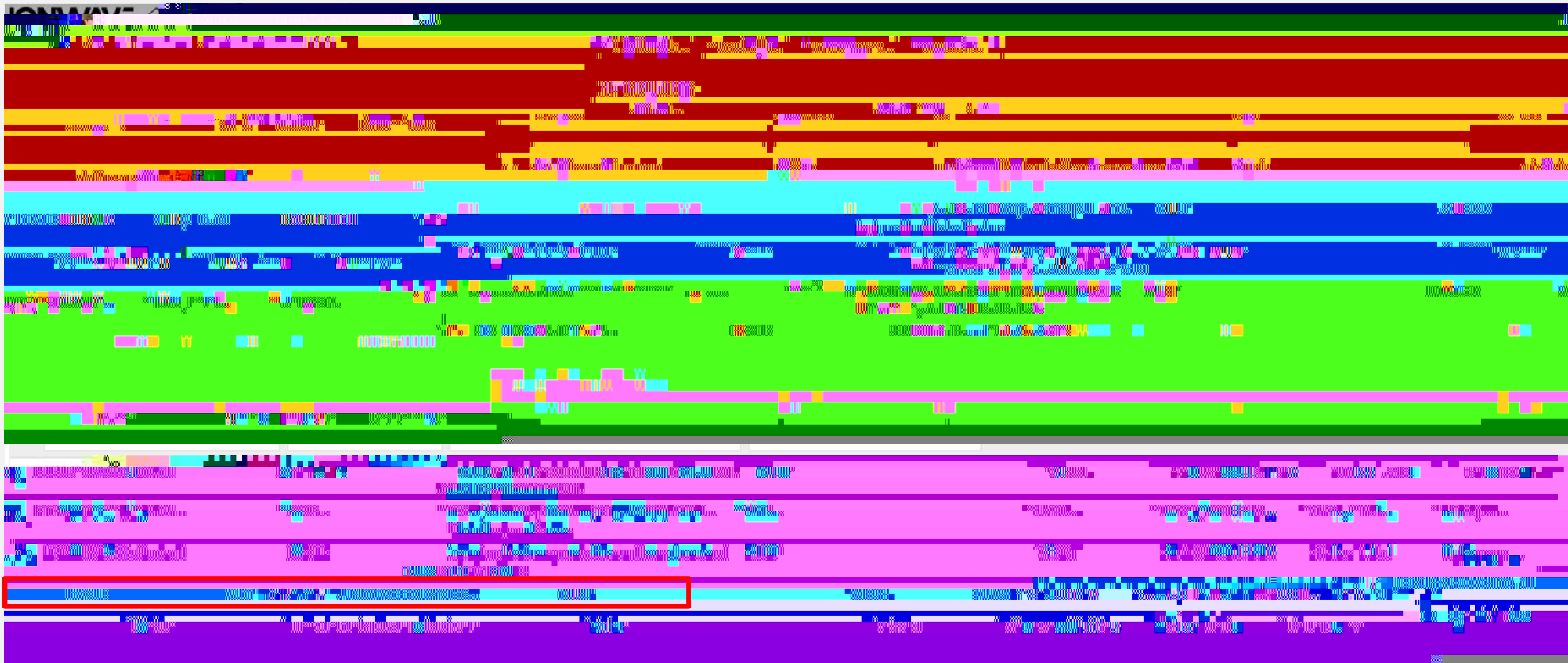
1. With your newly created credentials log into the system to access all MACs (Multiple Award Contracts).



