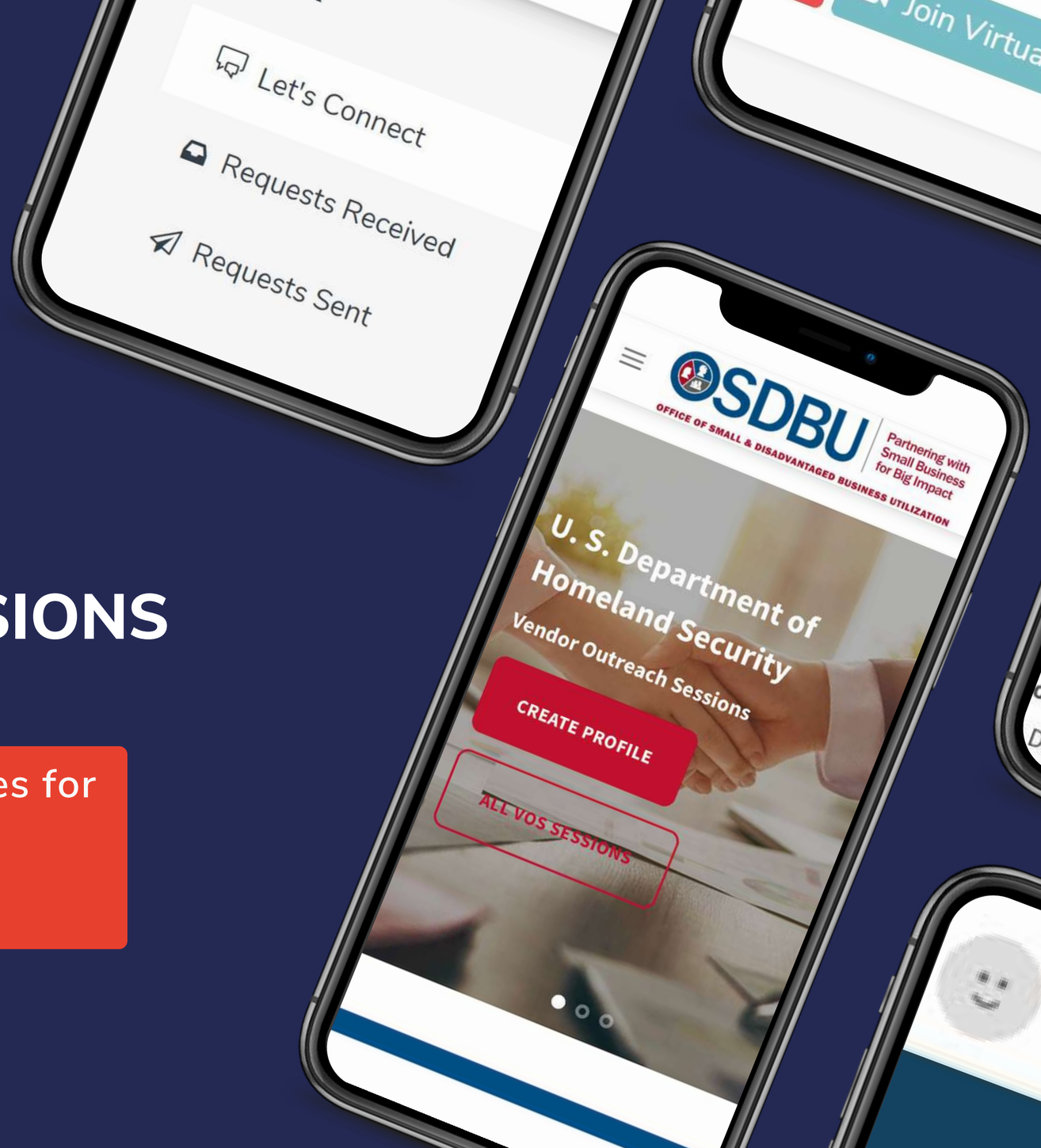
U.S. DEPARTMENT OF HOMELAND SECURITY VENDOR OUTREACH SESSIONS

Platform tutorial for Small Businesses for the Vendor Outreach Sessions: https://dhsvos.com



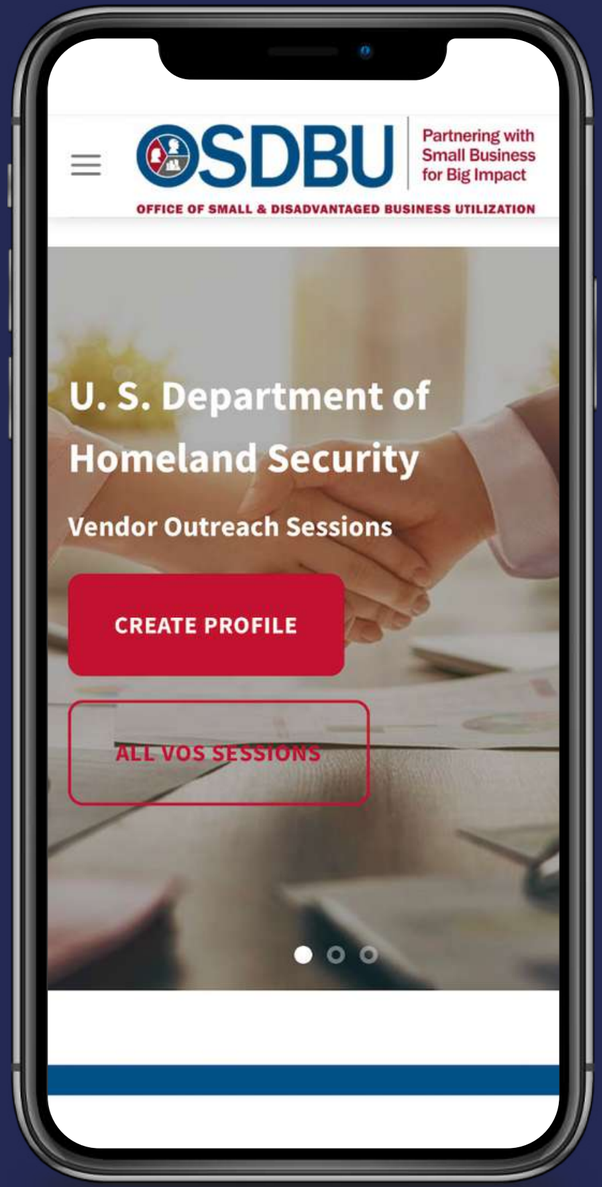
FOLLOW THE STEPS TO

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

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

INDEX

- How to create a new profile (Slides 4 - 11)
- How to participate in VOS events after creating a profile (Slide 13).
- View Dashboard (Slide 14)
- Time to match! (Slides 15 - 21)



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To register please click on the CREATE PROFILE button located on the website: https://dhsvos.com/

Please note that you need to do this process only once.

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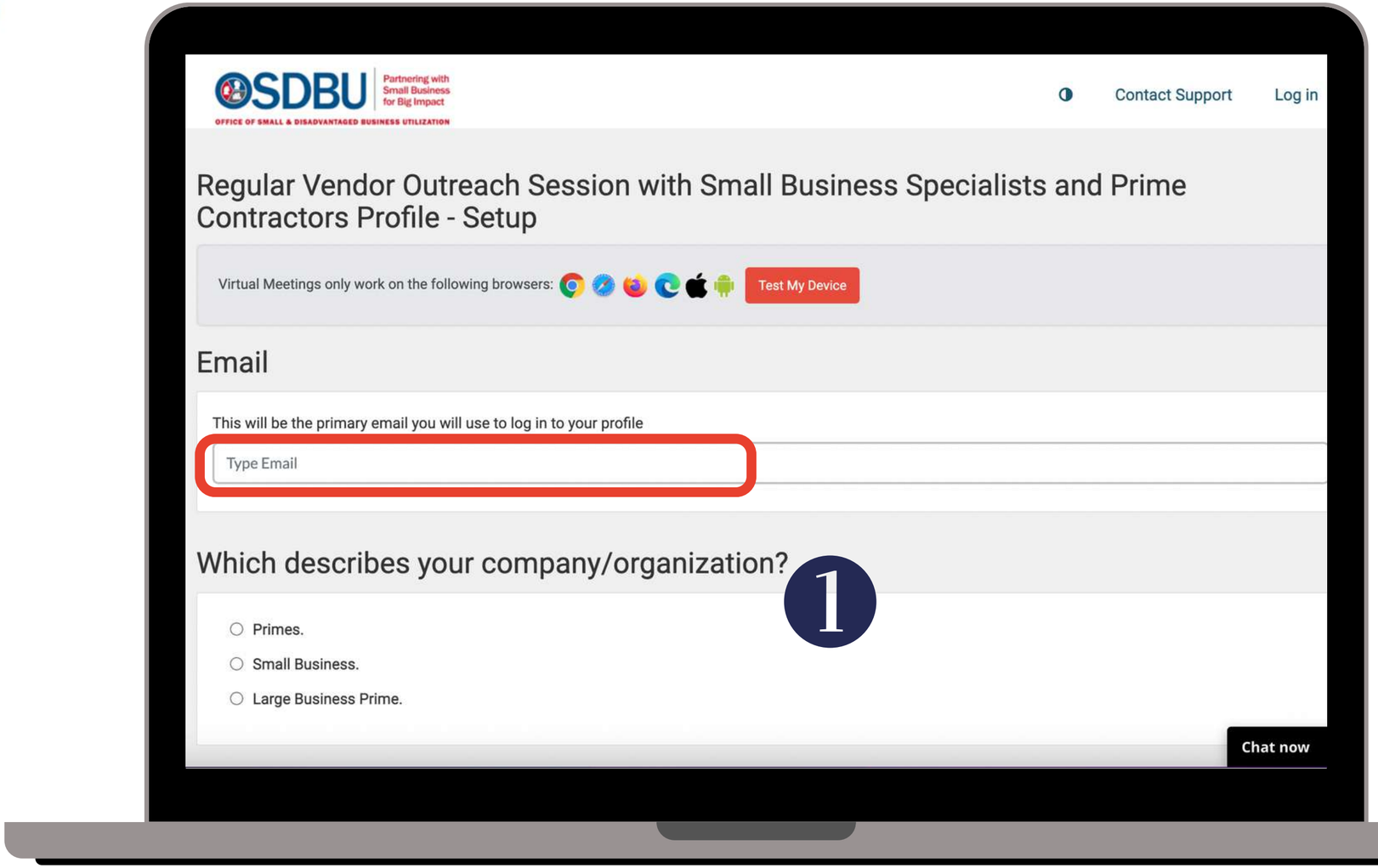
If it is your first time registering for a VOS event

