



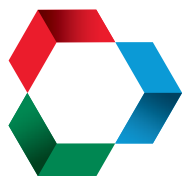
Bid Express[®]
Secure Internet Bidding

The My Bidx Page

**Settings and Services, Billing Information, and the
Bid Express Small Business Network**

January 2014

Prepared by:



Info Tech[™]

INNOVATION AT WORK

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Customer support for the Bid Express service is available by phone or email Monday through Friday from 7:00 am - 8:00 pm Eastern Time, excluding legal holidays.

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Welcome to the My Bidx Page tutorial. In this tutorial we will cover the basics of how to manage your Bid Express account.

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Before we get started you will need

1. An active Bid Express account
2. An Internet connection

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Go to www.bidx.com and log in to your Bid Express account.

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To manage your Bid Express account, click the MyBidx icon on the top right.

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The Bid Express service takes you to the My Bidx page. This page is divided in four main sections.

- **Account Settings:** This allows you to manage your email address, account password, subscription contact information, and the challenge question used to secure your Bid Express account.
- **Account Services:** This allows you to add or remove services, manage your Info Tech Digital ID™ for bidding electronically, and cancel your Bid Express account.
- **Billing Information:** This allows you to update your credit card information as well as your billing address.
- **SBN:** This allows you to manage your preferences for communicating through the Small Business Network via the Bid Express service.

To change your email address and log in name, click the email link located under the Account Settings section.

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The Bid Express system displays the email address that you are using. Highlight the email address and enter the one you wish to associate with your account. Retype the email address and click SAVE. Please remember the email address you enter for your Bid Express account will be the email address which will receive all emails associated with the account, including billing.

The Bid Express service returns you to the main My Bidx page and displays a message stating the email address was changed and saved successfully.

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From the Account Settings section, you can change your password, update your contact information, and change the challenge question used if you forget your password. It is highly recommended that you maintain your account with a contact person and phone number as well as a current challenge question.

To update any of this information, click on the appropriate link in the Account Settings section of the My Bidx page.

Enter or update the information and click SAVE. Once the changes are made, the Bid Express service returns you to the main My Bidx page and displays a Successful message.

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To update your company's phone number, click the [Contact Information](#) link. Enter the new phone number in the Phone Number field and click SAVE. The Bid Express service returns you to the main My Bidx page and displays a Successful message. When you click [Contact Information](#) again, the Bid Express service displays the new phone number.

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From the Account Services section, you are able to add or delete Bid Express services, manage your Digital IDs, and cancel your Bid Express subscription.

To add or delete services, click the [Bid Express Services](#) link.

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From the Change Bid Express Services page you are able to add or delete different services. To add a service, select the check box for that service and click SAVE. This brings you to the Authorization Transaction page. You will need to authorize the Bid Express service to charge your credit card the amount displayed. Once you click AUTHORIZE the credit card is charged, and the Bid Express service returns you to the main My Bidx page and displays a Successful message.

Remember that adding a service to the account charges the credit card immediately, and the account will be charged the new total amount on the first of every month.

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You can manage your Digital IDs from the Account Services section of the My Bidx page. For detailed information on how to create or disable Digital IDs, please see the Managing Digital IDs tutorial.

To cancel your Bid Express subscription, click [Cancel My Bid Express Account](#). Upon clicking the cancellation link, a confirmation message appears. This message states that by clicking OK, you are canceling the Bid Express account and all its associated features including Digital IDs. Click OK to cancel your account, or click CANCEL to keep the account active.

If you click CANCEL, the Bid Express service returns you to the My Bidx page. If you cancel your account, the Bid Express service returns you to the login page.

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From the billing section you are able to update your credit card number and your billing address. To update your credit card information click the [Credit Card Information](#) link.

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From the Change Credit Card Information page, enter a new credit card number or update the expiration date of the current credit card. Once all the changes are made, click SAVE. This updates the information you entered. The Bid Express service redirects you back to the My Bidx page and displays a message stating your information was successfully updated.

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You can set your preferences for the Bid Express Small Business Network. Click the [Manage Preferences](#) link in the SBN section of the My Bidx page to go to the Manage SBN Preferences page.

If you are qualified as a disadvantaged business enterprise with your agency, select the check box for certifying you are a DBE. This distinction is beneficial when using the Small Business Network if you are a DBE responding to prime contractors. If you are not qualified as a DBE, leave the check box cleared. Click SAVE once you are done managing your preferences. The Bid Express services redirects you back to the My Bidx page.

To learn more about the Bid Express Small Business Network please reference the SBN tutorials.