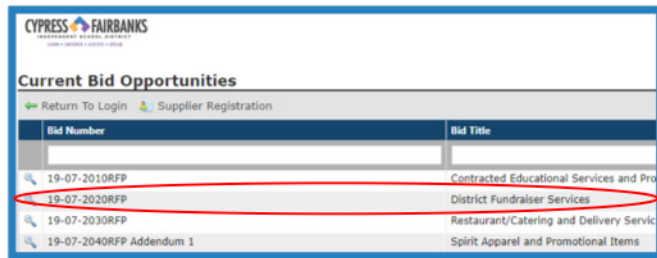


1 Visit www.cfisid.net/fundraising.

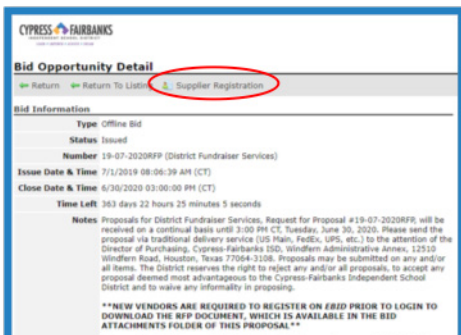
2 Click on the proposal number (#xx-xx-2020RFP) or green button (Submit Proposal for District Fundraiser Services) to access the application site. Note: Proposal number is updated annually.



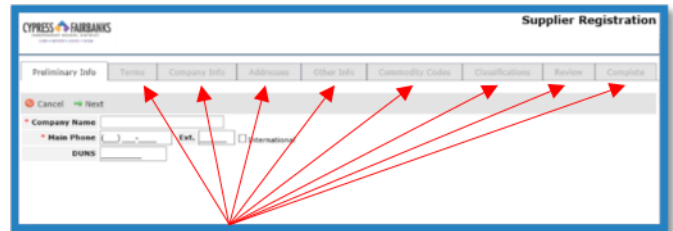
3 You will be taken to cfisdbid.ionwave.net. Select District Fundraiser Services.



4 Select Supplier Registration.



5 Read through each tab and complete all fields containing an asterisk (*).

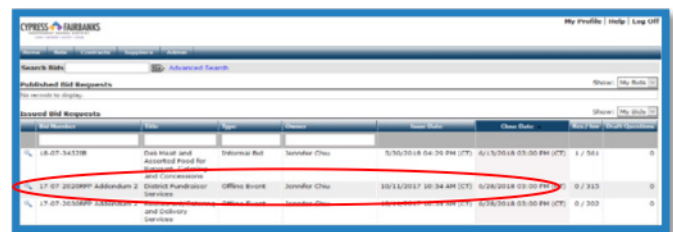


6 Click submit after entering your information. You should receive a notification email from eBid stating you have successfully registered in the system and your registration is pending activation. If you do not receive an email, verify your email address was entered correctly.

7 CFISD Purchasing will review your registration and activate your account.

8 Once activated, login to <https://cfisdbid.ionwave.net/Login.aspx>.

9 Select District Fundraiser Services.



10 Download proposal form found in the "Attachments" tab. Complete proposal and all required documents. Upload proposal form its entirety with required documents to the "Response Attachments" tab. Finalize your response in the "Response Submission" tab.