

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 e-mail 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 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 e-mail.
8. Click the activation link in your e-mail 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. Login to the Bid Express service. Select your agency from the drop down menu and click **GO**.
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. Make sure you have the software requirements.
4. Read the license agreement and select the check box indicating you agree with its terms for using the AASHTOWare Project Bids software.
5. Click the **Install Bid Component** button. You will not be able to install the Bid component until you have read the entire license agreement.
6. Click **Run** then click **Install** to download the bidding software to your computer. You will see the AASHTOWare Project Bids opening window when the installation completes.

Step 3 Create and submit an Info Tech Digital ID

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.

NOTE: Once you finish creating the ID, a member of the Bid Express customer support team will call you to get verbal confirmation that you have submitted an ID for the AASHTOWare Bid component. **Your ID cannot be approved until it has been confirmed.**

1. Log into 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 on 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 ID form and click **Next**.
10. Enter the legal business name of your organization as it appears on your business license or registration.
11. Enter 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.
13. Review your information.
14. Select the **check box** authorizing the fee for the Digital ID.
15. Click **Generate ID**.
16. If necessary, click **Install** or **Run** for the X509 creator.
17. Enter the password for the ID. (Please remember this password can never be changed or retrieved.)
18. Enter the password again.
19. Click **Generate** and then click **Ok**.
20. Navigate to a location to save a backup copy of the ID and click **Save**.
21. Click **Finish**.

Step 4 Get a Bidder ID from the agencies with which you intend to bid

A bidder (or vendor) ID is required to create a request to bid. Please request a bidder ID from the agency to which you wish to submit a bid and ask the agency to add the ID to the Bid Express vendor table. You may need to follow that agency's prequalification process first before it gives you a bidder ID.

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.

NOTE: When you submit the request, both you and the agency receive an e-mail with the request information, and your status changes to pending. It will change to approved once the agency approves the request.

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.
7. Verify your organization.
8. Select the **check box** to authorize the Bid Express service to bill your credit card for using the Digital ID.
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 e-mail is **customer.support@bidx.com**. For your convenience, click the **?** at the top right to see the online help.