

Info Tech Manager Account

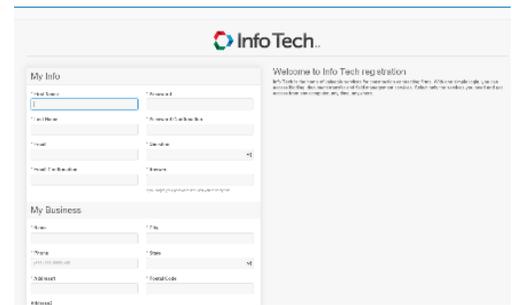
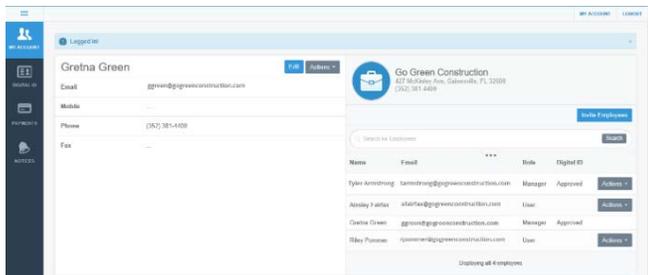
If you plan to manage your own projects in the Info Tech, Inc. Appia® service, create solicitations in the Bid Express® service, or submit contracts in the Doc Express® service, please contact Info Tech customer support (888-352-2439) to discuss creating your account and licensing.

Only one account for each agency or business is required to register for the Appia (www.appia.net), Bid Express (www.bidexpress.com), and Doc Express (www.docexpress.com) services. All other employees will then create accounts for Info Tech services via an invitation from the manager.

Register for a Manager Account

The first person to register for an Info Tech account within a company is assigned managing access. As a manager, you can invite other employees to join the business account and change their roles. Your email address is your username for the account and to where Info Tech services sends email notifications.

1. Click the [Create Account](#) link in the invitation email from the Info Tech customer support team or go to the site's URL and click REGISTER.
2. Fill out the registration form, and click the REGISTER button. Your email address will be your username.
3. A message with a confirmation link will be sent to your email address. Click the [Activate Account](#) link within the email to activate your account.
4. Enter your password and click ACTIVATE.

Invite Employees

Invite employees to create a user account for your business. Emails will be sent to those invited. You will receive an email when the account has been created.

1. Click INVITE EMPLOYEES.
2. Enter one email address per line for each employee.
3. Click INVITE EMPLOYEES.

Change Employee Role

Employees joining a business are assigned the role of user. Both the Appia and Doc Express services require you to assign additional roles within each service.

1. Click **Actions** for the employee and choose CHANGE ROLE.
2. Select the role toggle option.
3. Click CHANGE ROLE.

Info Tech User Account

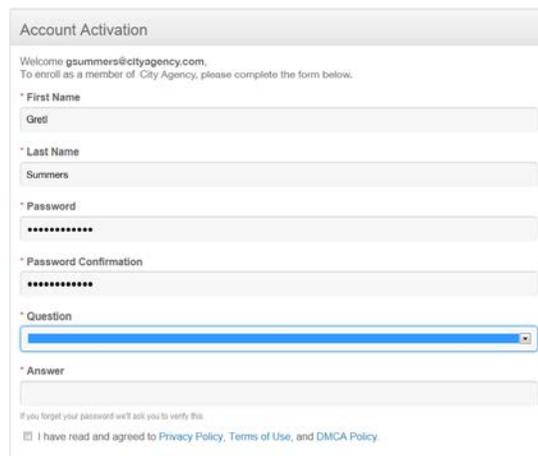
Only one account for each company is required to register for the Info Tech, Inc. Appia®, Bid Express®, and Doc Express® services. All employees of a company will then create user accounts for Info Tech services as part of that managing account.

Register for a User Account

To join an existing company account, please ask a user of a manager account to send you an invitation. Once the invitation is sent, you will receive an email to activate your account. Your email address is your username for the account. Info Tech services will send email notifications to this account.

Upon receipt of the email:

1. Select the [Create Account](#) link within the email.
2. Fill out the Account Activation form. Your email address will be your username.
3. Once the form is complete, click the **Activate** button.

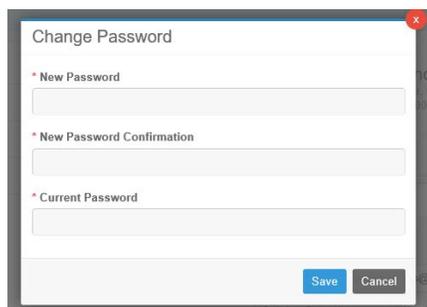


The My Account page opens, displaying your account information and other employees within your company using Info Tech services. You are automatically assigned a user role for the account. Any user with manager role can change your role.

Change Password

Your password must be at least eight characters and include one uppercase letter, one lowercase letter, one number, and one symbol.

1. Click ACTIONS in the header with your name.
2. Select **Change Password**.



3. Enter your new password in the New Password field.
4. Re-enter your new password in the New Password Confirmation field.
5. Enter your current password in the Current Password field.
6. Click SAVE.

The service updates your password information and returns you to the My Account page.