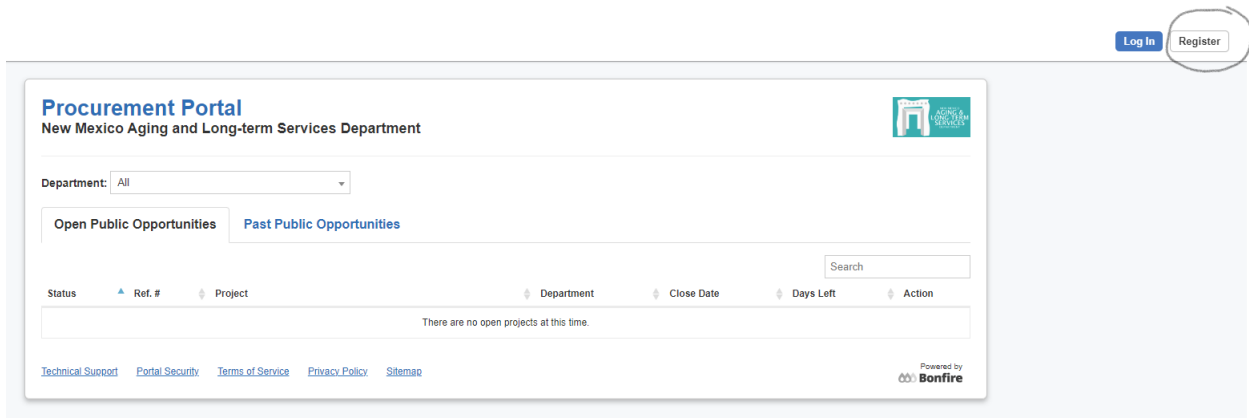


# Step by Step Instructions to create your Bonfire account to apply for the 2026 ALTSD Capital Outlay Application cycle opening **January 9, 2025**

## Step 1:

Go to [altsdnm.bonfirehub.com](https://altsdnm.bonfirehub.com)

