

Request to Bid With an Agency

Once you have an approved Infotech® Digital ID for your Bid Express® account, you will need to submit a request to bid to any agency you want to bid to.

Before You Begin

These steps must be completed before requesting to bid. If you need help, please see the Bid Express Online Help or the Setup Internet Bidding guide.

- Your user profile in the AASHTOWare Project Bids™ Bid component must be set up.
- Your Digital ID must be approved.
- You must know your bidder ID for each agency where you are submitting a request.

Submit Request to Bid

1. Click the **MyBidx** icon in the top right corner to get to the My Bidx page.

2. In the Account Services section, click **Request to Bid**.

3. Click **Request** at the bottom right of the page.

4. Select the agency.

5. Select the ID holder name.

6. Enter the ID holder's bidder ID.

7. The Bid Express service displays the organization name that matches the agency, the name of the Digital ID holder, and the organization's bidder ID. If the organization name does not display, **verify the bidder ID was entered correctly**.

8. Select the check box to authorize the monthly Internet bidding fee and click **Save**.

Request to Bid with an Agency

Select the agency with which you are requesting to bid and choose the Digital ID and bidder ID to be used with this agency.

There is a monthly fee of \$20.00 per bidder ID/agency combination that is charged once the request has been approved.

* Agency: Select an Agency

* ID Holder Name: Select a Digital ID

* Bidder ID: Bidder ID (Enter the Bidder ID with which you want to bid)

I authorize a monthly charge of \$20.00 per bidder ID/agency combination to the credit card I have on file with the Bid Express service.

Save Cancel

When you submit the request, both you and the agency receive an email with the request information. You will receive an email when the agency approves the request or if the request is rejected or put on hold.

All Done

You don't have to wait for an approved request to bid to start working with bid files in the Bid component.

Once your request to bid has been approved, you can test your Digital ID in the Bid component.

1. Open an .ebsx file.
2. Click **Submit Bid** from the **Tools** menu and go through the process of submitting your bid.
3. Select your ID and enter your password.
4. Click **Next**, then click **Finish**.

If you can click **Finish**, you have successfully tested your ID for bidding purposes.