

## E-PROCUREMENT PLATFORM: REGISTRATION INSTRUCTIONS

To obtain access to Gateway Development Commission's ("GDC") currently open Procurements, please visit GDC's e-procurement portal, EUNA (previously named Bonfire) at: <https://gatewayprogram.bonfirehub.com/portal/?tab=login> .

From the GDC website, the e-Procurement platform may be accessed by clicking on the below illustrated link.

## Bonfire Procurement Portal

The latest information and documents related to active HTP procurements are available on Bonfire.

***[Click here to access the GDC Bonfire portal.](#)***

**For New Users:** Detailed instructions on how to set up a Bonfire account are available [here](#).

## **E-PROCUREMENT PLATFORM: REGISTRATION INSTRUCTIONS**

**Upon navigating to GDC's e-Procurement platform, take the below actions to create your firm's free account:**

1. Click on "Create your free Bonfire Account":

## E-PROCUREMENT PLATFORM: REGISTRATION INSTRUCTIONS

The screenshot shows a web browser window with the URL `gatewayprogram.bonfirehub.com/portal/?tab=login`. The page features a header with the Gateway Development Commission logo and a 'Portal' tab. A 'Log in / Register' button is in the top right. The main content area is titled 'Procurement Portal' and includes links for 'Log in' and 'Open Public Opportunities'. Below these are sections for 'Log in to Bonfire' (with an email input field, a 'Remember email' checkbox, and a 'Next' button), 'New Vendor Registration' (with a link to 'Create your free Bonfire account'), and 'Need Help?' (with a link to 'Contact Bonfire Support here'). At the bottom, there are links for 'Technical Support', 'Portal Security', 'Terms of Service', and 'Privacy Policy'. A 'Powered by Bonfire' logo is in the bottom right. A red oval is drawn around the footer area, and a blue help icon is in the bottom left.

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**GATEWAY DEVELOPMENT COMMISSION** Portal [Log in / Register](#)

**Procurement Portal**  
Gateway Development Commission

[Log in](#) [Open Public Opportunities](#)

**Log in to Bonfire**  
Email   
☒ Remember email  
[Next](#)

**New Vendor Registration**  
[Create your free Bonfire account »](#)

**Need Help?**  
[Contact Bonfire Support here »](#)

[Technical Support](#) [Portal Security](#) [Terms of Service](#) [Privacy Policy](#)

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## E-PROCUREMENT PLATFORM: REGISTRATION INSTRUCTIONS

2. Provide your organization's name, first last name and email address of your organization's point of contact and then click "create account". ***Note that this is the person that GDC will contact for all matters related to open GDC procurements.***

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gatewayprogram.bonfirehub.com/portal/?tab=login

GATEWAY DEVELOPMENT COMMISSION Portal Log in / Register

**Procurement Portal**  
Gateway Development Commission

Log in Open Public Opportunities

Register as a Vendor

Organization Name

First Name Last Name

Email Email (Again)

Create account >

Log in with your Bonfire Account  
[Show account login screen >](#)