Click on “Register” on the upper right hand corner

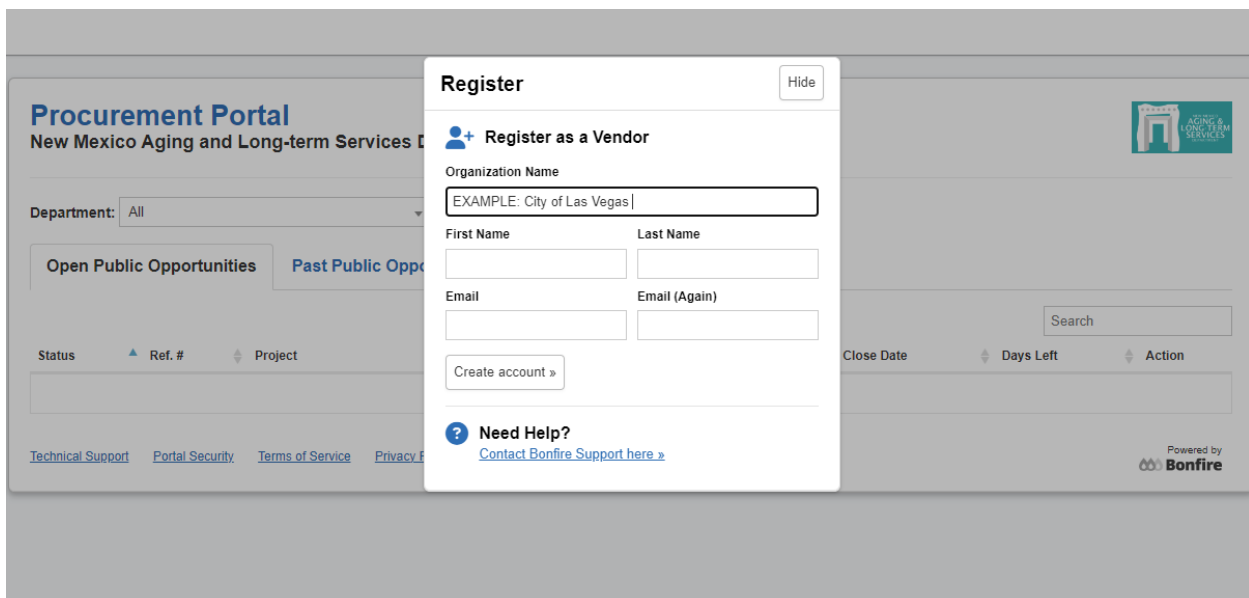


Complete the information

Organization Name is **not** the Senior Center but the City/County/Tribe/Pueblo/Nation or other.

Use the first/last name and email that has the authority to apply for the 2026 ALTSD Capital Outlay application.

Click “Create account”





## Success!

You'll receive an email with further instructions.


Have a question or need help using Bonfire? Email us at [Support@GoBonfire.com](mailto:Support@GoBonfire.com)



[« Back to Login](#)   [Contact tech support »](#)

The email registered will receive an email (check junk/spam if you do not see it within a few minutes).


Click on “Complete your registration” blue button on the lower left corner

[EXTERNAL] ACTION REQUIRED: finish your registration

 Bonfire Support <support@gobonfire.com>  
To: Outlay, Capital, ALTSD

[Reply](#) [Reply All](#) [Forward](#)  

Wed 10/2/2024 3:23 PM

 If there are problems with how this message is displayed, click here to view it in a web browser.

CAUTION: This email originated outside of our organization. Exercise caution prior to clicking on links or opening attachments.



### Bonfire Account Created

You've signed up to be a Bonfire Vendor and need to finish registering. To complete your registration, click below and create your account.

[Complete your registration](#)

Happy bidding!  
The Bonfire Team

Create a password

**Complete Account Setup**

✉ capital.outlay@altsd.nm.gov

**First Name \***

**Last Name \***

**Password \***


**Confirm Password \***

**Continue**

Hit continue

Next steps will identify your company (i.e. municipality/county/tribe/pueblo/Nation or other)

Your Bonfire registration is not complete! You must create or join a company.

 **Bonfire**

**Join or create your company account**

Search for your company


[Learn more about joining a company](#)

Didn't find your company? Use the button below to create it

Click on “Search for your company” in the drop down box

If you find your company, click on the “Join Company”

IF you DO NOT find your company, click on “Create my company”

 **Bonfire**

**Join or create your company account**

Search for your company

No organizations

[Join company](#)

---

Didn't find your company? Use the button below to create it

[Create my company](#)

Complete the form, the red \* are required

Click "Save and Next"



### 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 \***

**Business Description \***

**Phone Number \***

**Address Line 1 \***

**Address Line 2**

**Address Line 3**

**Address Line 4**

**City \***

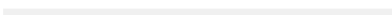
**State / Province \***

**Postal / Zip Code \***

**Country \***

**Specific Country**

Save and Next



This next section needs to be completed. You can submit answers that are relevant to your department.

Click “Save and Next”

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## Tell us about your business

You can always change your answers later.

How many employees at your company? \*

What is your role? \*

Contact First Name \*

Contact Last Name \*

Business Email \*

[< Back](#)

[Save and Next](#)

Click the drop down arrow for United States

Click on New Mexico

### Which location(s) do you serve?

This will help us recommend opportunities in your area.

**Adding or removing any selections will update your recommended opportunities**  
Selecting more locations will widen your service area to give you more results. If you select no specific regions, you will be matched with projects from all regions.

Search

- >  Canada
- ▼  United States
  - Nation-wide opportunities
  - Alabama
  - Alaska
  - Arizona
  - Arkansas

Reset

Last steps!

Another browser page should open

Step 1: Accept the Privacy Policy and Terms of Service

## 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

ℹ Optional: Commodity Codes

✔ Optional: Premium Vendor

✖ Registration Complete

Your account with the email address capital.outlay@altsd.nm.gov has been confirmed!

