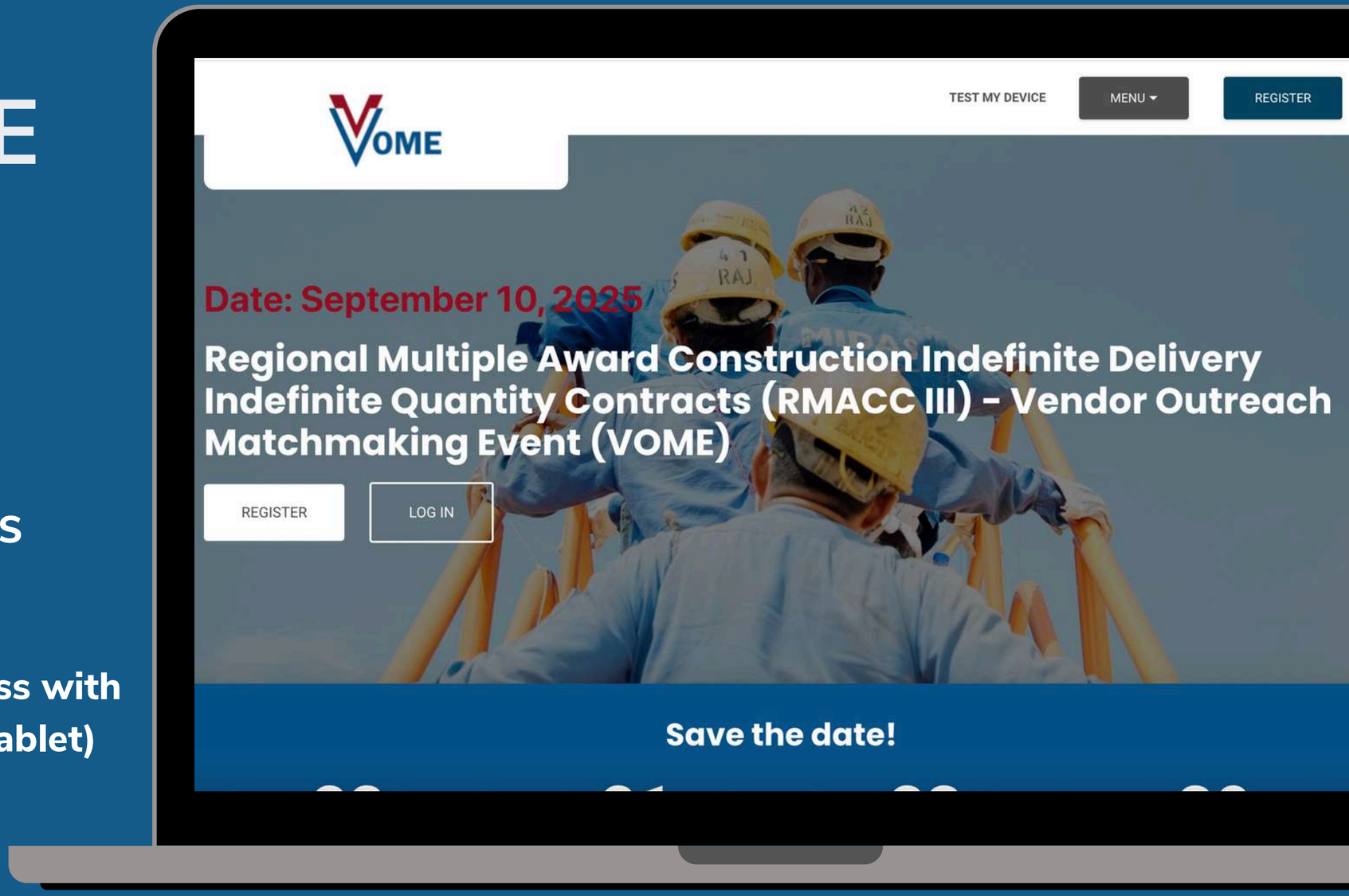
U.S. Department of Homeland Security Regional Multiple Award Construction Indefinite Delivery Indefinite Quantity Contracts (RMACC III) - Vendor Outreach Matchmaking Event (VOME)

Platform tutorial for Small and Large Businesses:
https://mbmapp.com/event/rmaccvome2025

FOLLOW THE STEPS TO

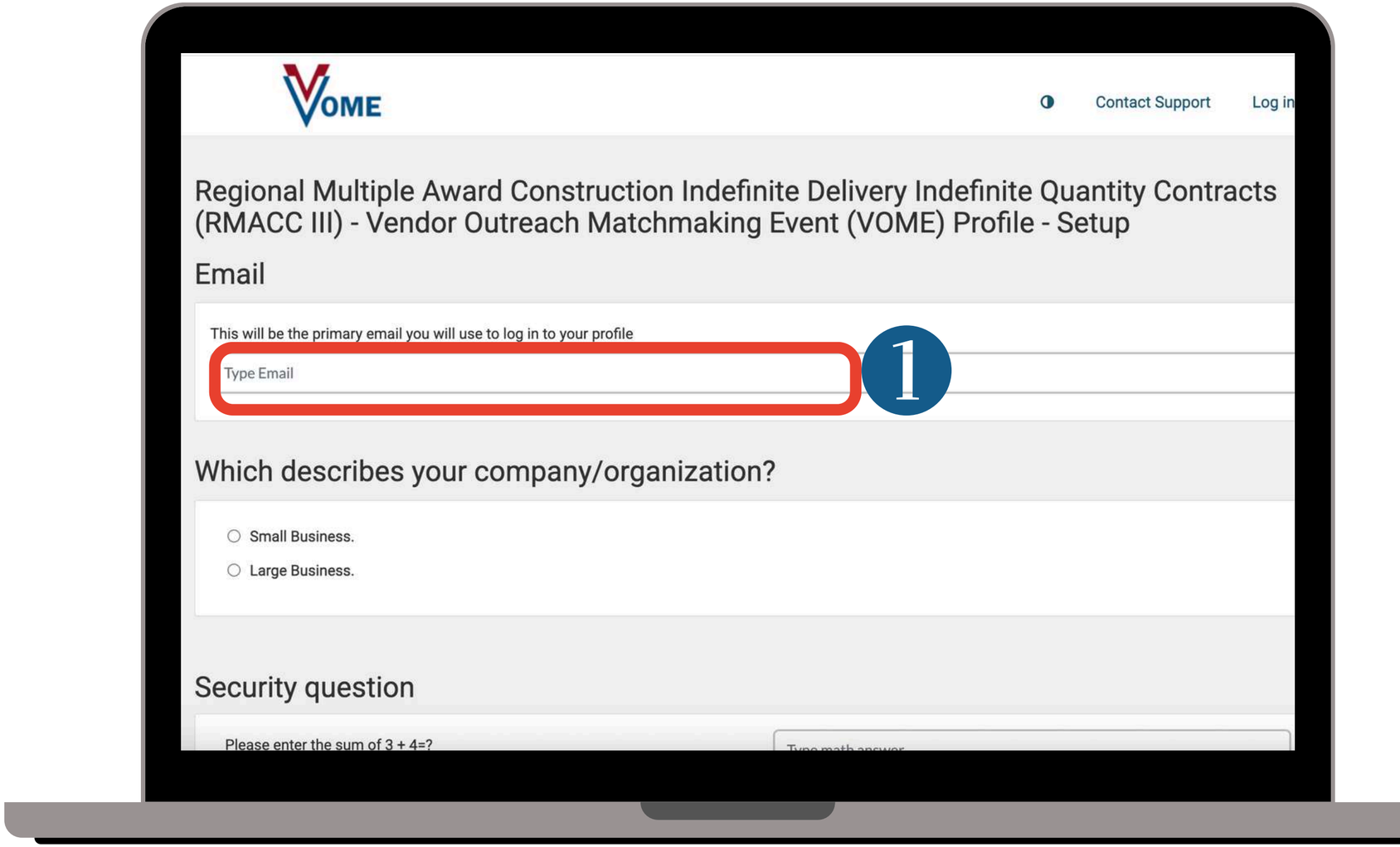
- REGISTER
- COMPLETE YOUR PROFILE
- SEARCH FOR OPPORTUNITIES
- REQUEST MEETINGS

(You can complete the whole process with your Mobile device, Computer or Tablet)