1

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

REGISTRATION IS COMPLETE ONCE CONFIRMATION EMAIL IS RECEIVED



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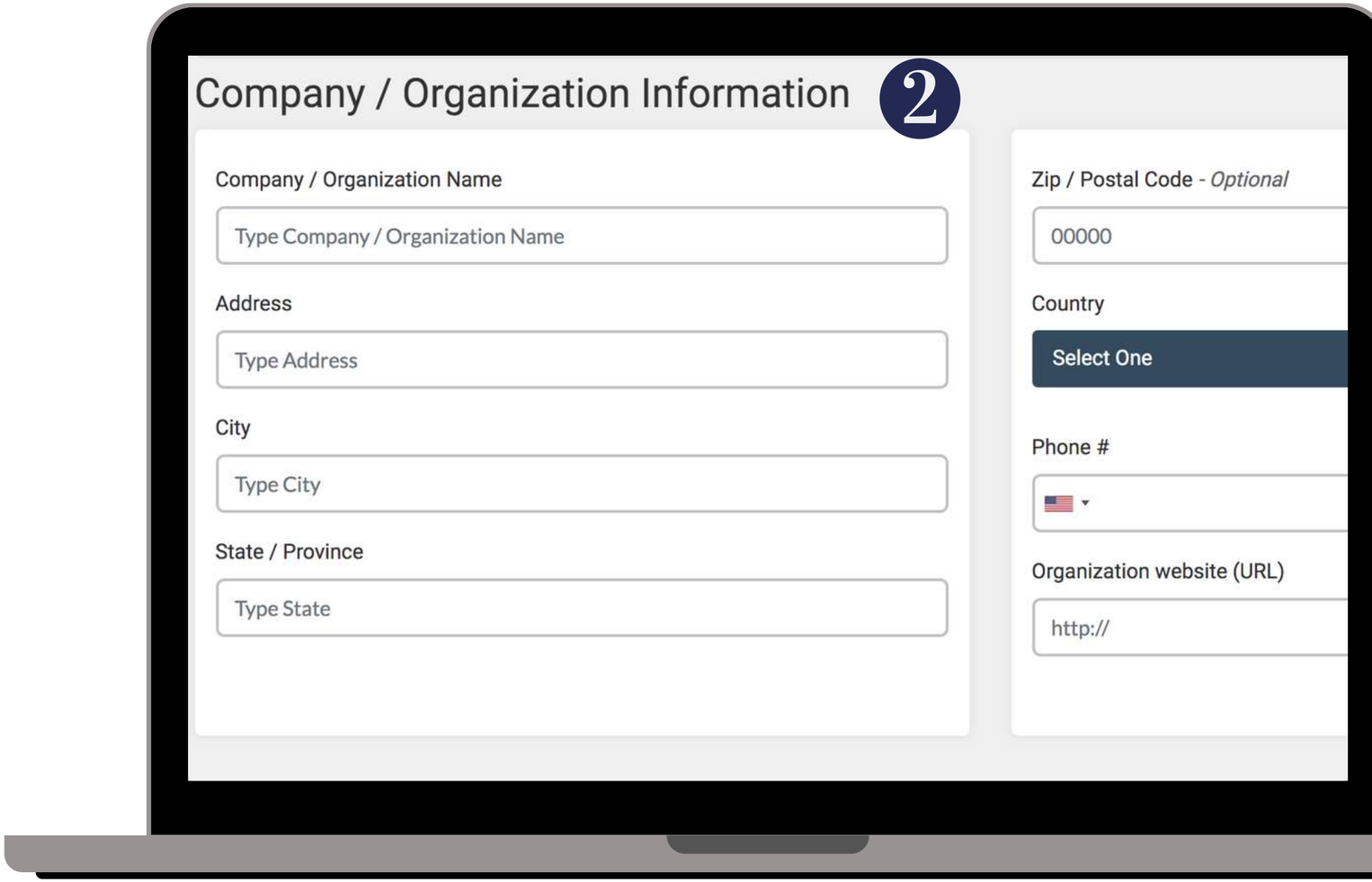
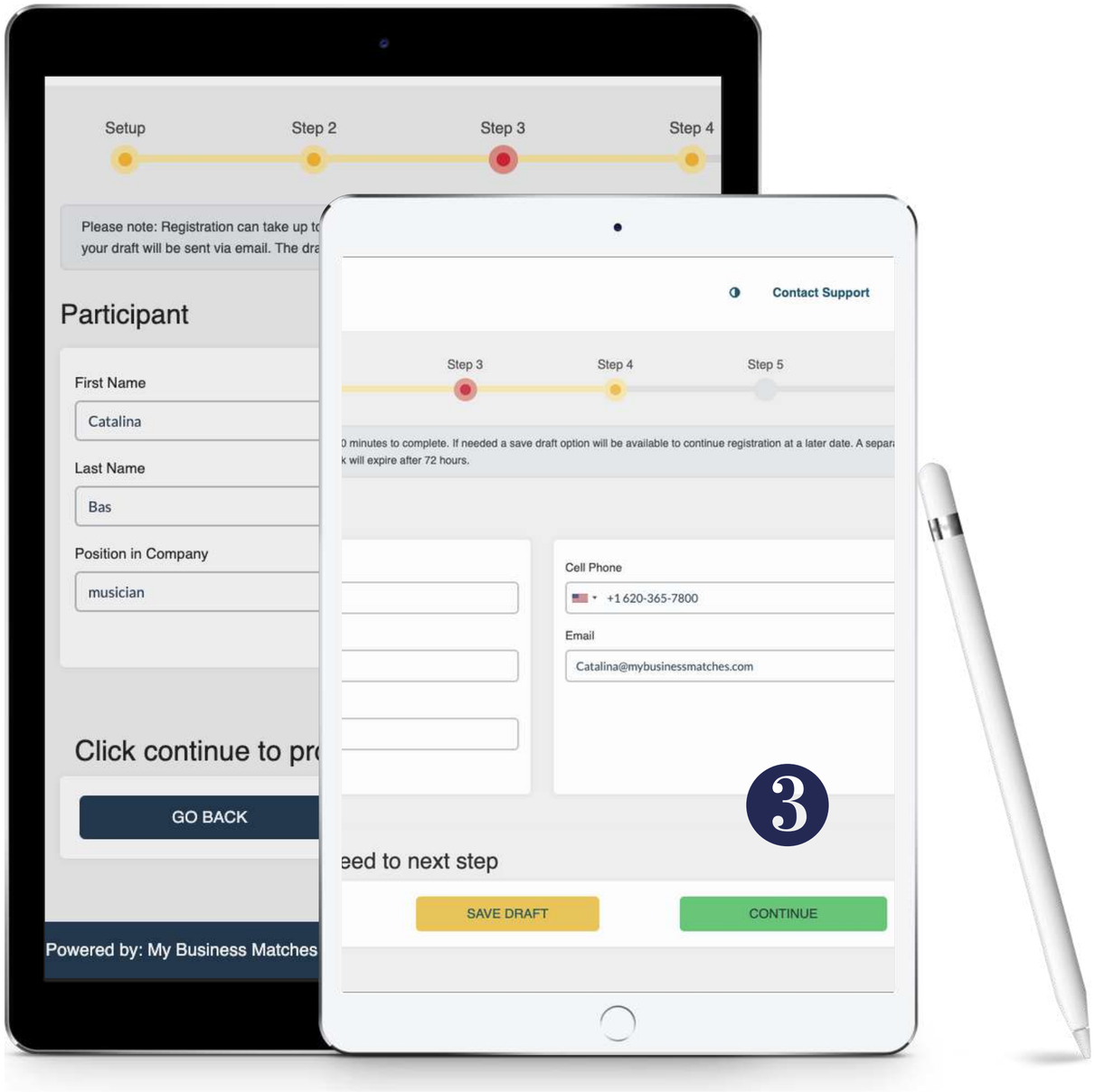
2