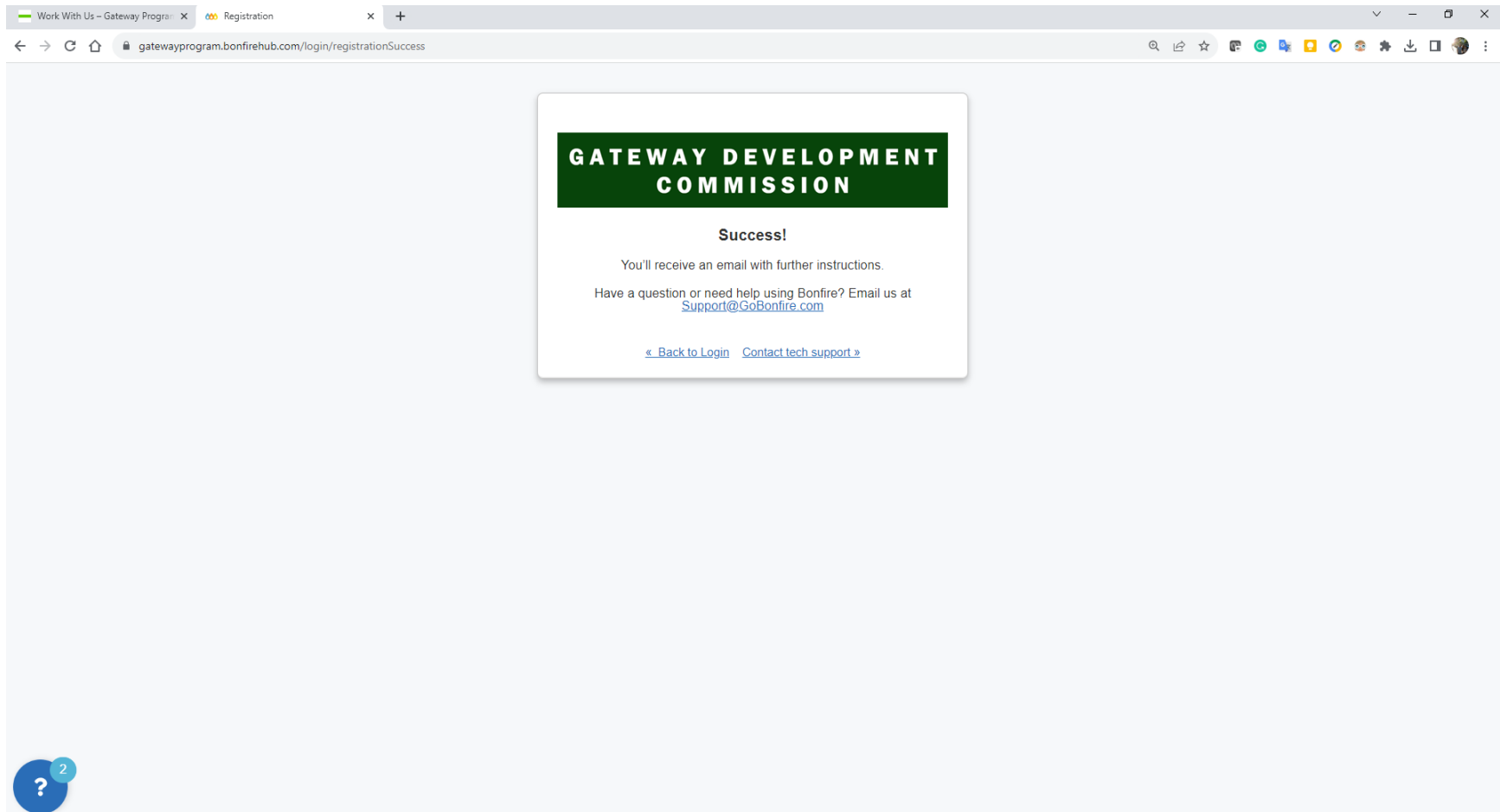
Need Help?  
[Contact Bonfire Support here >](#)

[Technical Support](#) [Portal Security](#) [Terms of Service](#) [Privacy Policy](#)