1

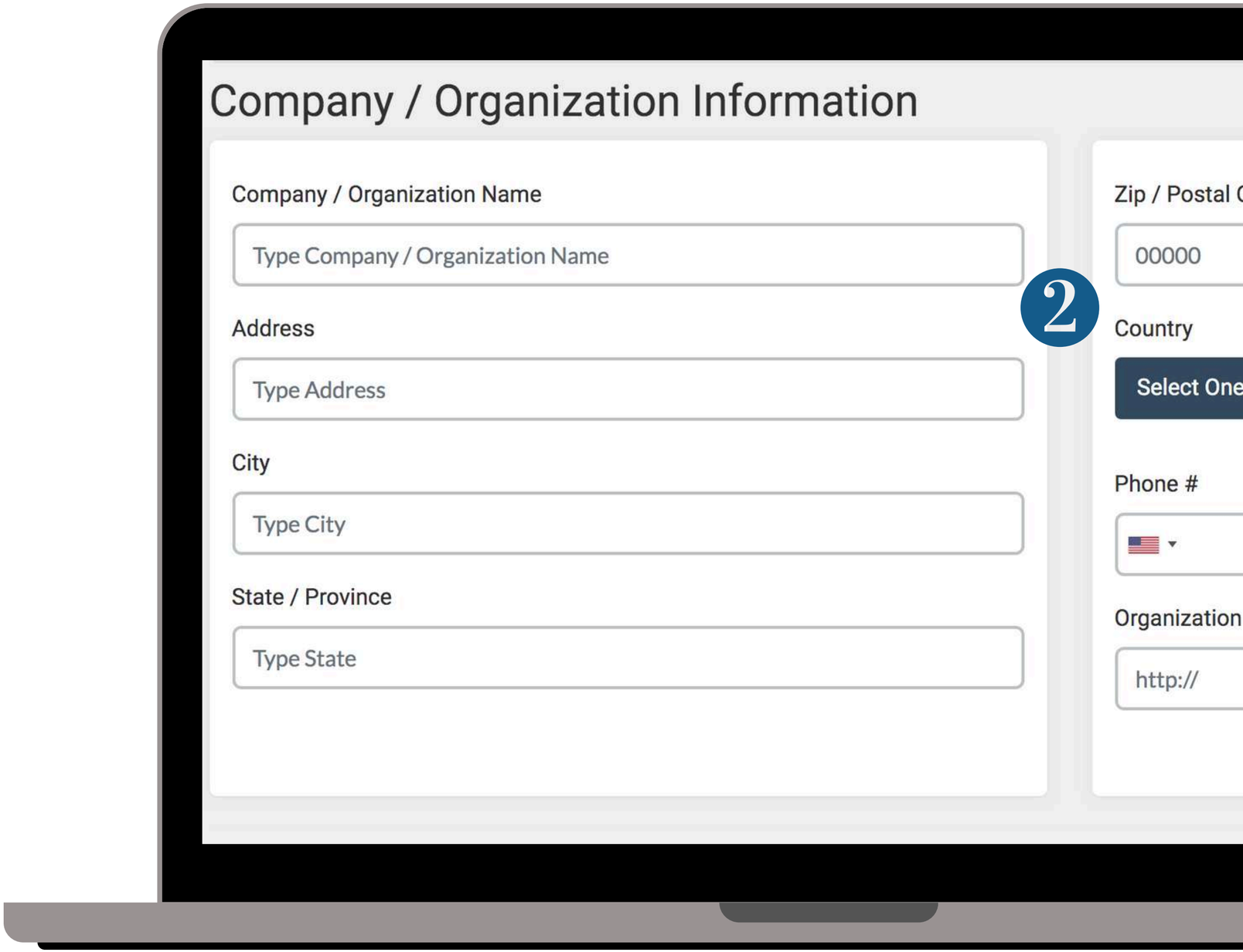
Step 1: Register your email and select your type of organization.

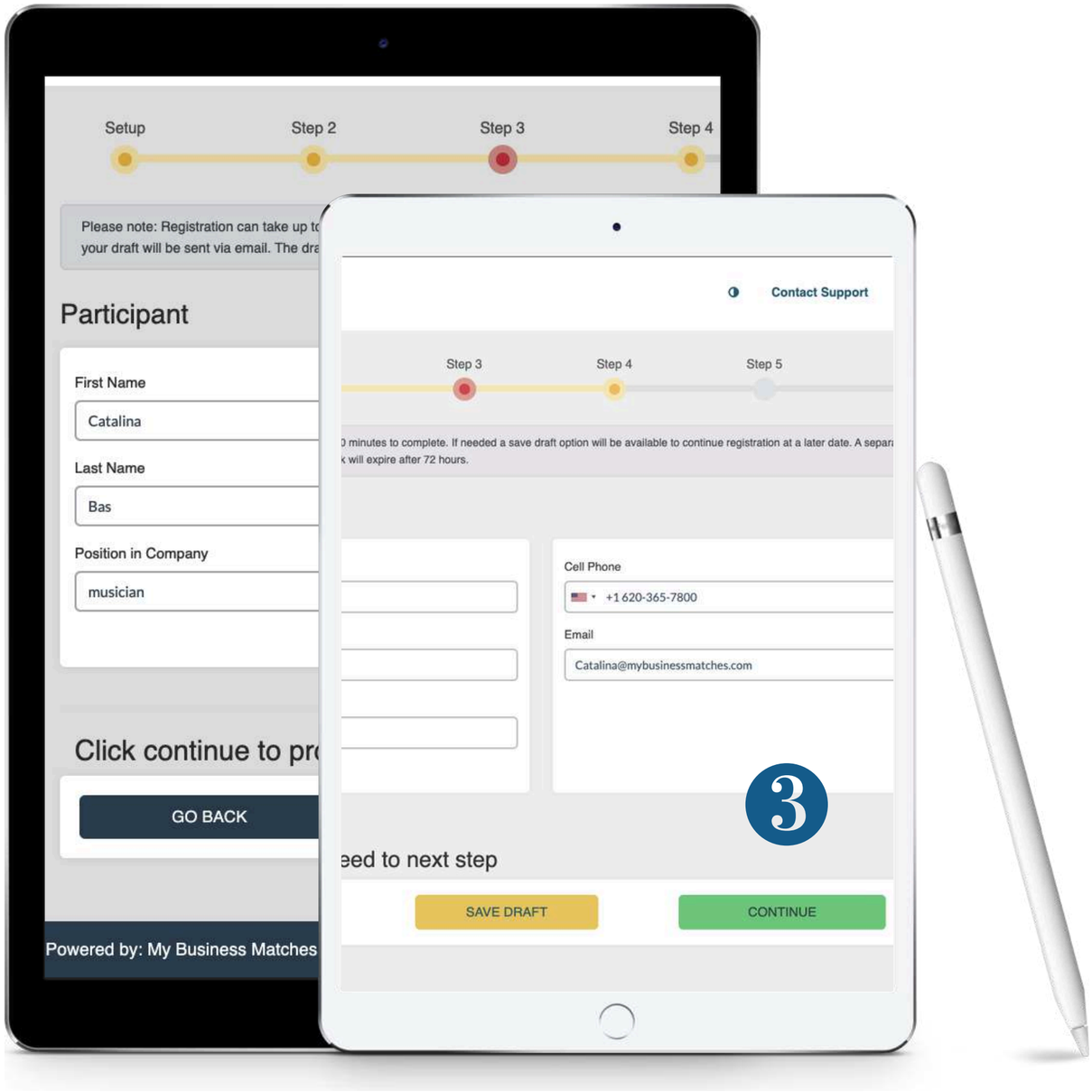


REGISTRATION IS COMPLETE ONCE CONFIRMATION EMAIL IS RECEIVED

2

Complete Step 2 of the process with information about your company including company name, location and url.