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





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3

Complete Step 3 with attendee information and click "Continue"

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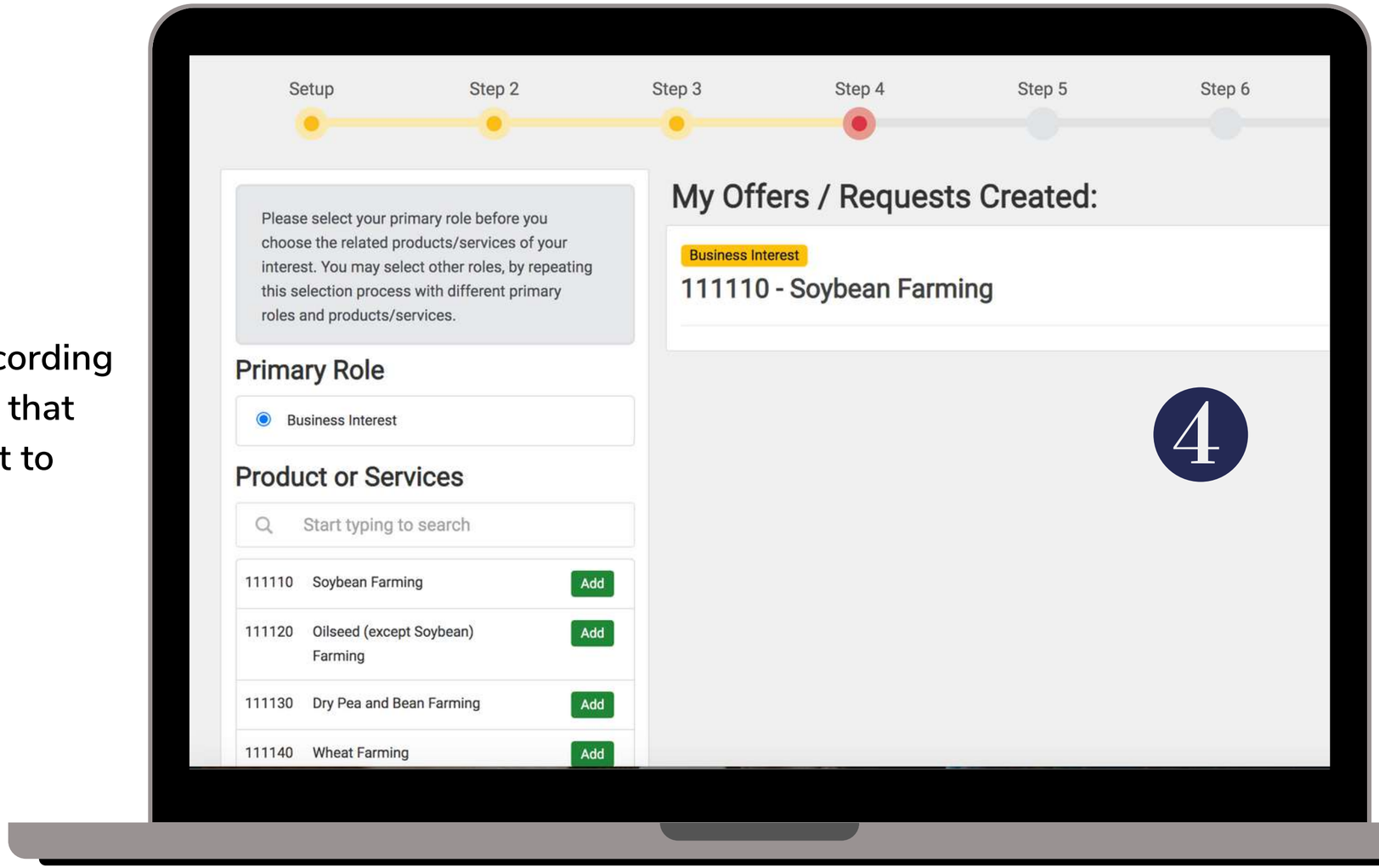
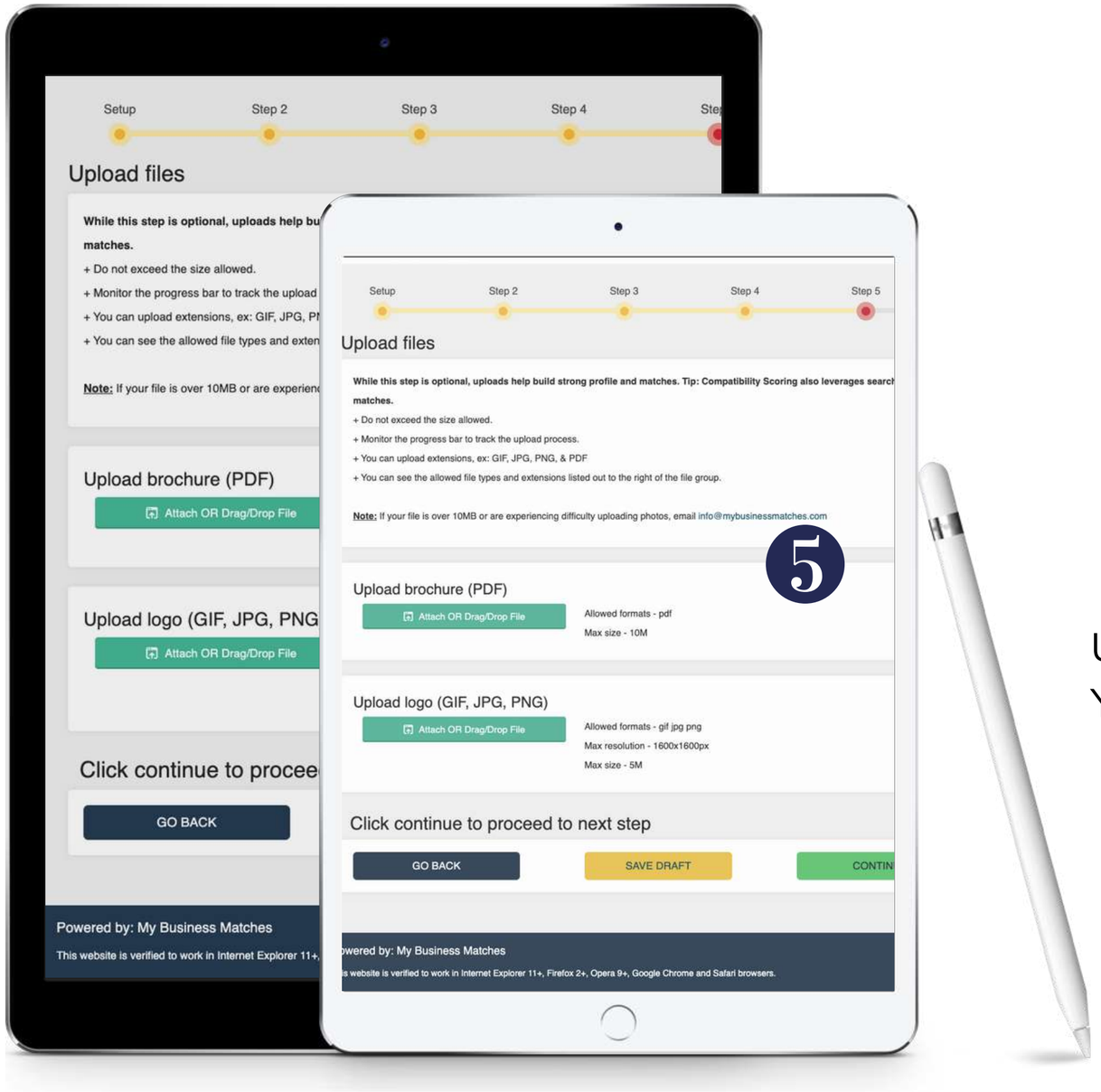
4

Select your NAICS Codes categories according to your interests for matching. Select all that apply for the type of counselor you want to meet.





