

HOW TO GET STARTED

1) Go to www.BizNet.ct.gov and click at the top Register.

Home > Biznet Main Menu

Biznet Top 5

- ▶ DCP-MMRP 364624
- ▶ SCP_Search 208831
- ▶ DCP_MMRPDispensary 131868
- ▶ CHRO_CTS 114438
- ▶ SDSearch 88538

Doing Business With The State
Tools for those who are doing business with the state or looking to do business with the state

Working For The State
Resources for those looking for State Employment and for current State Employees

State Regulations, Services and Forms
Resources to support State regulations and services

Emergency Services
Resources to assist in times of emergency

2) Create your BizNet Account by following the screen directions.

Home > Register

Create Account [Help](#)

Follow directions below to create a new account

There are 2 steps to create a DAS Business Account:

Step 1 Please enter and confirm your email address and password then click **Submit**. This will generate an email with a link to activate your account.

Step 2 Click on the link found in your email to activate your account.

First Name

Last Name

E-Mail Address

E-Mail Address Confirm

Password

Password Confirm

- X Password must start with letter/ number
- X Password must consist at least 1 of:
- X Small letter X Capital letter
- X Number
- X 10-30 characters
- X Special character
- X **Not Allowed:** Single/Double quote

HOW TO GET STARTED

- 3) Confirm your account.
- 4) Send an email to DAS.State.Surplus@ct.gov with the following information as it will need to be added behind the scenes under Federal Surplus' "umbrella" of operations.

Subject:

Federal Surplus Biznet Account Made and Active – (Provide your name)

Body:

Hello,

I have made my Biznet account and activated it.

BizNet Account/Email: (Provide the email in which you have made the account)

- 5) You will receive an email confirmation from the Surplus Administrator stating your account has been added to the Federal Program and you may begin your application.
- 6) To start the application, navigate to the BizNet Homepage and click Working For The State.

The screenshot shows the BizNet homepage. At the top, there is a blue header with the BizNet logo, a 'Register' button, a 'Log in' button, and a search bar labeled 'Search Biznet Application'. Below the header is a navigation bar with 'Home' and 'Contact' links. The main content area features a large BizNet logo and the text 'The Department of Administrative Services - Business Network'. Below this, there is a breadcrumb trail 'Home > Biznet Main Menu'. The main menu is divided into two columns. The left column, titled 'Biznet Top 5', lists five items with their respective counts: DCP-MMRP (364624), SCP_Search (208831), DCP_MMRPDispensary (131868), CHRO_CTS (114438), and SDSearch (88538). The right column contains four main menu items, each with an icon and a description: 'Doing Business With The State' (Tools for those who are doing business with the state or looking to do business with the state), 'Working For The State' (Resources for those looking for State Employment and for current State Employees), 'State Regulations, Services and Forms' (Resources to support State regulations and services), and 'Emergency Services' (Resources to assist in times of emergency).

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7) Click on **Federal Surplus** (9th one down)

The screenshot shows the BizNet website interface. At the top, there is a navigation bar with the BizNet logo, a search bar for "Search Biznet Application", and links for "Register" and "Log in". Below this is a secondary navigation bar with "Home" and "Contact" links. The main content area is titled "Working For The State" and lists several services, each with a hand icon: SEBAC (Shows employee's SEBAC rights), CHRO Agency AA Reporting (CHRO Agency Affirmative Action Reporting), CHRO CTS (CHRO Complaint Tracking System), OEDMPublic (On-Line Credit Reporting), TBMSLegacyrpts (TBMS Legacy Reports), Exit Interview (State Employee Exit Interview), and DVA Security Incident Reporting System. The "Federal Surplus" option is highlighted with a yellow background and a yellow hand icon.

8) Click Add Organization to start your application.

The screenshot shows the BizNet website interface for the "Federal Surplus Organizations" page. The top banner features the BizNet logo and "STATE OF CONNECTICUT". Below the banner, the current user is identified as "Mae.Lo@ct.gov". The page title is "Federal Surplus Organizations" and includes a "Page Help" link. A red text prompt says "Please use Ctrl F to search". A yellow button labeled "Add An Organization" is highlighted.

*If you are unsure of your organization type – reach out to us at DAS.State.Surplus@ct.gov.