Bonfire's Privacy Policy and Terms of Service were updated on Sep 7, 2020.

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

Save and continue to Step 2: Account Information »

## Step 2:

Under “Select Your Vendor Types” click on the + next to Capital Outlay Opportunities

Click Save, Next

**Step 2: Account Information**

**Optional: Commodity Codes**

**Optional: Premium Vendor**

**Registration Complete**

**Profile\***    **Additional Information**

**Vendor Name\***  
ALTSD Capital Outlay

**Address Line 1\***  
2550 Cerrillos Road

**Address Line 2**

**Contact First Name**    **Contact Last Name**  
Capital    Outlay

**Address Line 3**    **Address Line 4**

**Contact Email**  
capital.outlay@altsd.nm.gov

**City\***  
Santa Fe

**State / Province\***  
NM

**Phone Number**  
5053168900

**Postal / Zip Code\***  
87505

**Country\***  
US

**Specific Country\***

**Select Your Vendor Types\***

**Capital Outlay Opportunities** X

+ Request for Proposal Opportunities

Please select this vendor type if you are interested in Request for Proposal Opportunities related to the New Mexico Aging and Long Term Services Department.

+ Capital Outlay Opportunities

Please select this vendor type if you are interested in applying for Capital Outlay Projects/Grants related to the New Mexico Aging and Long Term Services Department.

**Next** →    **Save**

**Continue to Optional: Commodity Codes »**



### Step 3: Commodity Codes

NOTHING NEEDS TO BE COMPLETED

Click “Continue to premium vendors”

**Step 2: Account Information**

**Optional: Commodity Codes**

**Optional: Premium Vendor**

**Registration Complete**

Click a code to expand, or search by code or keyword to find codes.

Code Set:  Code:  Keyword:

Code	Title	Description	Add
005	<a href="#">Abrasives</a>		<input type="button" value="+"/>
010	<a href="#">Acoustical Tile, Insulating Materials, And Supp...</a>		<input type="button" value="+"/>
015	<a href="#">Addressing, Copying, Mimeograph, And Spirit ...</a>		<input type="button" value="+"/>
019	<a href="#">Agricultural Crops And Grains Including Fruits,...</a>		<input type="button" value="+"/>
020	<a href="#">Agricultural Equipment, Implements, And Acce...</a>		<input type="button" value="+"/>
021	<a href="#">Agricultural Equipment, Implements, And Acce...</a>		<input type="button" value="+"/>

**Service Regions**  
Specifying Service Regions lets Bonfire know where you deliver services. Bonfire uses this information, in conjunction with Commodity Codes, to match you to Bid Opportunities. Selecting a region will enable you to select the subregions (e.g. Choosing U.S. will enable selection of specific states).  **Notify me of any opportunities that match my commodity codes**

Select Regions


Select Specific Subregions  
If you don't select a subregion for a region, the entire region will be selected (i.e. choosing Canada alone chooses all provinces)

## Step 4: Premium Vendor

Click on “Continue to registration complete”

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
- Optional: Premium Vendor
- Registration Complete



**Bonfire** Premium Vendor  
**GET MORE BY UPGRADING TO PREMIUM.**  
Upgrade to access postings across our full network, which includes contracts from all levels of government. Ideal for firms that want to work with multiple agencies.  
UNLOCK THE PUBLIC SECTOR - UPGRADE TO PREMIUM TODAY

Learn more [↗](#)    Get premium edition [↗](#)

Continue to registration complete

Congrats!

You have successfully registered with Bonfire. You will use this login when completing your 2026 ALTSD Capital Outlay Application when it opens in January 8, 2025.

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
- Optional: Premium Vendor
- Registration Complete

**Success!**  
You have completed all of the requirements to register your Vendor account for ALTSD Capital Outlay at New Mexico Aging and Long-term Services Department.  
You can access Bid Opportunities on the [Portal](#) or by clicking [here](#).

Continue to Bonfire »