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5

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

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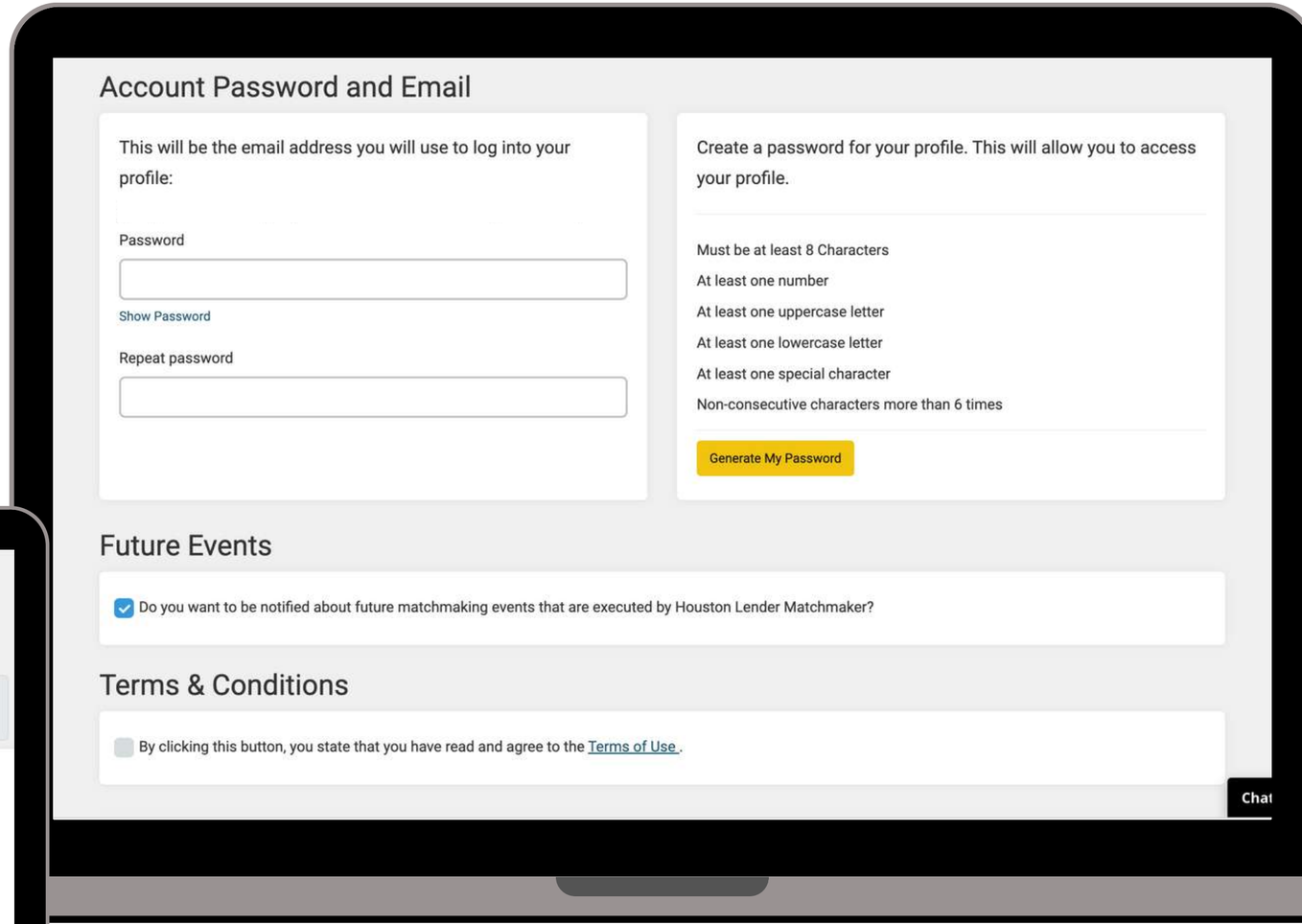
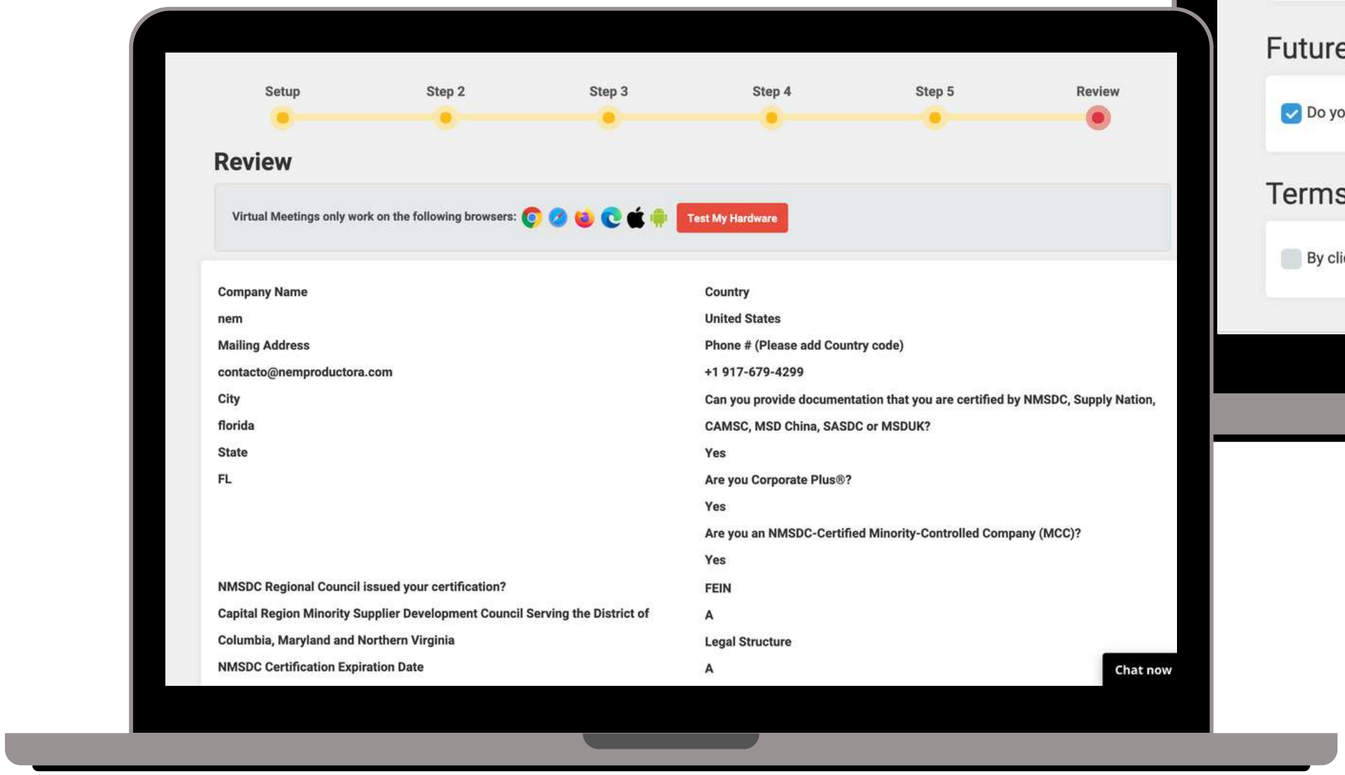
6 Create your own Password

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





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

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Did you receive a confirmation email?

Please, check your spam box if you haven't received the link yet.