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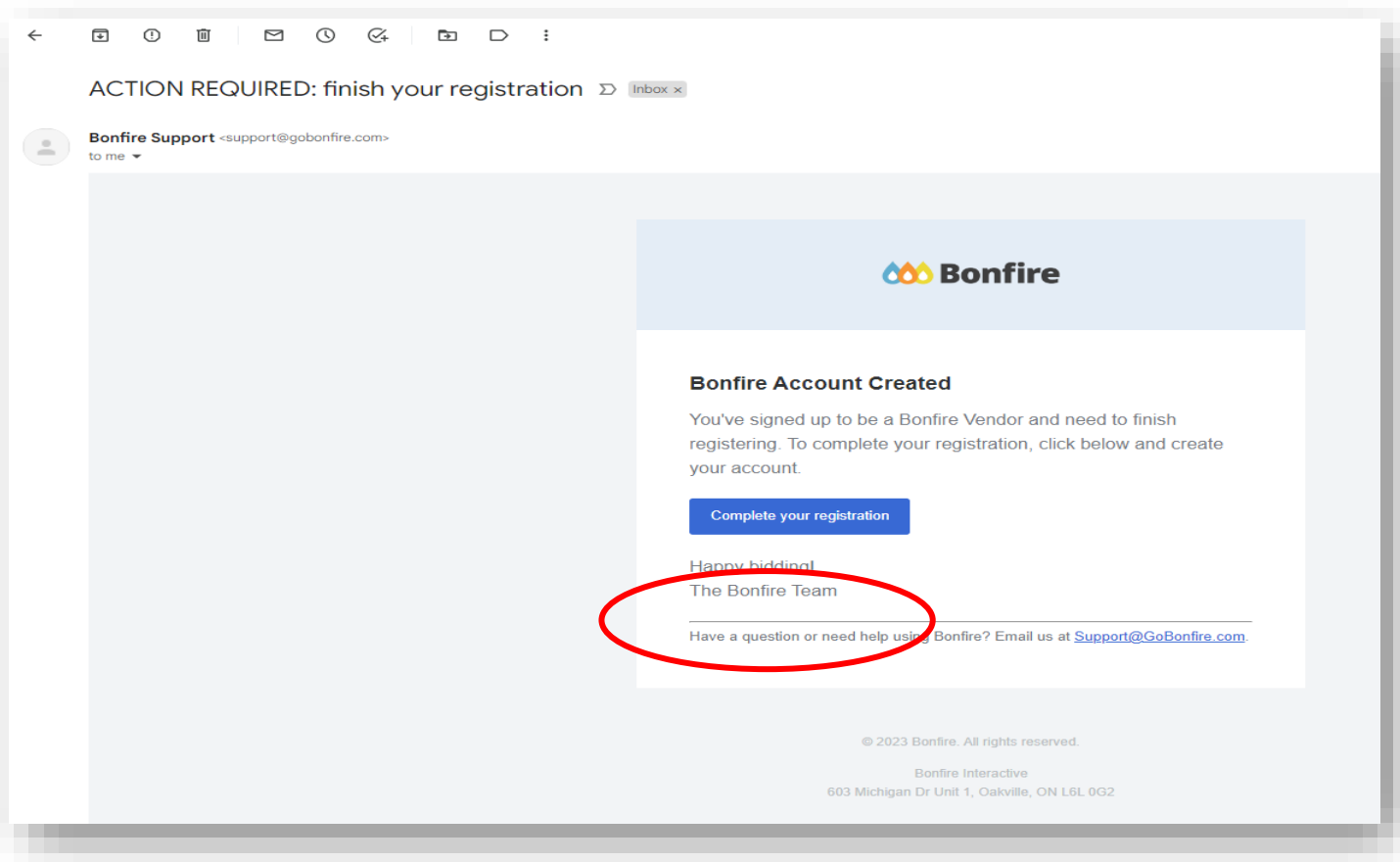
## E-PROCUREMENT PLATFORM: REGISTRATION INSTRUCTIONS

3. You will receive the following message on the portal and a confirmation email with further instructions will be sent to the registered email address