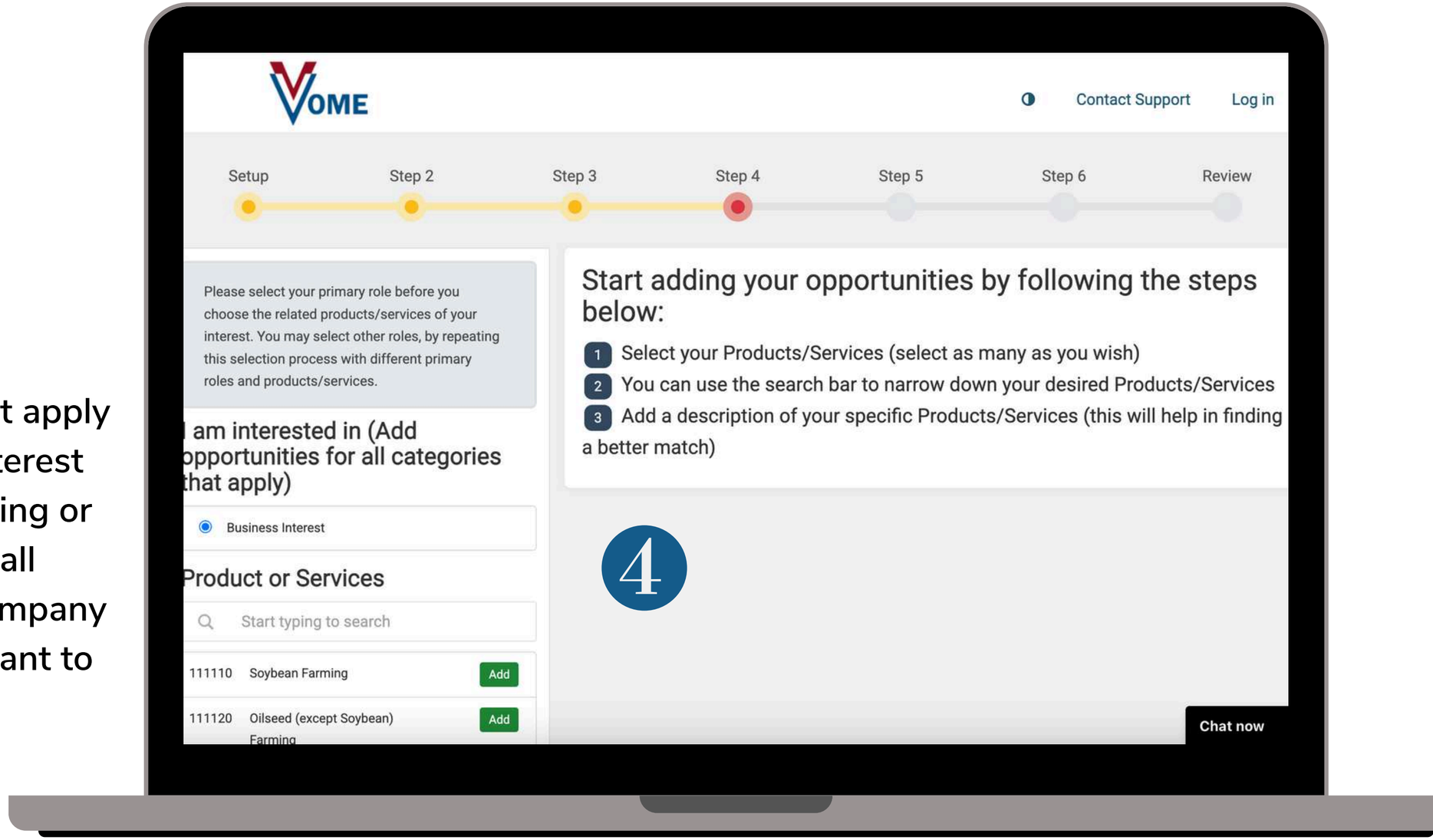


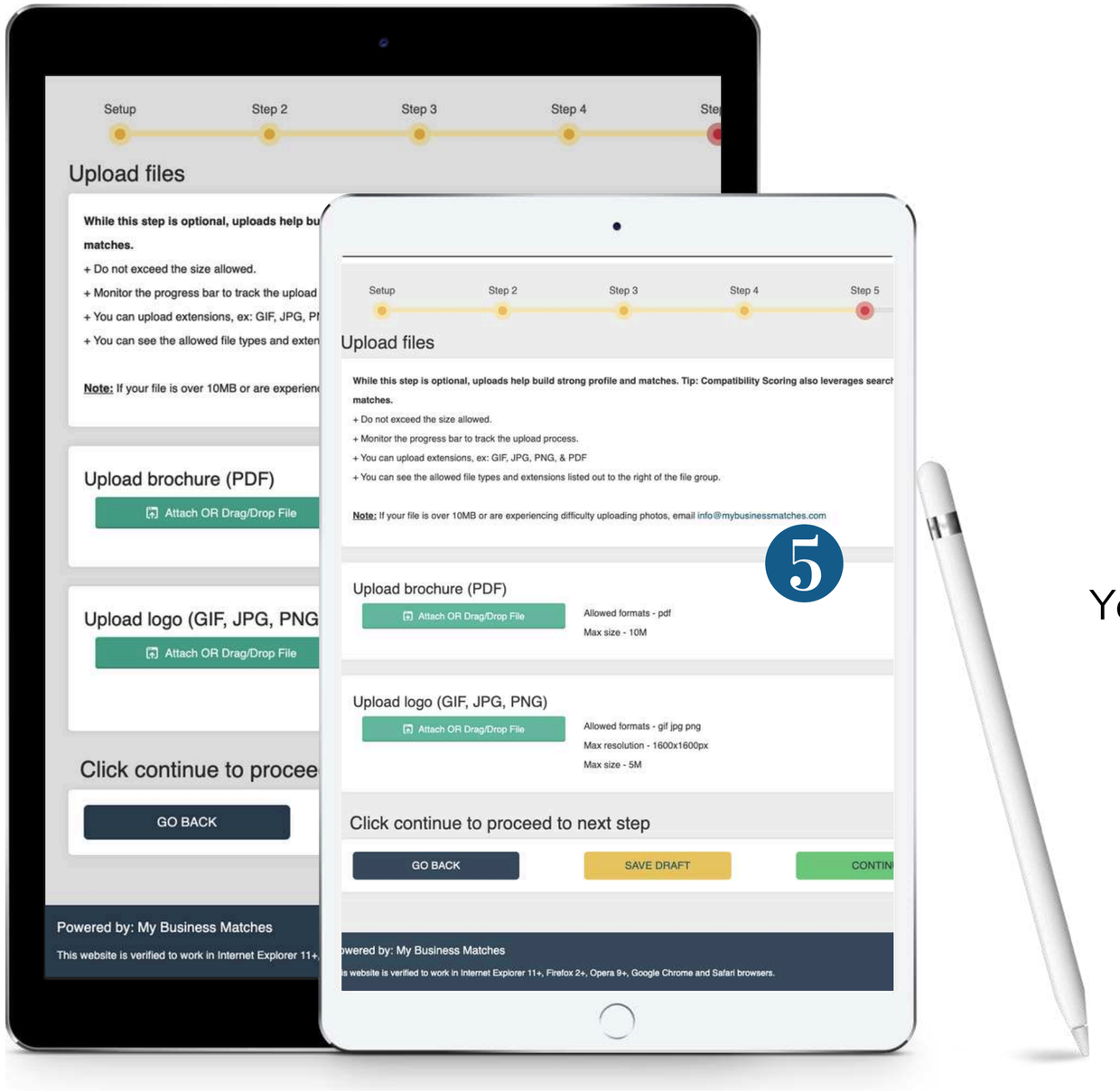
3

Complete Step 3
with attendee information of the company's representative and click "Continue"

4

Select the NAICS that apply to your business interest (what you are sourcing or offering). Select all that apply to your company and the firms you want to meet.





