Info Tech.

Bid Express® Set up Internet Bidding With the AASHTOWare Project Bids Bid Component

This guide helps you generate an Info Tech Digital ID for bidding with an agency that uses the Bid component of the AASHTOWare Project Bids™ software. An Info Tech Digital ID is an electronic tool that allows contractors to digitally sign bids submitted via the Bid Express® service. If you want to submit bids via the Internet, you will need to obtain a Digital ID. Before you begin this guide, you should already have a Bid Express account.

Before You Begin

- Please use Internet Explorer 11 when you create your ID.

- Request your bidder ID from each agency you bid with. You may need to prequalify with the agency.

- When prompted to while creating your ID, back up your Digital ID to an external medium and remember its password. The team at Info Tech, Inc. does not have a copy of your Digital ID or access to your password, and it cannot be reset. Use the backup ID if you bid from a different computer or in the event of data loss.

- Please allow 7-10 business days for Digital ID processing once the application is completed.

Download and Setup the Bid Component

The Bid component is a free, required program used to submit bids electronically to the Bid Express service. To download the Bid component, please follow these instructions.

1. From the Downloads section of the agency page in the Bid Express service, click AASHTOWare Project Bids Bid.

2. Read the license agreement, then select the checkbox to verify you've read and agree to it.

3. Click **Install Bid Component** and click **Run**.

4. Read the license agreement, then select the checkbox to verify you've read and agree to it. Click **Install**.

5. After the software is installed, click **Close**. The Bid component opens.

Add Your User Profile

Your user profile helps identify you and your company in the submitted bid.

1. Select **Options** from the Bids opening window.

2. Select **User Profiles** if the tab is not already displayed.

3. Click the plus sign to open the User Profile Entry window.

4. Enter your company name, address, and contact information in the available fields.

5. Enter the bidder ID associated with the profile in the Bidder ID field and click **Add New Bidder ID**.

6. When you are finished, click **Save**. Click **Yes** in the save confirmation window.

User Profile Entry

Company:	Donnelly Construction
Address 1:	577 Harding Road
Address 2:	
City:	Gainesville	State:	Florida
Zip:	32608
Phone:		Fax:	
Cell:		Pager:	
Email:	
Bidder ID:		Add New Bidder ID

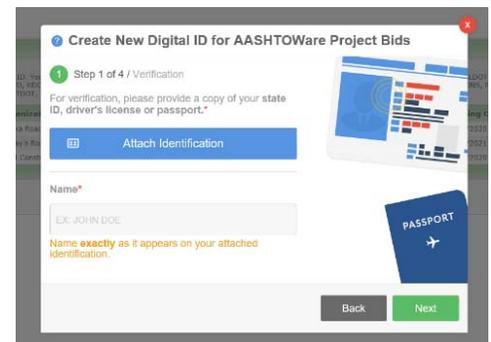| BIDDER ID	DEFAULT?	DELETE
INFO-003	✓	✗

Digital IDs

An Info Tech Digital ID is an electronic tool that allows contractors to digitally sign bids submitted via the Bid Express service. There are fees to generate an ID and for monthly Internet bidding.

Before You Generate an Info Tech Digital ID

- Please use Internet Explorer 11. The Bid Express service uses the Bid Express KeyLab™ to generate the key. .NET framework is needed to use this program.

- Have a clear picture of the applicant's driver's license, state ID, or passport in a file to upload for identification purposes.

- In addition to having an approved Digital ID, you will also need to request to bid with an agency. You will need your company's bidder ID for the agency to which you wish to bid in order to submit the request.

Generate an Info Tech Digital ID

1. Login to the Bid Express service at www.bidx.com using IE 11. Click the **MyBidx** button in the top right corner of the page.

2. Click **Bid with AASHTOWare Project Bids** in the Account Services section and click **Digital IDs**. If the Bid Express service displays a warning message, you may need to download the .NET framework when you generate your ID.

3. Click **Create New**. Read the Digital ID information and click **Next**.

4. Click the **Attach Identification** button. Navigate to and select the file containing the picture of your identification and click **Open**.

5. Enter your name **exactly** as it is spelled on the uploaded form of identification in correct legal order (first name, middle name/initial, last name, any Jr. or Sr. etc.). Click **Next.**

6. Enter the legal name of your business to **exactly** match the name as it appears on the Secretary of State website for the state where your business is registered.

7. Select the state, providence, or territory where your business is registered and click **Next**.

8. Enter the applicant's best contact number so a Bid Express team member can call and verify the applicant's information. Click **Next**.

9. Review your information. If everything is correct, select the check box to authorize the one-time creation fee and click **Generate ID**.

10. If your .NET isn't up to date, you will see an error message. Close the Digital ID application window and click the link in the warning message at the top of the page to download the .NET framework.

11. If you need to, click **Install** to install the Bid Express KeyLab.

12. Enter a password for your Digital ID in the **Password** field of the Bid Express KeyLab. Enter it again and click **Generate**. Do not forget this password. The Digital ID password is needed to submit and withdraw bids, verify bid bonds, or to import the ID if you change computers. The password can't be changed or retrieved.

13. Start the back up of your Digital ID by clicking **OK**. Navigate to the specific file location to where you would like your Digital ID backed up. Do not skip this step. It is highly recommended you choose a file location external from your current computer location. Examples are: a memory stick, the company network, a CD.

14. Click **Save** after choosing the file location for your back up. Once the backup is complete, click **Finish**. A member of the Bid Express team will call the applicant to verify their identification for the Digital ID.

Please allow 7 to 10 business days for Digital ID processing once the application is completed.