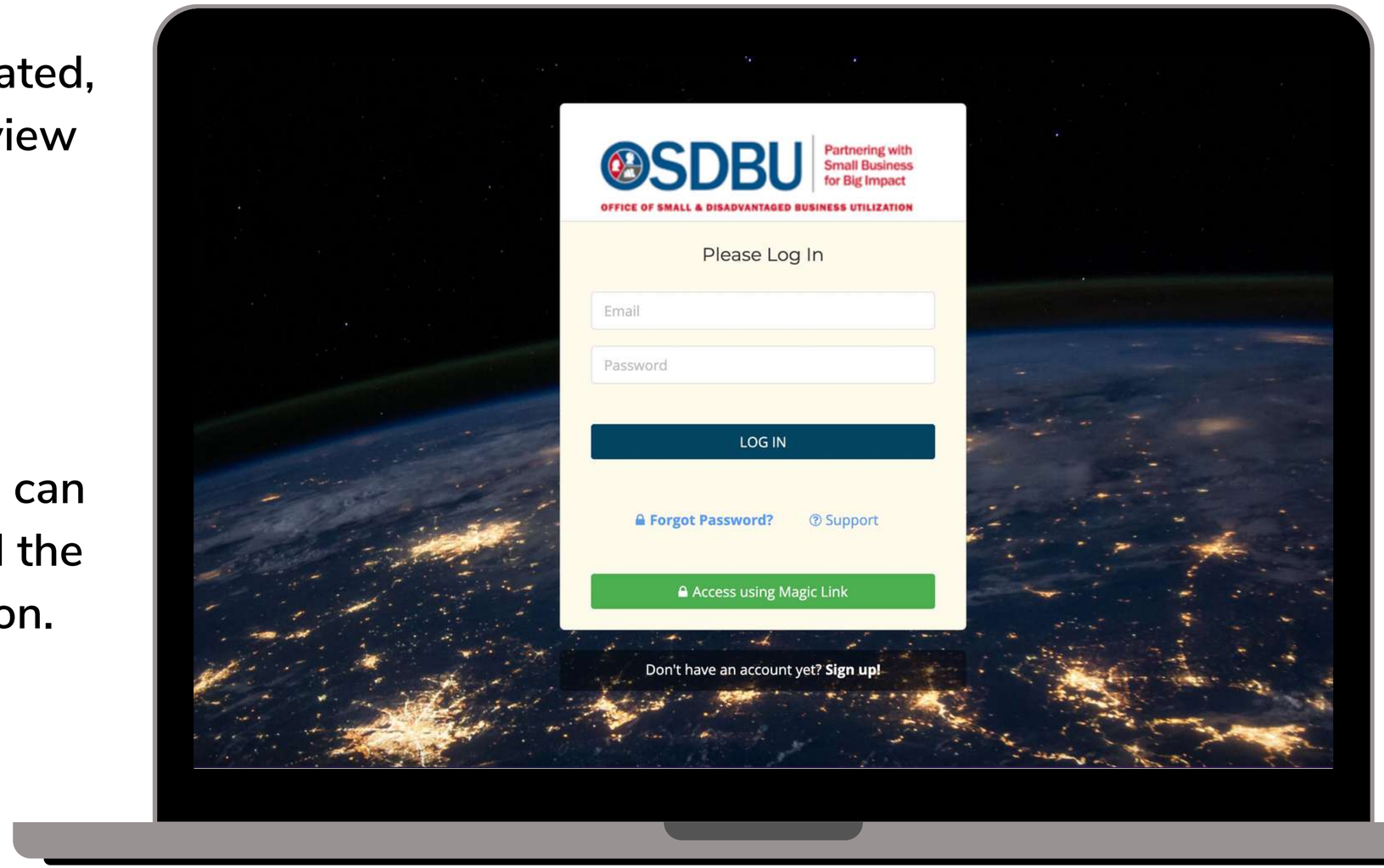
PLEASE NOTE: Registration does not guarantee a one-on-one meeting but is required for a meeting to be scheduled.

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

If you already have a profile created, you can log in and complete/review your information.

8

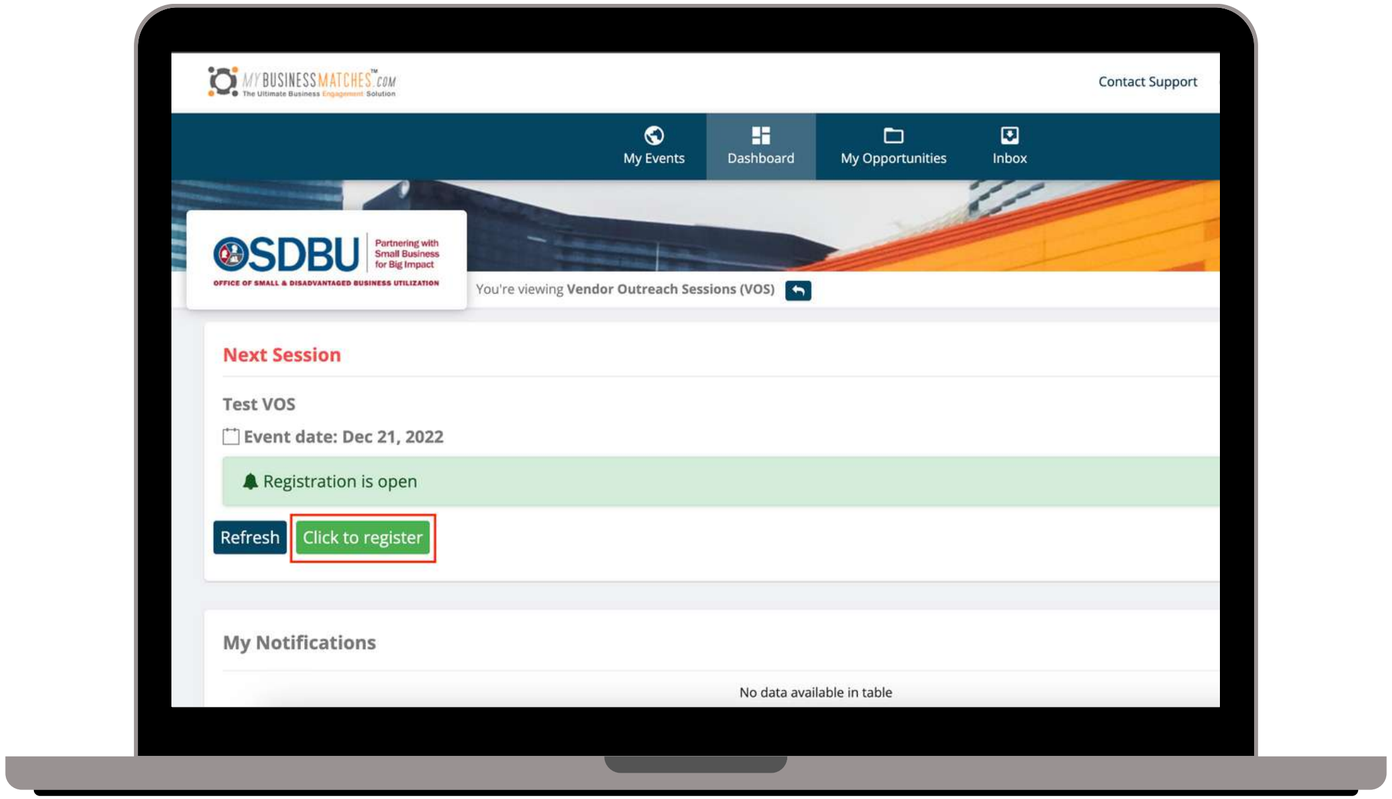
Apart from the MagicLink, you can also log in with your email and the password from your registration.



Go to slide 14 to see the dashboard.

After the profile is created, you can register for each Vendor Outreach Session and request meetings. Please check the dhsvos.com website to see when the ability to register and request meetings opens.

Log in to your profile during the meeting request(s) scheduling open and close dates. By clicking on "Click to Register" you will be redirected to the dashboard of the event to start requesting meetings with the Small Business Specialists and Primes that are your match:



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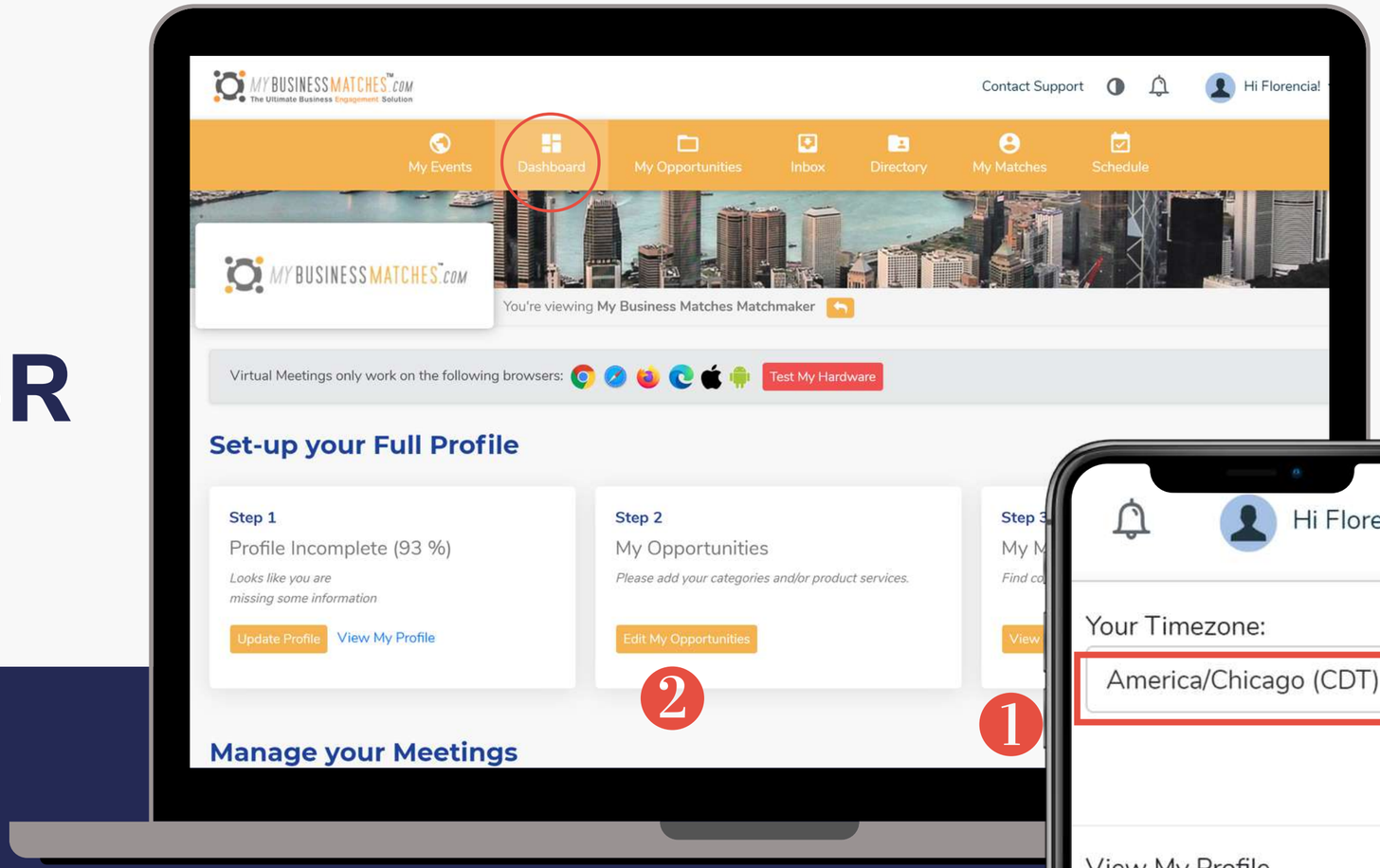
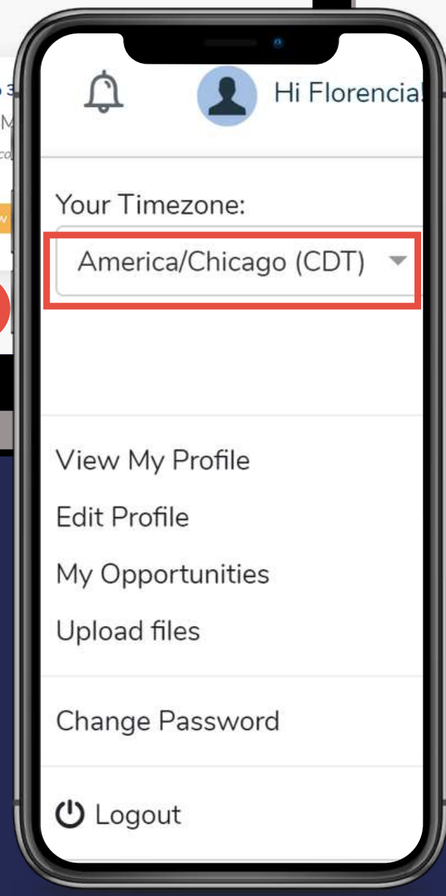
WELCOME TO YOUR DASHBOARD