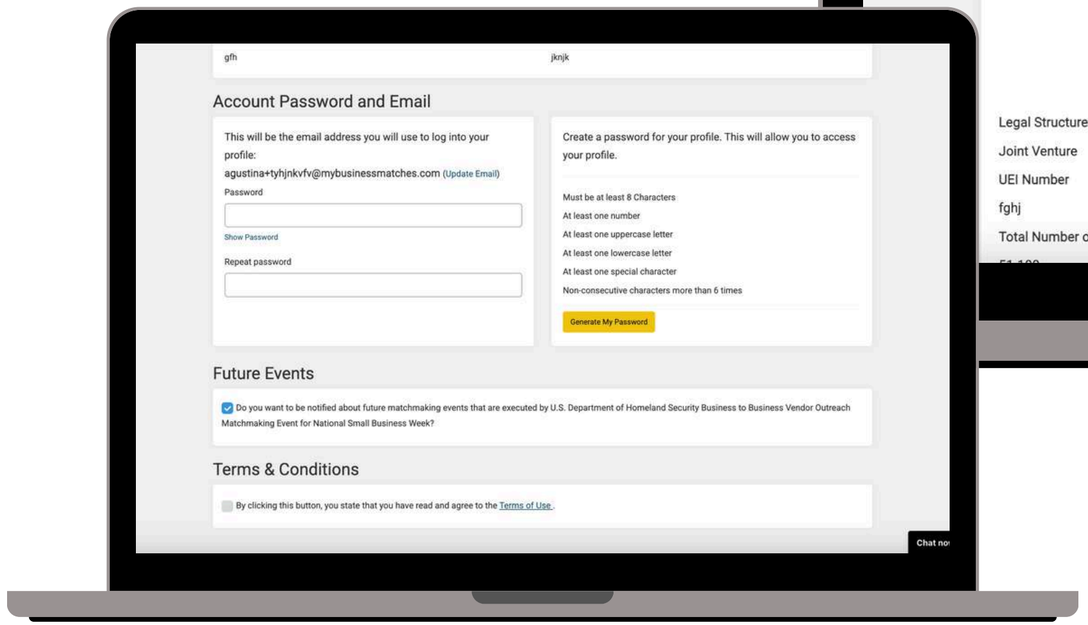
5

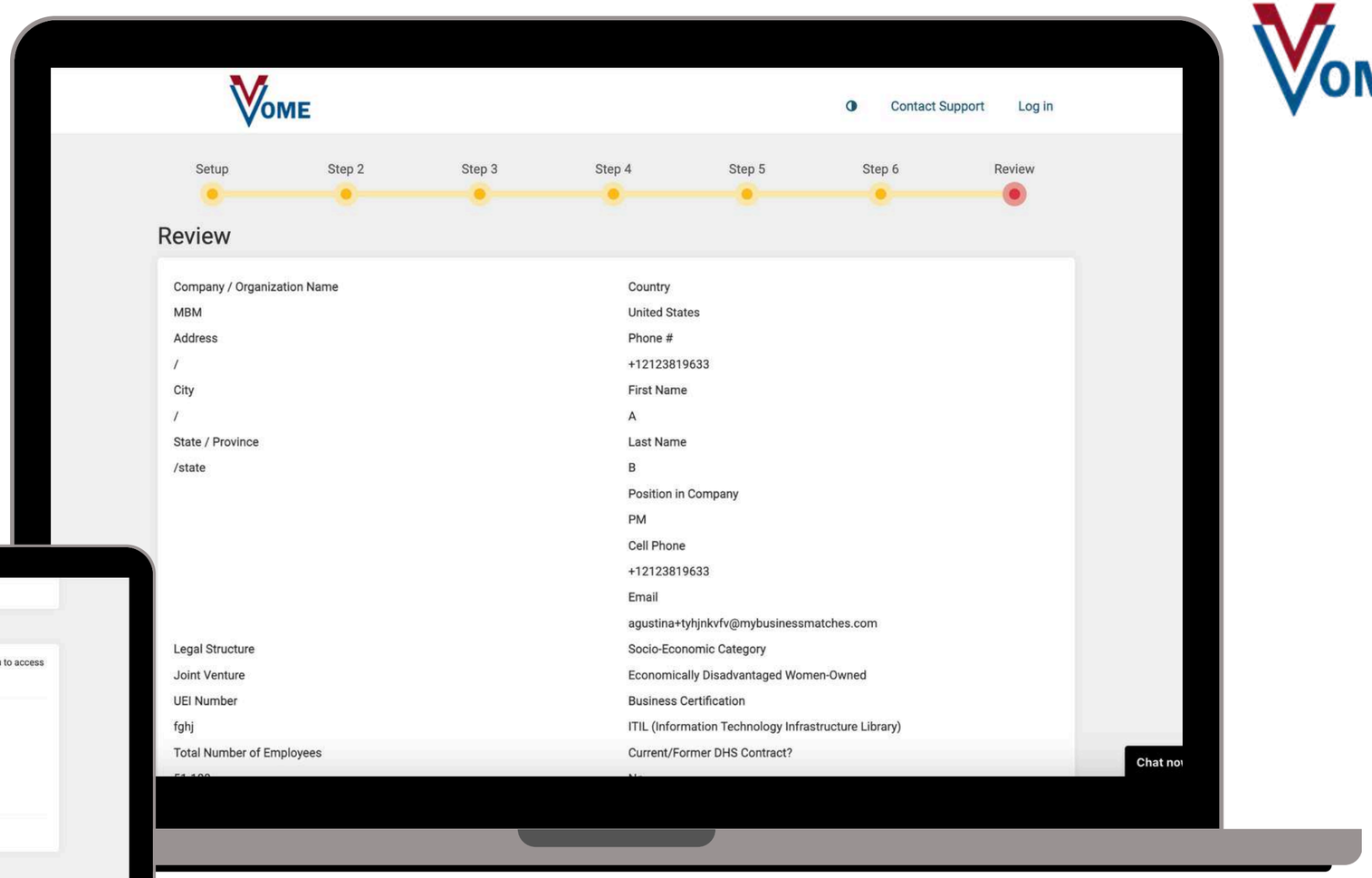
Upload files from your company (optional).
You can come back to edit and upload more files later.

6

Create your own Password

You can create your own password or click on the "Generate My Password" button for the system to create one for you. You can edit it later if necessary.





7

Review and check information, submit registration and wait for a confirmation email.

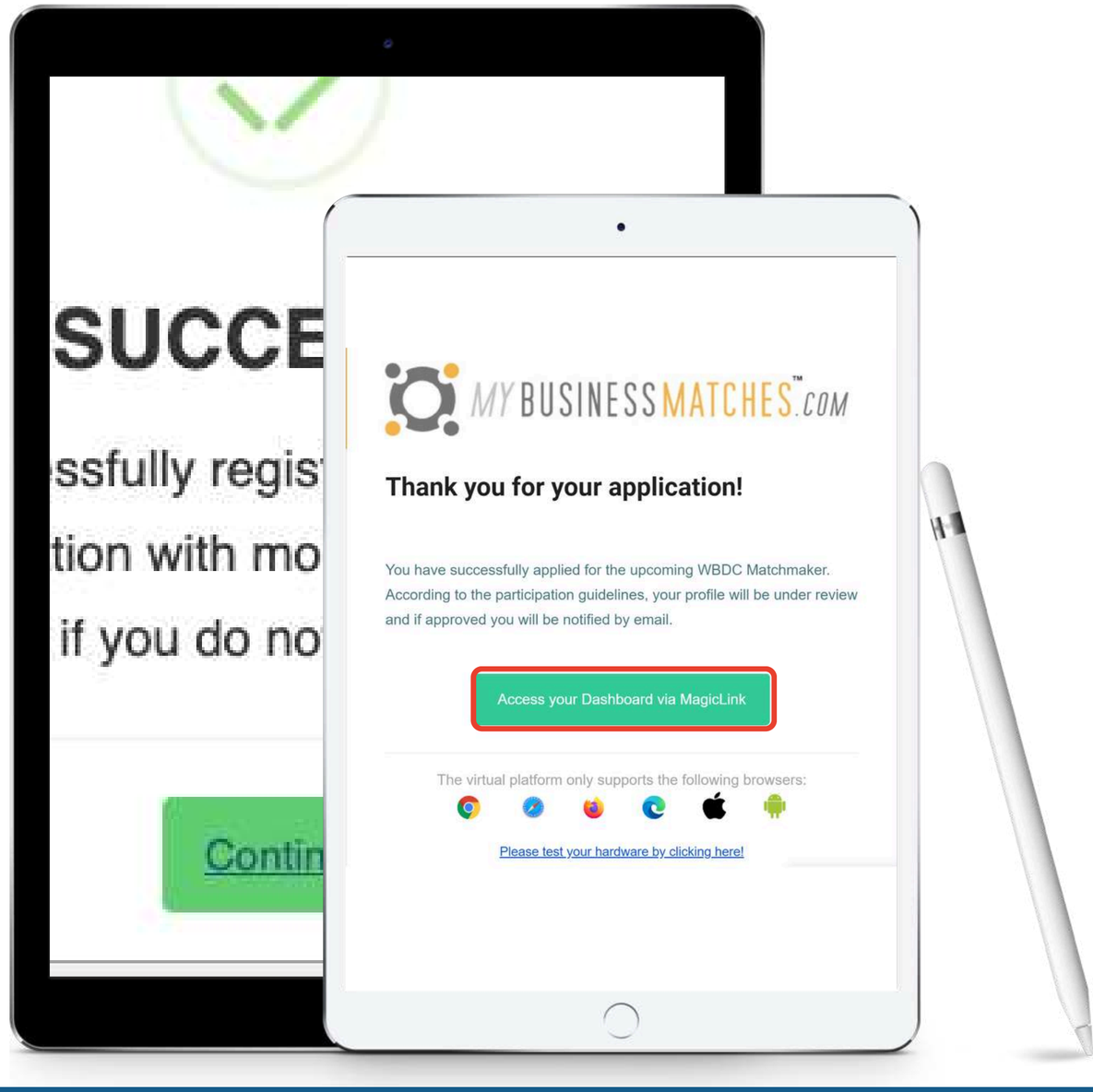
Did you receive a confirmation email?

8

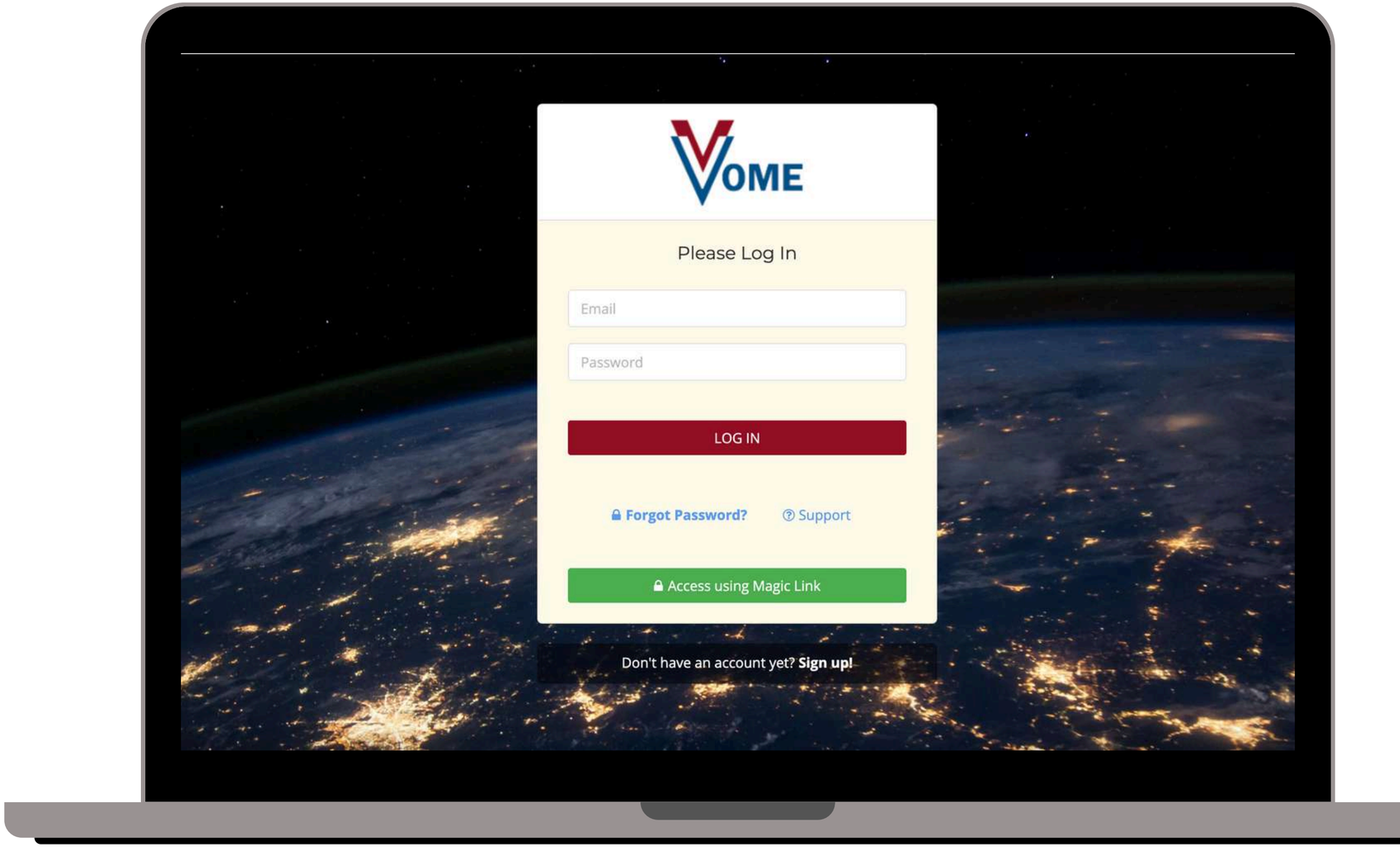
Please check your spam box if you have not received the link.

