

Step 1 Sign-up for an account with the Bid Express service

1. Go to www.bidx.com.
2. Under Order on the top green menu bar, click **Subscribe Now!**
3. Enter a valid email address for your account.
Note: *Your account should be used by everyone in your company who uses the Bid Express service.*
4. Enter your account password and verify it.
Note: *The password must be at least eight characters and include one uppercase letter, one lower case letter, one numeric digit, and one symbol.*
5. Select one of the agencies with which you intend to bid.
6. Select the check box for the Subscriber Agreement and Terms of Use.
7. Click **Submit**. The system will send an activation link to your email.
8. Click the activation link in your email to complete your Bid Express registration and enter your service options and billing information.

Step 2 Download the AASHTOWare Project Bids™ Bid component

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

1. Log in to the Bid Express service and go to your agency's home page.
2. From the agency homepage, click the **AASHTOWare Project Bids Bid** link listed in the Download box on the right-hand side of the screen.
3. Read the entire license agreement by scrolling to the bottom, and select the check box indicating you agree with its terms for using the AASHTOWare Project Bids software.
4. Click the **Install Bid Component** button. *The button will become active only after reading the license agreement.*
5. Click **Run** then click **Install** to download the bidding software to your computer. You will see the Bid component opening window when the installation completes.

Step 3 Create a User Profile

1. Open the AASHTOWare Project Bids Bid component.
2. Click **Options**.
3. Select the **plus sign**.
4. Enter the company name, address, phone number, and email address.
5. Enter the company's bidder ID in the Add/Remove Bidder ID field and press Enter.
6. Click **Save**.

Step 4 Create and submit an Info Tech Digital ID [steps on the next page]

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. **Please have a valid form of Identification, such as a driver's license, copied into a file prior to starting this process.**

Create a Digital ID

1. Log in to your www.Bidx.com account.
2. Click the **MyBidx** icon in the top right corner of the page.
3. Click the **Bid with AASHTOWare Project Bids** link under the Account Services section.
4. Click **Digital IDs**.
5. Click the **Create New** button.
6. Read the information about creating the ID and click **Next**.
7. Click the **Attach Identification** button.
8. Navigate to and select the file containing the picture of your identification and click **Open**.
9. Enter your name exactly as it appears on the uploaded form of identification and click **Next**.
10. Enter the legal business name of your organization as it appears on your business license or registration.
11. Select the state, province, or territory where your business is registered and click **Next**.
12. Enter your contact number so a member of the Bid Express team can call and verify your information and click **Next**.
13. Review your information. Select the **check box** to indicate you agree with the terms and conditions of the Digital ID Subscriber Agreement and to authorize the fee. Click **Generate**.
14. If necessary, click **Install** or **Run** for the X509 creator.
15. The Bid Express KeyLab™ pop-up window opens. You may have to click on the icon from your task bar if it minimizes. Read the information and click **Next** in the KeyLab.
16. Enter a password for the ID. **Please remember this password can never be changed or retrieved.**
17. Enter the password again, and click **Generate**.
18. The ID will generate and prompt you to save a backup copy. Click OK. We recommend you save your backup ID on a server or memory stick. Navigate to the location where you are saving your backup and click **Save**.
19. Click **Finish**.

Your ID cannot be approved until it has been confirmed. Once you complete the process for generating a Digital ID, a member of the Bid Express customer support team will call you within one business day to get verbal confirmation that you have submitted an ID for the Bid component.

Step 5 Submit a request to bid with the agency

Once you have an approved Digital ID, you will need to request to bid to any agency to which you want to submit bids. You need only one Digital ID for all agencies.

When you submit the request, both you and the agency receive an email with the request information. This request will be in pending status until approved by the agency.

1. Click the **MyBidx** icon.
2. Select **Bid with AASHTOWare Project Bids**.
3. Click **Request to Bid**.
4. Click **Request**.
5. Select the agency and the ID holder.
6. Enter the bidder ID provided by the agency.
7. Your organization name will display based on the bidder ID entered. Verify this information is correct.
8. Select the **check box** to authorize the Bid Express service to bill your credit card for using the Digital ID to bid with the agency.
9. Click **Save**.

Where to get help...

Customer support hours are **7:00 a.m. to 8:00 p.m. EST**, Monday through Friday (excluding major U.S. holidays). Our toll free number is **(888) 352-BIDX(2439)**, our email is **customer.support@bidx.com**. Click the **?** at the top right of any Bid Express page to see the online help.