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 codes of your interest to improve your Matching experience.

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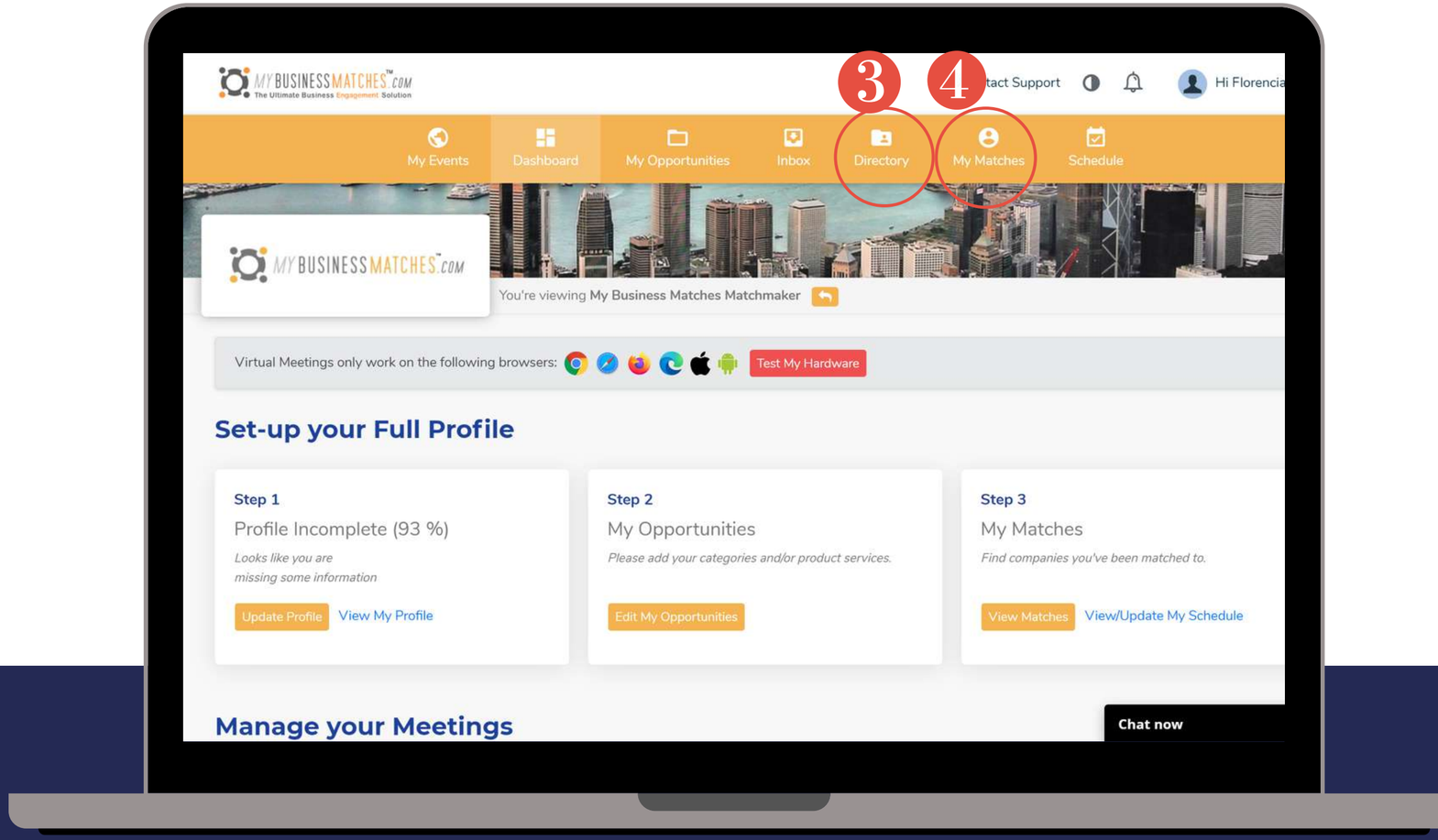
TIME TO MATCH!