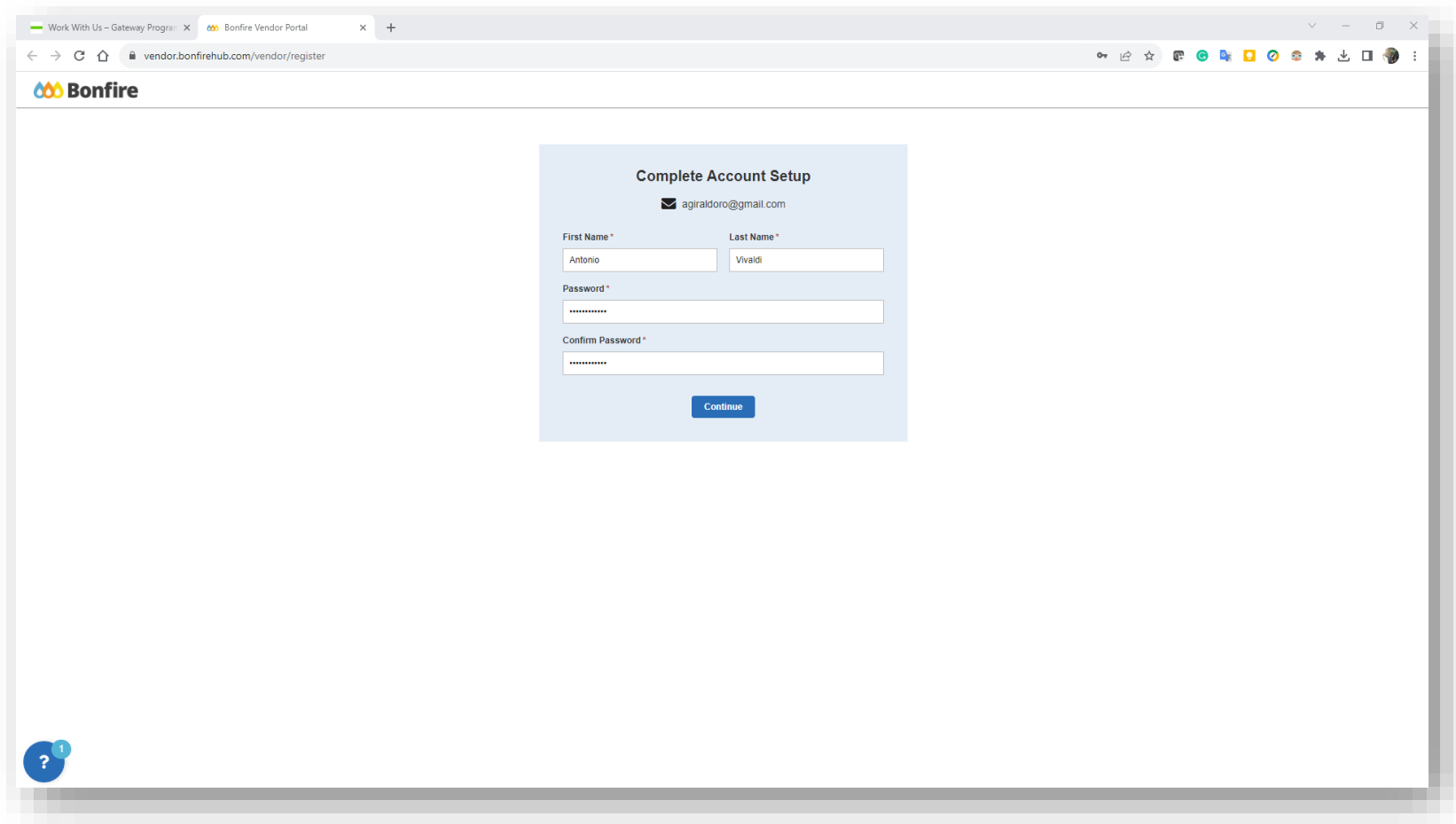
## **E-PROCUREMENT PLATFORM: REGISTRATION INSTRUCTIONS**

3. Go to your email inbox and complete your registration by following the link that was provided in the email. Click “Complete your registration”:



## **E-PROCUREMENT PLATFORM: REGISTRATION INSTRUCTIONS**

4. Enter your log in credentials and create a password:



The screenshot shows a web browser window with the address bar displaying "vendor.bonfirehub.com/vendor/register". The page features the Bonfire logo in the top left corner. The main content area is a light blue box titled "Complete Account Setup" with a sub-header showing an email icon and "agiraldoro@gmail.com". Below this, there are four input fields: "First Name \*" (containing "Antonio"), "Last Name \*" (containing "Vivaldi"), "Password \*" (with masked characters), and "Confirm Password \*" (with masked characters). A blue "Continue" button is positioned at the bottom of the form. In the bottom left corner of the browser window, there is a blue circular help icon with a white question mark and a small red notification bubble with the number "1".

## E-PROCUREMENT PLATFORM: REGISTRATION INSTRUCTIONS

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vendor.bonfirehub.com/welcome/about

**Bonfire** Support [Log Out](#)

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### 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 \***

Andres' test

**Business Description \***

e.g. I own a small landscape company in the greater Chicago area. We specialize in hardscaping and retaining walls

**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](#)

?



## E-PROCUREMENT PLATFORM: REGISTRATION INSTRUCTIONS

### 5. Accept Privacy Policy and Terms of Service:

Work With Us - Gateway Program | Registration

gatewayprogram.bonfirehub.com/registration

Portal Submissions

Andres G.

### Registration

In addition to creating your account, you need to provide the following information. Please complete all of the steps below.

- Step 1: Account Confirmation
- Step 2: Account Information
- Optional: Commodity Codes
- Registration Complete

Your account with the email address agiraldoro@gmail.com has been confirmed!