PLEASE NOTE: Registration does not guarantee a one-on-one meeting but is required for a meeting to be scheduled.

USE YOUR MAGIC LINK TO GO STRAIGHT TO YOUR DASHBOARD WHENEVER YOU WANT!

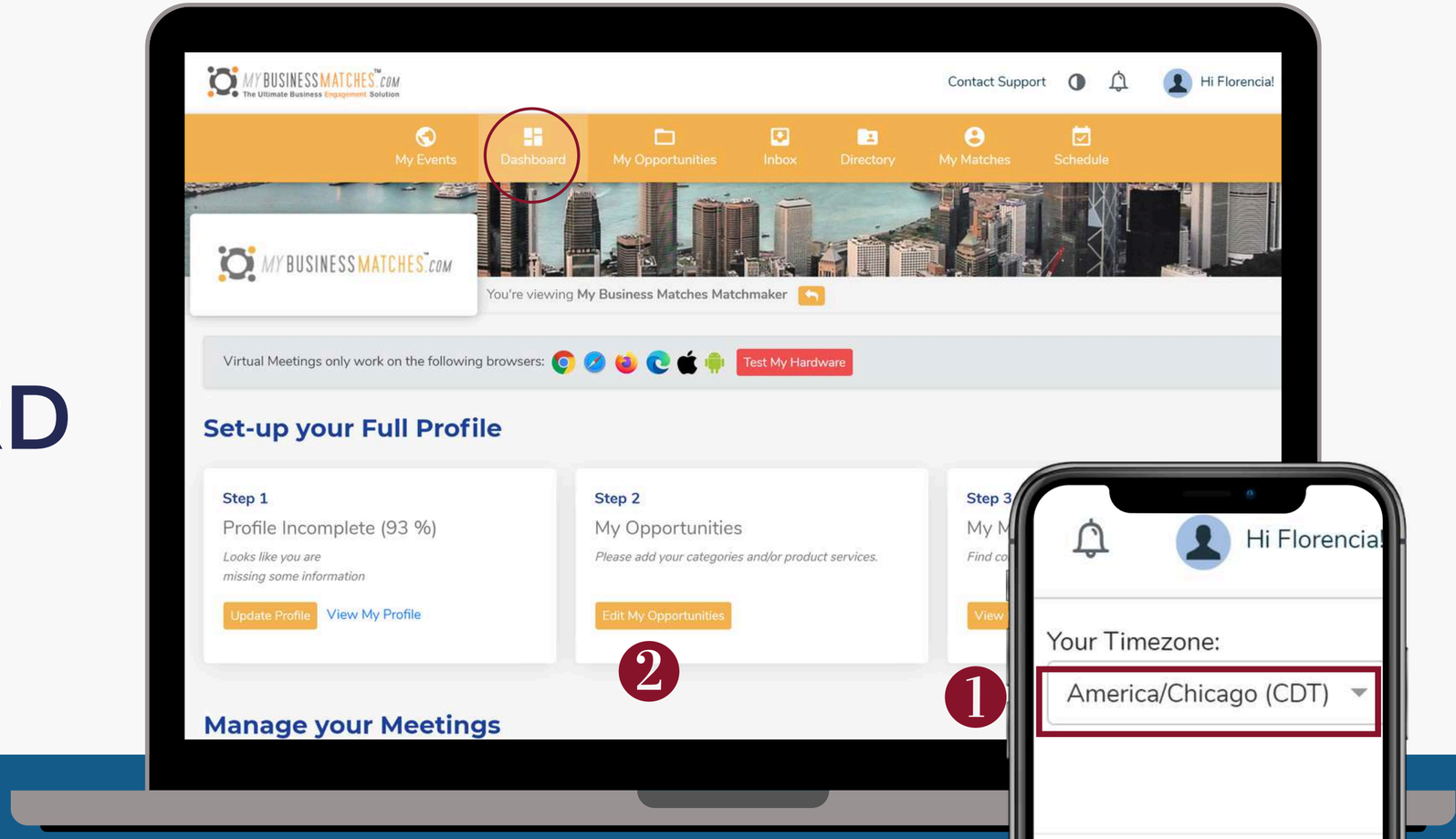


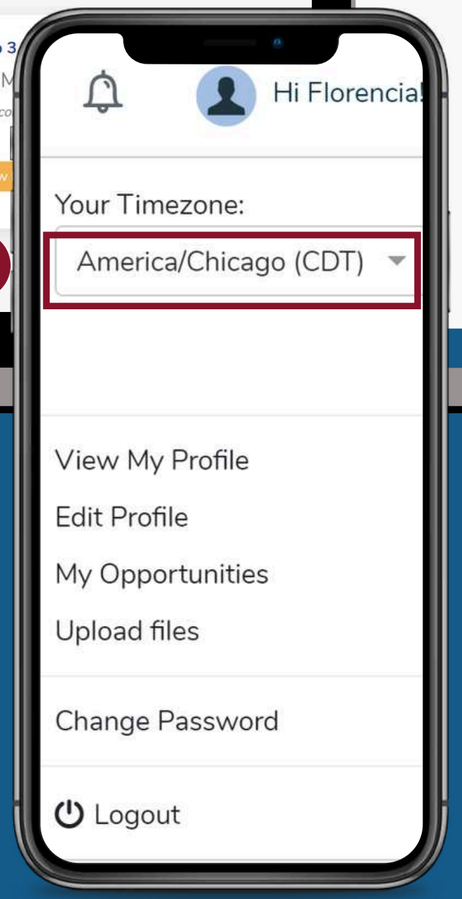
Apart from the MagicLink, you can also log in with your email and the password from your registration.



IT´S TIME TO MATCH!

WELCOME TO
YOUR DASHBOARD

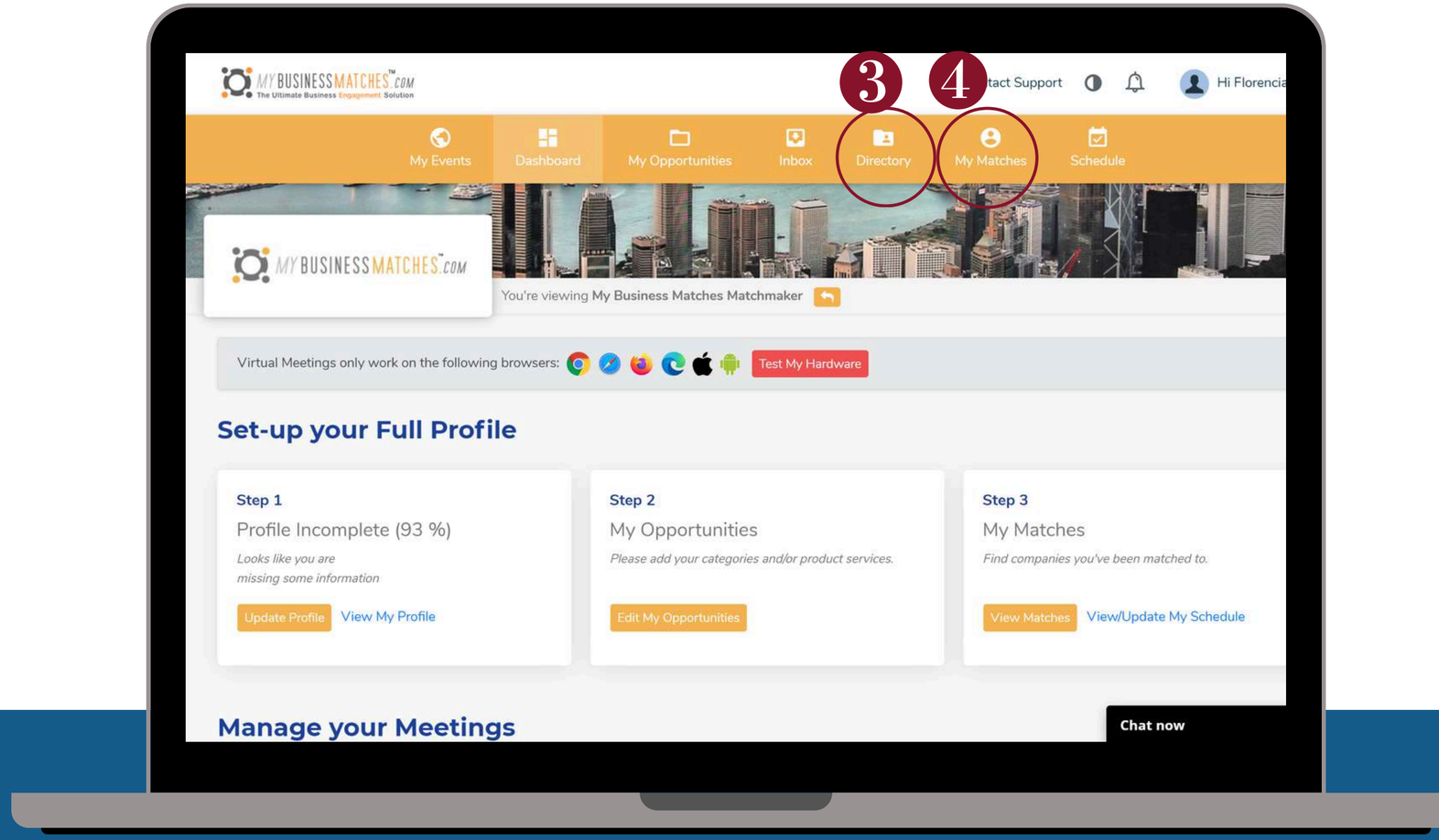




1. The system will automatically detect your timezone and ask you to update it. You can always edit it in the right top menu.