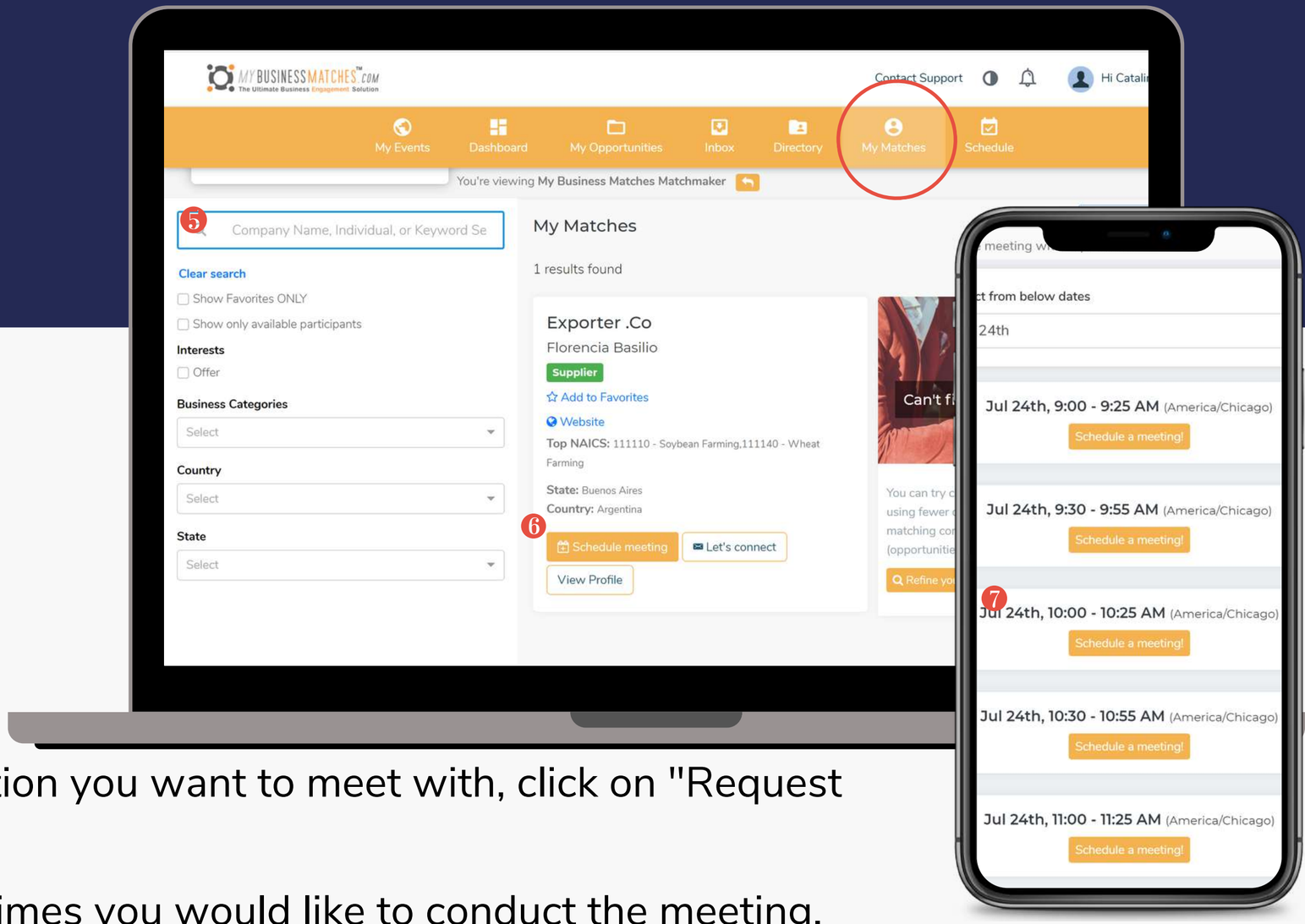


3 "Directory" will show you all participants and matchmaking opportunities of the event.

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

MY MATCHES

REQUEST A MEETING
WITH YOUR MATCH:



5 You can narrow your search by using the filters located on the left-hand side of the page.

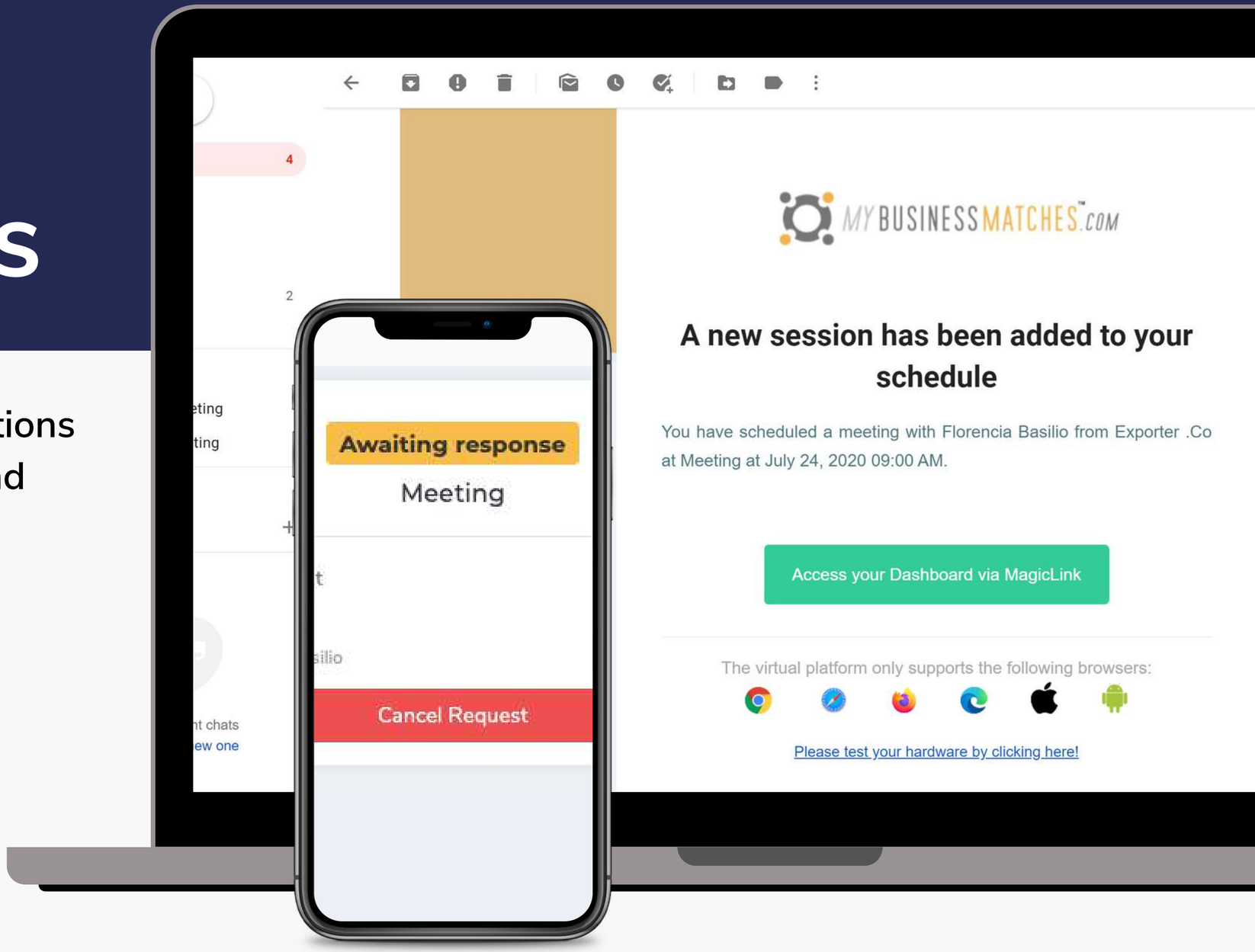
6 Once you have identified the organization you want to meet with, click on "Request Meeting".

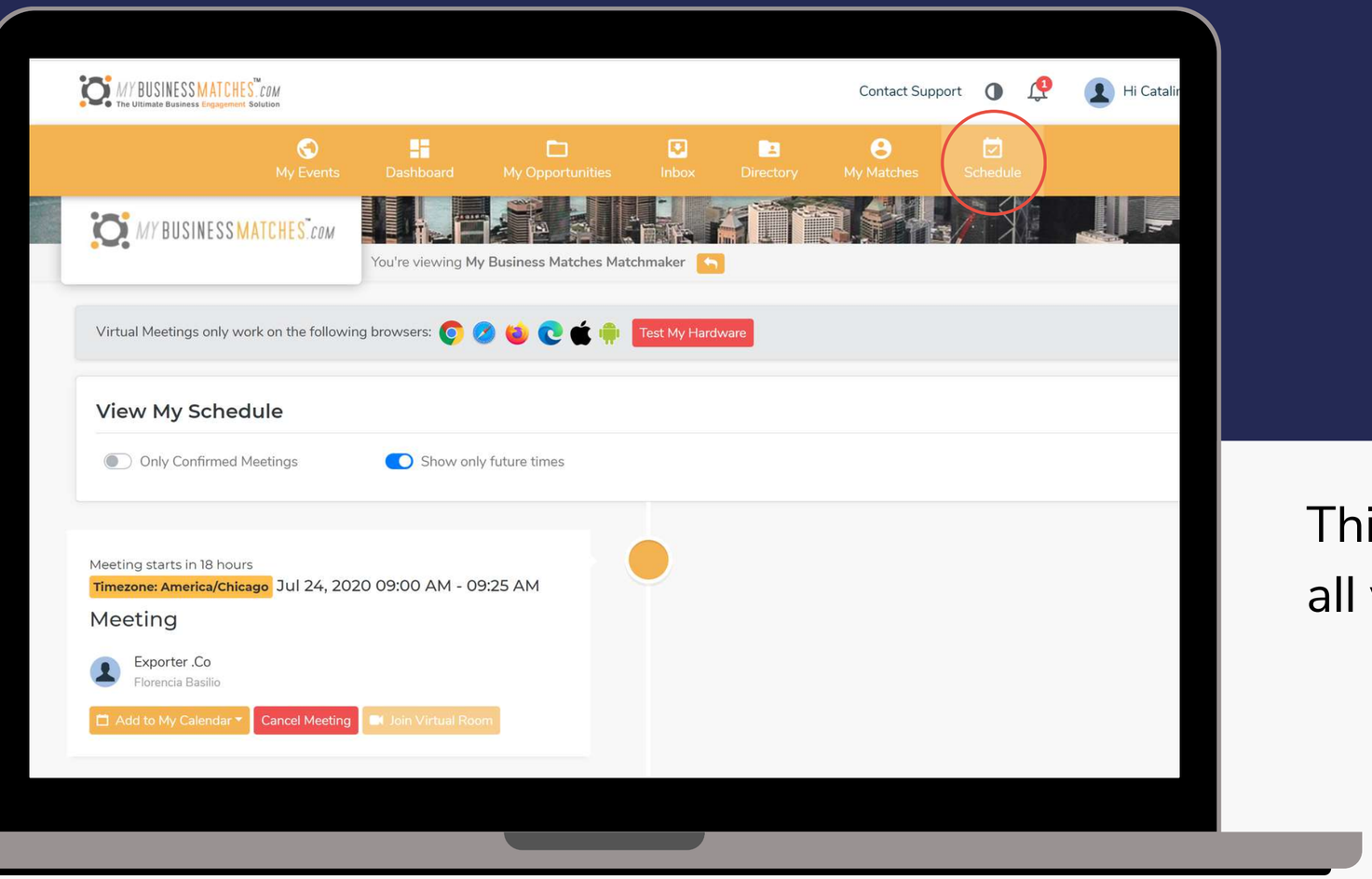
7 To send a meeting request select the times you would like to conduct the meeting.
A meeting is only confirmed once it is accepted by the other organization.

