



## **DIGITAL ID AND CERTIFICATE HANDLING INSTRUCTIONS**

### **To create a Digital ID:**

1. In Expedite Bid, go to “tools”, “options”. Make sure all of your company information is filled in and correct.
2. Select “Agency/ID” tab. In the left column enter the state agency (MIDOT, VDOT, IADOT, etc.) that you want to create the ID for. Use all capital letters.
3. In the right column enter your company’s vendor number assigned to your company for that state.
4. Select “Apply” and then “OK”.
5. Select “Tools”, “Digital ID’s”. Select “Create ID”.
6. Follow the instructions of the digital ID wizard. The ID must be in the name of a person who is authorized to sign bids for your company.
7. Your password must be 5 characters minimum. Write it down!
8. Move your mouse around quickly to generate your digital ID fingerprint.
9. You must go all the way through the wizard and select the “Finish” button, including printing the ID paper work.

### **In order to properly administer your Digital ID you must follow the steps listed below:**

1. Ensure that you are authorized by the State Agency to legally submit a bid for your company. Coordinate or submit any documents as appropriate to the Agency.
2. Determine whether your company has a valid Bid Express account with Bidx.com. An active Bid Express account must be in effect for your Digital ID Certificate to be accepted. Instructions for obtaining a Bid Express account may be found at [www.bidx.com](http://www.bidx.com).
3. Determine if the Digital ID you just created is going to be the one you will actually use for bid submission. Each person only needs to create and submit one Digital ID per Agency (i.e. State DOT) for which you will be bidding.

**DO NOT CREATE A NEW DIGITAL ID FOR EACH PC IN USE.**

If you want to submit bids on multiple pc machines, copy the digital id to each machine per the instructions given below rather than creating new digital ids for each machine.

**IF THIS DIGITAL ID IS TO BE USED FOR BIDDING, GO TO STEP 4.**

**If you do not intend to use this Digital ID for bidding then immediately delete it by doing the following:**

- (A) Select “Tools” from the Bid Menu.





- (B) Select "Digital ID's".
- (C) Highlight the Digital ID you would like to delete.
- (D) Select "Delete ID" Button, confirm deletion by selecting YES.
- (E) Discard this Digital ID certificate and paper work.

4. Memorize your Digital ID password. If desired, write it down and store it in a secure place where it cannot be compromised by anyone else.

DO NOT STORE YOUR DIGITAL ID PASSWORD IN THE SAME PLACE AS YOUR BACK-UP DIGITAL ID DISK.

**It is not possible for Bid Express to determine or recover neither your Digital ID password nor your Digital ID.**

5. To create a back-up copy of your Digital ID file do the following:

- (A) Insert a blank floppy disk.
- (B) Select "Tools" from the Bid Menu.
- (C) Select "Digital ID's".
- (D) Highlight the Digital ID you would like to export.
- (E) Select the "Export ID" Button.
- (F) Save the file to a floppy disk using the "Export Digital ID" Save-As Dialog Box that appears.
- (G) Make multiple copies of the floppy disk as desired and store the floppy disk(s) in a secure place like a safe or safe deposit box.

6. To copy your Digital ID to another PC do the following:

- (A) Insert the floppy disk containing your ID.
- (B) Select "Tools" from the Bid Menu.
- (C) Select "Digital ID's".
- (D) Select the "Import ID" Button.
- (E) Highlight the Digital ID you would like to import using the "Import Digital ID" Save-As Dialog Box that appears.
- (F) Select the open button to import the Digital ID.

7. Fill out the Digital ID Applicant form completely. Information on this form should match the Digital ID Certificate information. Complete the Billing Information Form.

8. Select the appropriate Signature page. Only one Signature page applies. If your firm is a corporation, have the corporate secretary apply the corporate seal to this form where indicated.

9. Sign this form in the presence of a Notary Public and have it notarized.

**Signature must match the name on the Digital ID Certificate.**

**All signatures must be notarized.**

By signing this form, you acknowledge that you have read the Bid Express





Subscriber Agreement at [www.bidx.com](http://www.bidx.com) and agree to abide by its terms.

10. Photocopy this completed form and store the copy in a safe place.

**Mail the *original* completed forms and Certificate page (facsimiles or copies are not accepted) along with a check (if not paying by credit card or charging to your Bid Express account) to the following address:**

Bidx.com  
Attn: Bid Express Administration  
5700 SW 34th St., Suite 1235  
Gainesville, FL 32608-5371

11. Please allow up to 5 business days to process and enable your Digital ID once we have received your completed, notarized form and check (if applicable).

12. You will be notified by e-mail when your Digital ID is enabled.

13. Once your Digital ID has been enabled, you may submit bids via the Internet to the agency indicated on this form by doing the following:

- (A) Start the Expedite Bid Program and load EBS file.
- (B) Complete your bid.
- (C) Select "Tools" from the Bid Menu.
- (D) Select "Bid Submission".
- (E) Follow the Bid Submission Wizard Instructions to submit your bid and print your Bid Submission Receipt.
- (F) Store your Bid Submission Receipt in a secure place.
- (G) Repeat above steps for the next proposal you are bidding.