2. Make sure your profile is complete. Click on "Edit My Opportunities" to add the additional NAICS of your interest (seeking and providing) to improve your Matching experience.

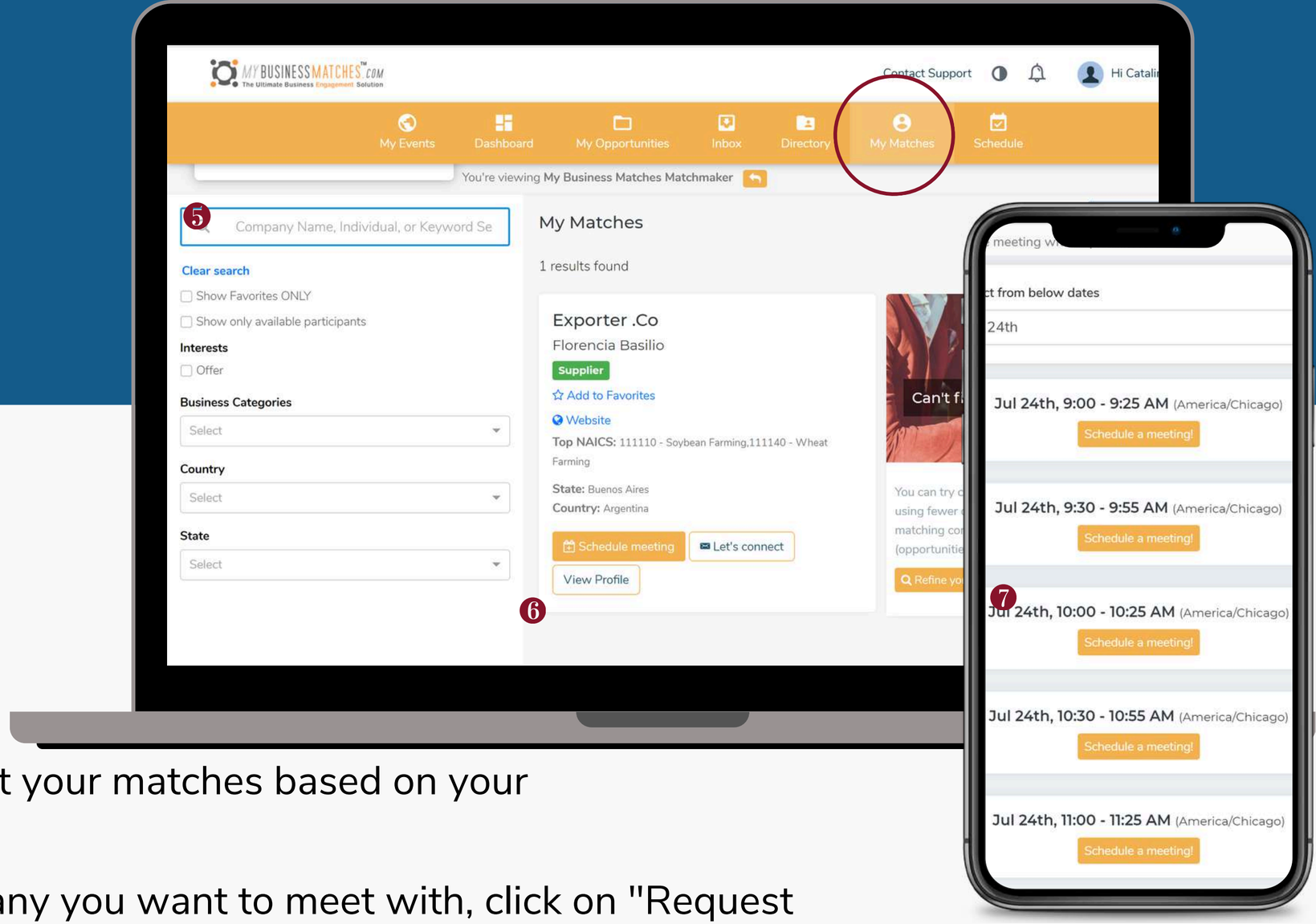
TIME TO MATCH!



3 "Directory" will show you all participants and matchmaking opportunities of the event.

4 "My Matches" allows you to see your potential matches according to the NAICS you provided during the registration process.

MY MATCHES



CREATE A MEETING
WITH YOUR MATCH:

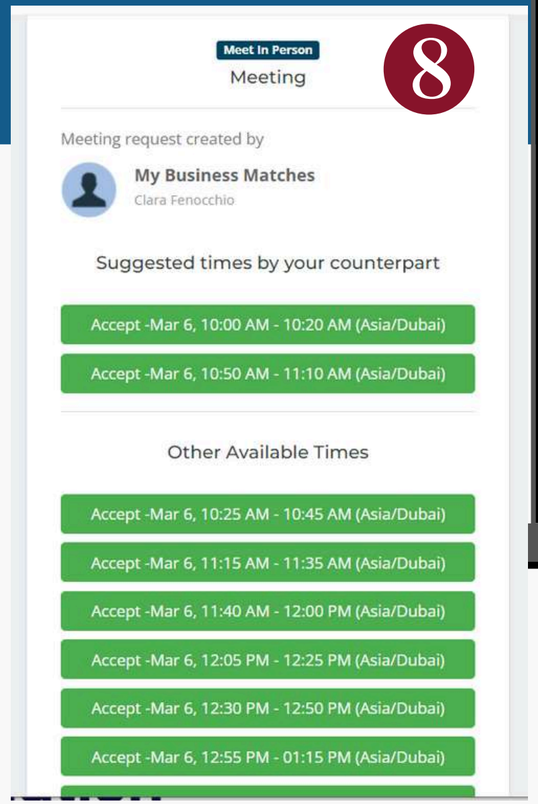
5 Under My Matches you can filter out your matches based on your business needs.

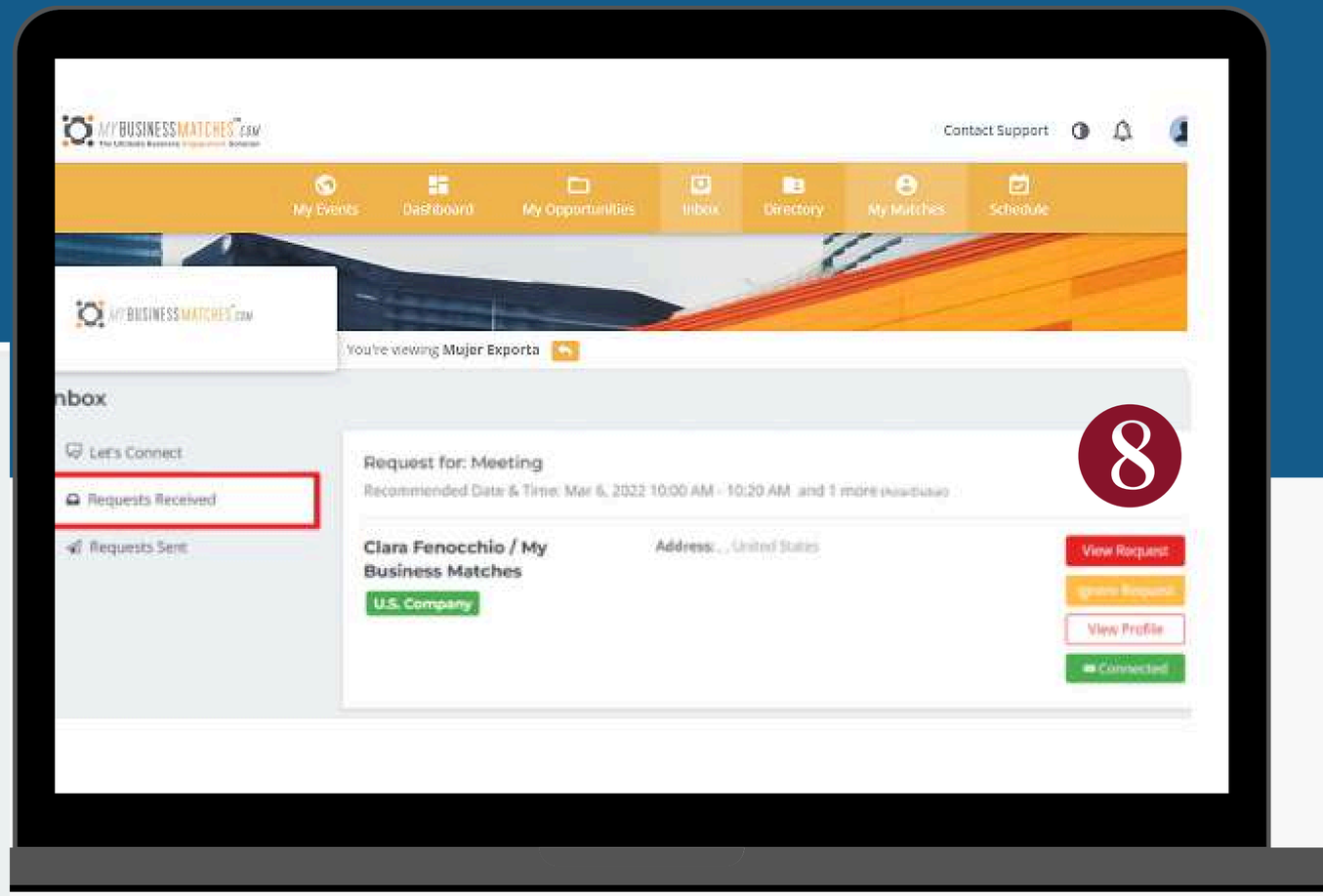
6 Once you have identified the company you want to meet with, click on "Request Meeting" to send a meeting request.