Please note that you can send meeting requests until the following Tuesday after the meeting request(s) scheduling opens.

NOTIFICATIONS

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





SCHEDULE

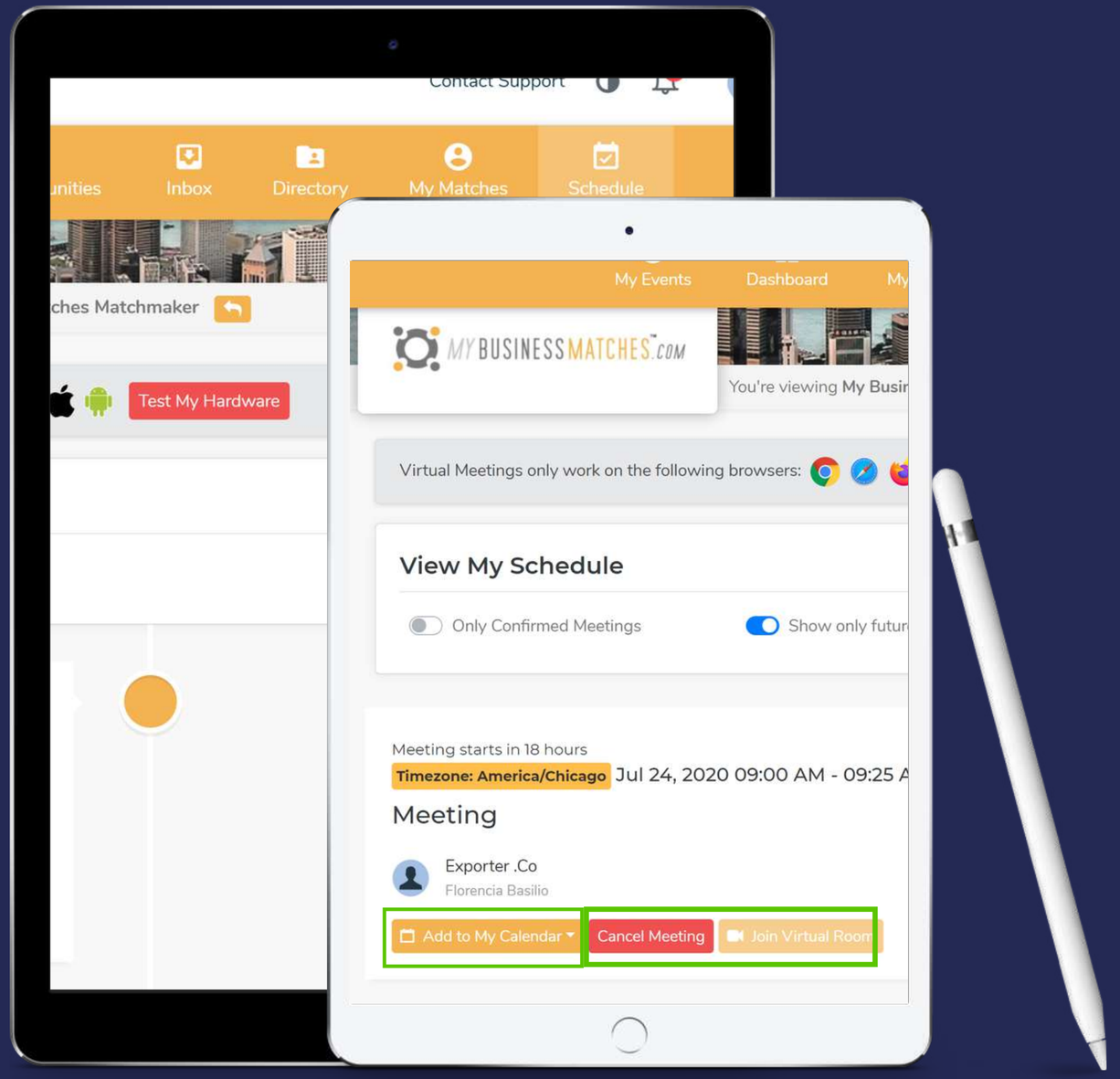
This section will show you a timeline with all your scheduled meetings.

VIEW SCHEDULE

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

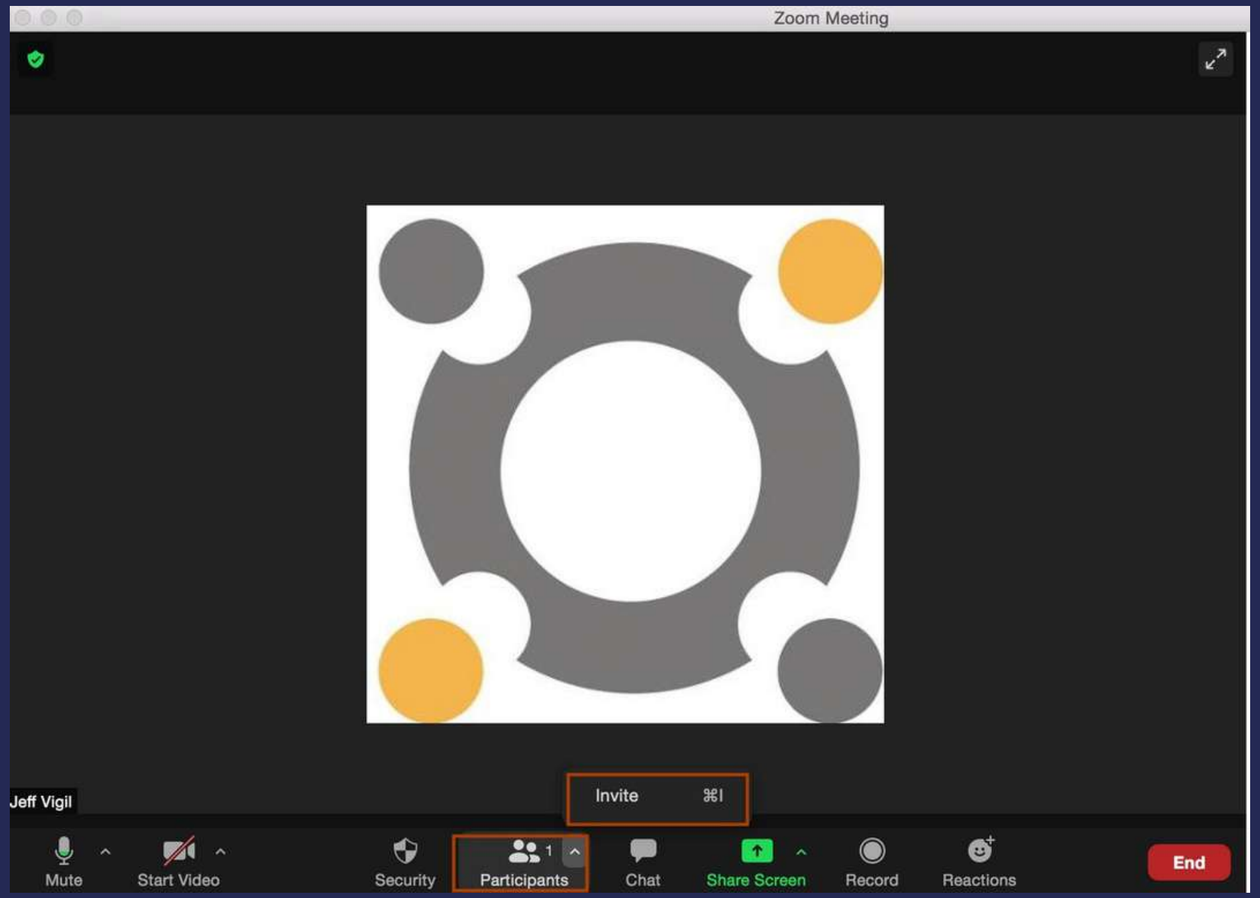
You can join the virtual room 10 minutes prior to the meeting.
Once you click on the Join virtual room button, you will be redirected to your virtual meeting.

Meetings must be canceled 24 hours prior to the confirmed meeting time.



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

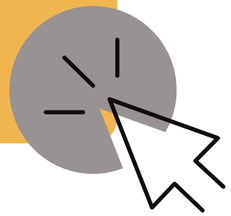
Once you are inside the virtual room, you need to click on the little arrow located in the PARTICIPANTS section in the tool bar. After that click on INVITE



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

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