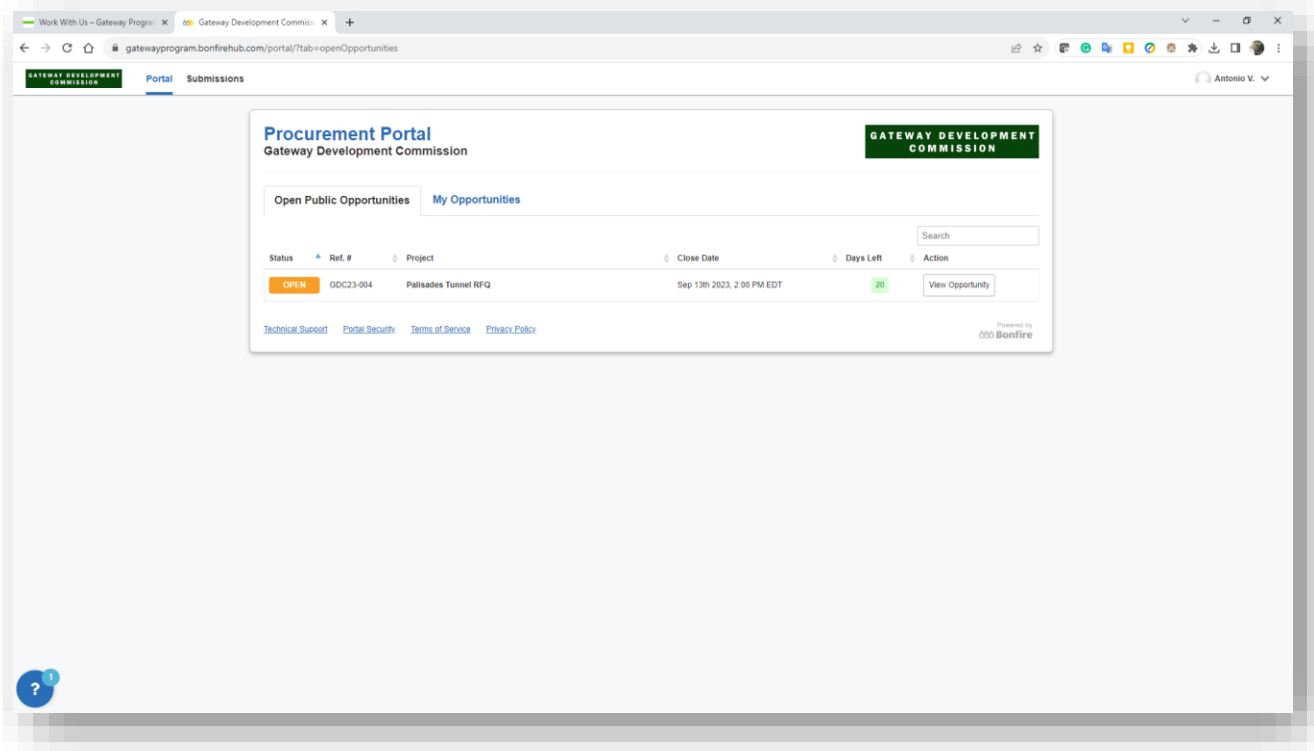
Bonfire's Privacy Policy and Terms of Service were updated on Sep 8, 2020.

☒ I accept the Gateway Policy and Vendor and Submission Portal Terms of Service.

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

## E-PROCUREMENT PLATFORM: REGISTRATION INSTRUCTIONS

6. Locate the open procurement that you are interested in.



7. Locate files and download.

## E-PROCUREMENT PLATFORM: REGISTRATION INSTRUCTIONS

8. For submissions, click on the submission tab and then “upload files”.

The screenshot shows a web browser window with the URL `gatewayprogram.bonfirehub.com/submissions/396541`. The page is titled "Complete Your Submission" and is part of the Gateway Development Commission portal. The user is logged in as Antonio V.

**Project Details**

Official Time: Aug 24th 2023, 4:17 PM EDT  
Closing Time: Sep 13th 2023, 2:00 PM EDT  
20 days Remaining

Project: Palisades Tunnel RFQ  
Ref. #: GDC23-004  
Organization: Test  
First Name: Antonio  
Last Name: Vivaldo  
Email: test@gmail.com

[Edit Contact Info](#)

**Step 1: Provide Submission Information**

Click Upload File to add a requested document. Please note the type and number of files allowed for each requested document. The maximum file size accepted is 1000 MB.  
Click Edit to enter a data or text answer.

RFQ **REQUIRED** File Type: PDF (.pdf) # Files: Multiple

**Upload File...**

**Step 2: Submit & Finalize**

☒ I understand that I can't change any of the submission details or documents once the project closes.

[SUBMIT & FINALIZE MY SUBMISSION](#)

[Technical Support](#) [Portal Security](#) [Terms of Service](#)

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