7 To confirm a meeting request, select the times you would like to conduct the meeting.
Please note: A meeting is only confirmed once it is accepted by the other organization.

INBOX SECTION

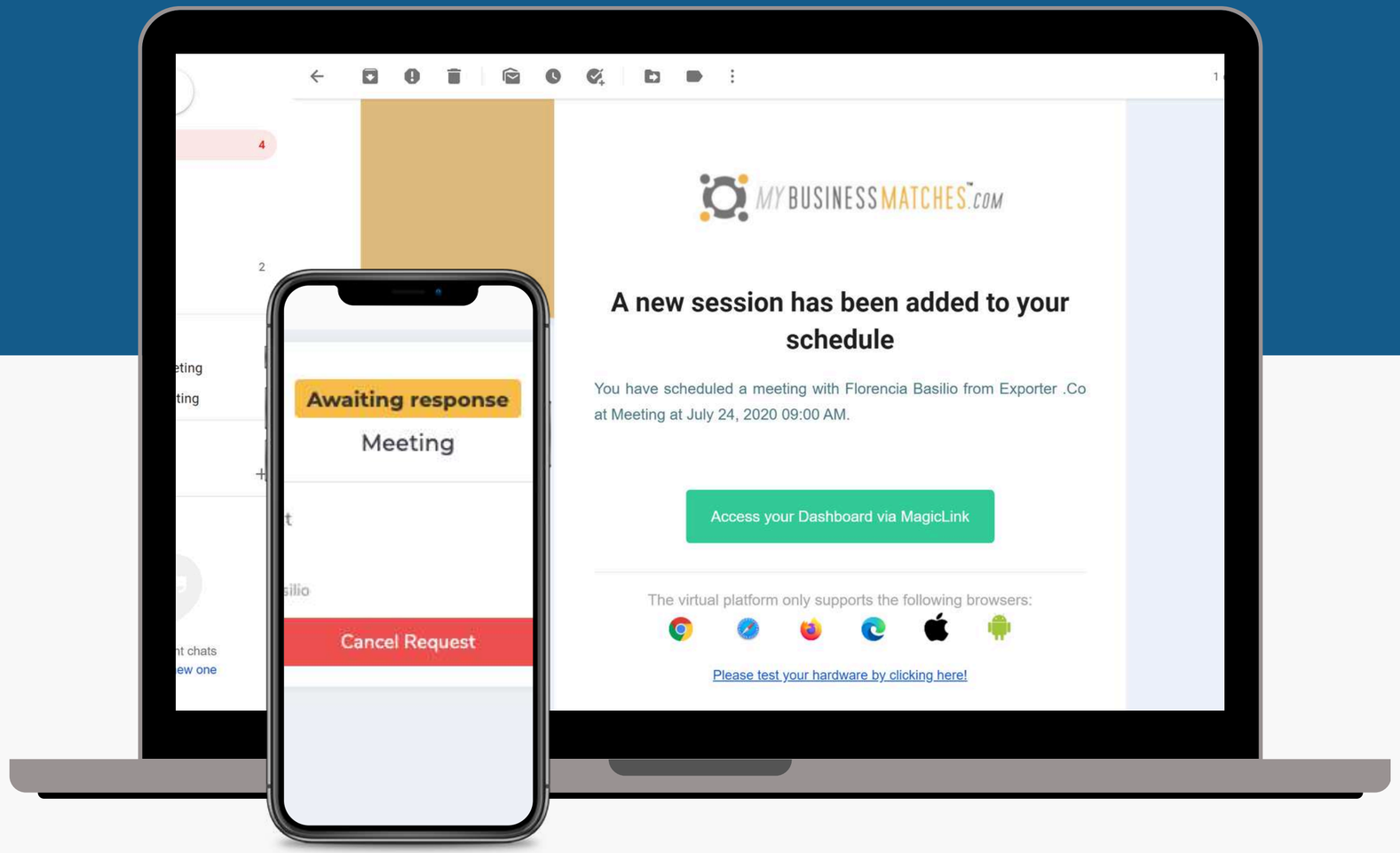
You can see all the meeting requests received in the INBOX-REQUESTS RECEIVED section





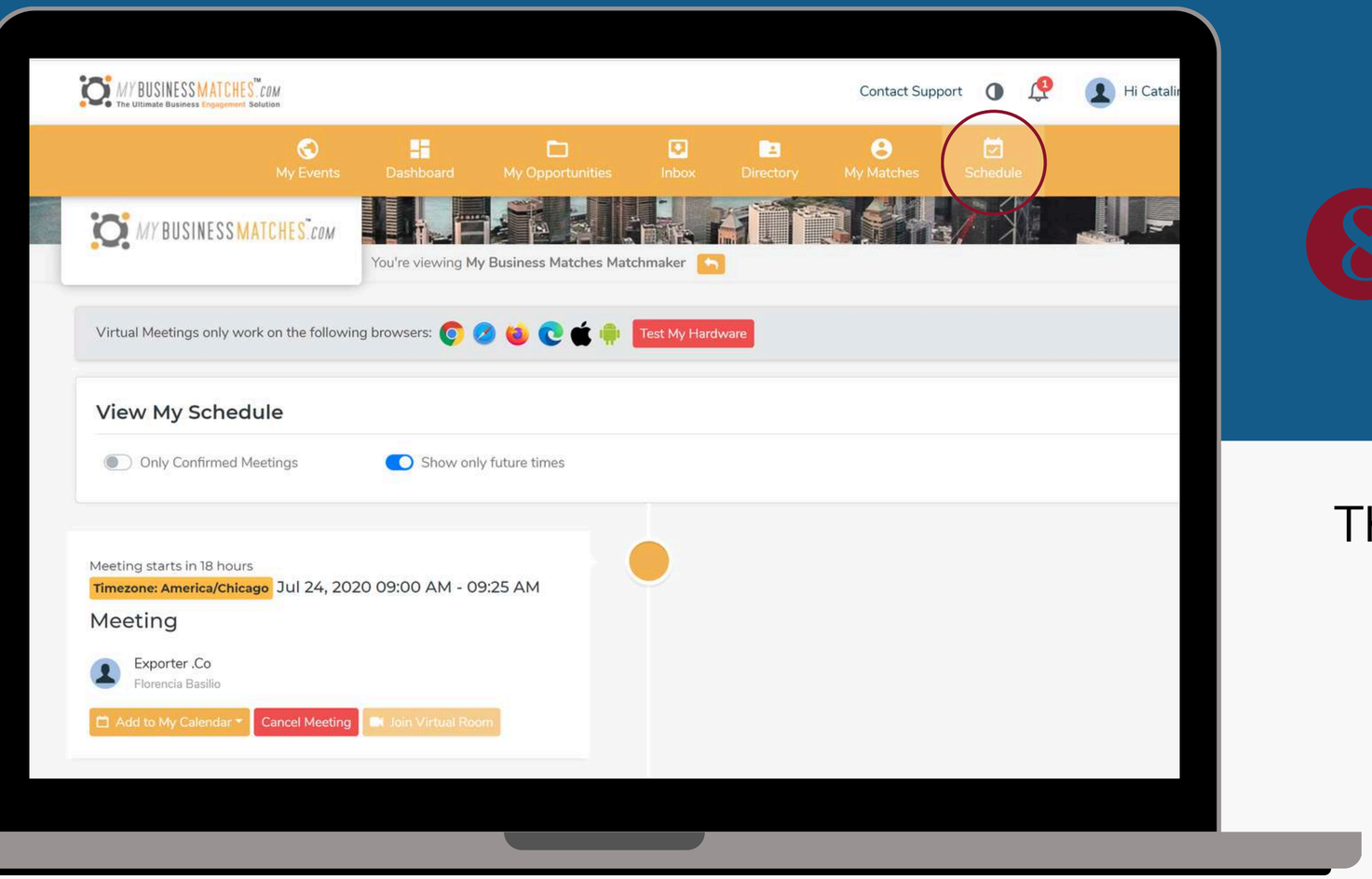
8 You can accept or decline the meeting request by clicking on **"View Request".**
You can accept a time suggested by your counterpart or other available time for both. The system will not let you accept 2 meetings at the same time letting you know that the time is not available.