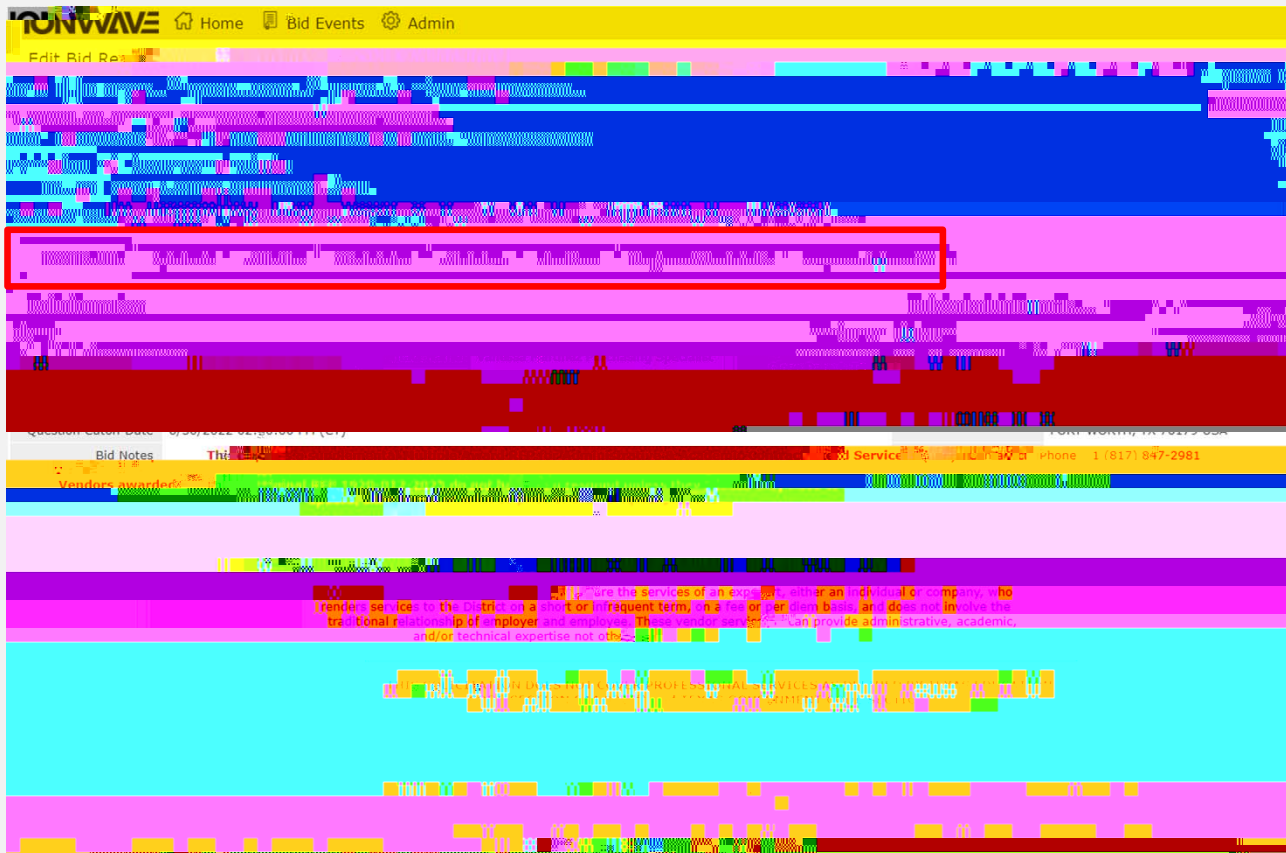
1. Once you are logged into the system select Bid Events on the top tool bar



1. This screen will show every MAC EMS-ISD has available.
2. You will select the MAC that best fits your services



1. The following tabs will be present when viewing a MAC.
2. This is where your response will occur. Select and complete each tab to submit your response.