NOTIFICATIONS



You will receive email/sms notifications for messages, meetings requests and scheduling.

Remember to check your meeting requests received, to accept them or decline them in the "*Inbox*" section.



8 SCHEDULE

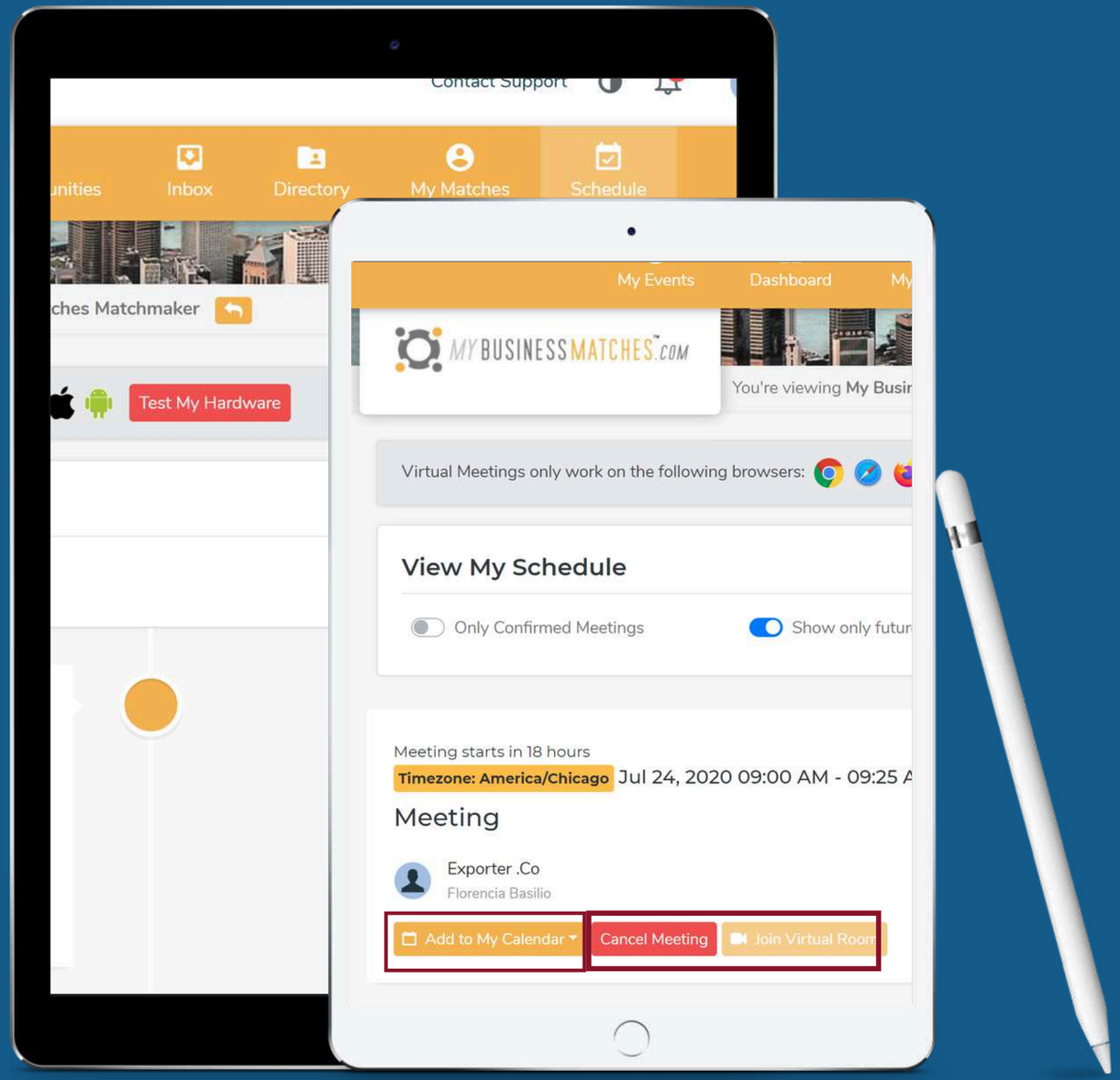
This section will show you a timeline with all your confirmed meetings.

VIEW SCHEDULE

Add your meetings to your personal calendar (compatible with Google, Apple, Outlook and Yahoo).

You can cancel your meetings up to 24 hours prior to the event. You can join the virtual room 10 minutes prior to the meeting.

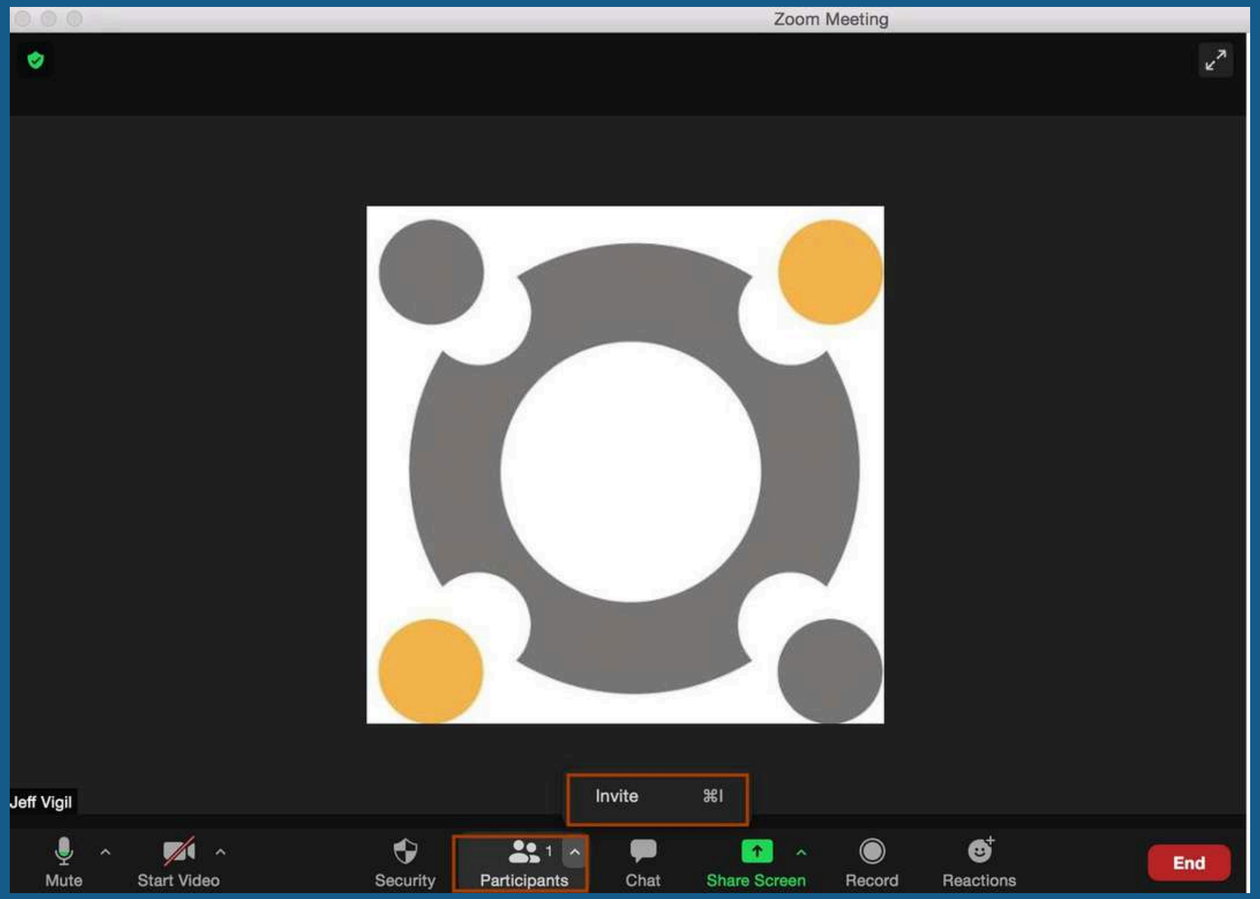
After you finish your meeting, you need to go back to your schedule and join your next meeting. If the "Join virtual room" button hasn't been enabled yet and it is the time of your meeting, please refresh the page and it will enable.



HOW DO I INVITE A COLLEAGUE TO JOIN THE MEETINGS WITH ME?

Once you are inside the virtual room, you need to click on the little arrow located in the PARTICIPANTS section in the tool bar. Then click on INVITE.

This event will use Zoom for the virtual meetings.



DO YOU HAVE ANY QUESTIONS?
CONTACT US!

info@mybusinessmatches.com

CHECK THE FAQ'S MANUAL

If you need extra support you can follow the steps with our video tutorial