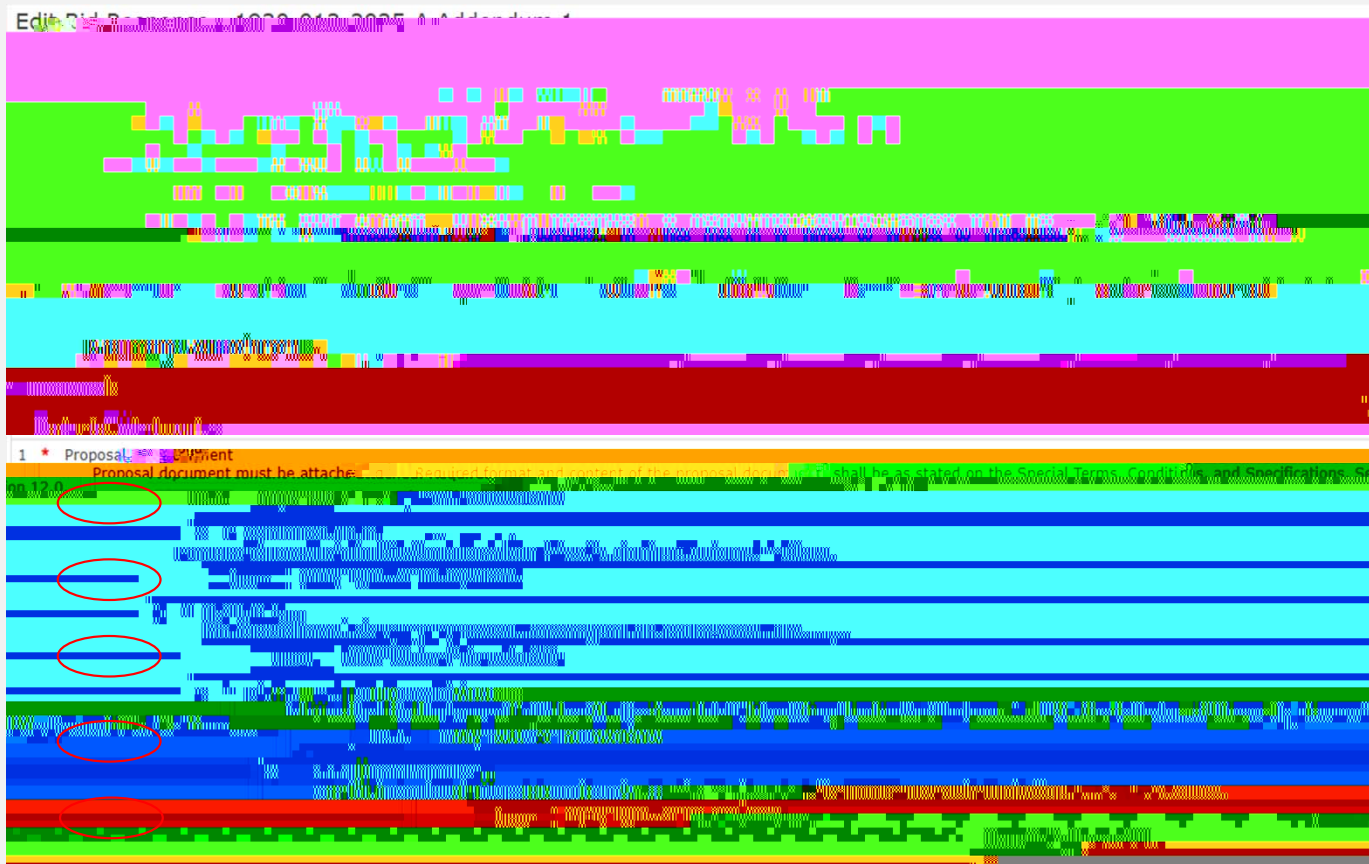
NOTE:

Line Items Tab:

1. Complete each line that pertains to your company.
2. If there is a price structure that you do not provide, please select the button.

Response Attachments Tab:

1. Upload each completed document under this Tab.
2. Proposal Document format can be found on page 7 of the Special Terms and Conditions document located in the attachments tab (Attachment number 2 in the Attachments tab)



Response Submission:

1. Once every tab has been completed you can submit your response.

Submission Errors

- When errors occur, the system will display the location of the errors.
- Go to the problem area and correct the errors.
- You must go to the tab that contains the errors to review the error detail and correct.
- Once the errors are corrected, proceed to the Response Submission Tab to submit the response.

