# Infotech® Digital ID Renewal

Your Infotech® Digital ID for use with the AASHTOWare Project Bids™ software must be regenerated once every two years. There is no charge to regenerate the Digital ID during the renewal process. However, if you don't renew your ID through the Bid Express® service before the expiration date, you will have to create a new ID and pay any associated fees, and you won't be able to submit bids using the Bid component until you have a new ID.

- Renewals must be done using Internet Explorer 11.

- Your current Digital ID must be on the computer or device you are using to complete the process. If you can submit a bid using the machine, then the Digital ID is on that machine.

- A member of the Infotech customer support team will need to verify your identity before you can use your renewed Digital ID.

- All expiring IDs will have two red asterisks next to the expiration date on the Digital ID page in the Bid Express service.

- You'll start receiving email notifications about the renewal 90 days before the expiration date.

To Renew

To renew, click the link in the notification email and follow the steps, or start with these steps:

1. Open Internet Explorer 11 and log in to the Bid Express service at www.bidx.com.

2. Click the **MyBidx** button.

3. Click **Digital ID** from the Account Services section.

4. Click the **Approved** status of the expiring Digital ID.

5. Click **Renew Digital ID**. This opens the Bid Express KeyLab® and displays the ID holder's name, organization, state, and country. This information cannot be updated.

6. Enter your Digital ID password and click **Renew your Digital ID**.

7. Click **Copy password** to copy the password onto your computer clipboard. Paste the password into a secure location, such as a password manager, to access it if you forget it.

8. Click **OK** to start the back up of your Digital ID. Navigate to the specific file location to where you would like your Digital ID backed up. Do not skip this step. It is highly recommended you choose a file
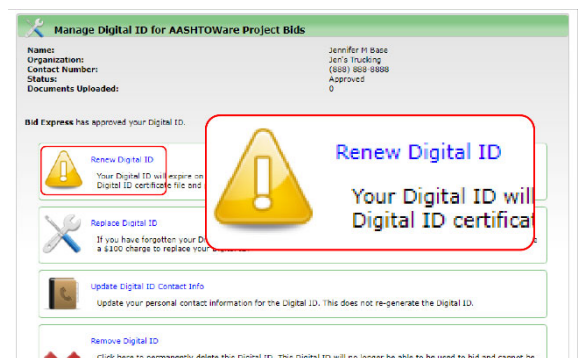
location external from your current computer location. Examples are: A memory stick, the company network, etc.

9. Click **Save**, then click **Finish**.

10. Click **OK** in the Success window to return to the Manage Digital ID page.

Success

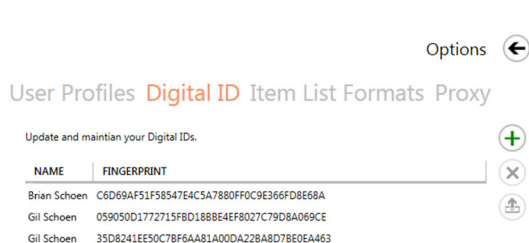Digital ID for AASHTOWare Project Bids software successfully renewed.
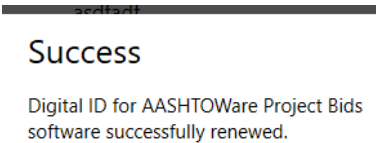
Manage Digital IDs

Once your Infotech Digital ID for the AASHTOWare Project Bids software has been renewed, it is ready for use on the computer or device used during the renewal process. If you use other machines to submit bids, you will have to delete the old ID and import the new Digital ID to those computers and devices.

Once the new ID has been imported, you can test that your new ID will work for future bid submissions.

Delete the Old ID

Options ←

User Profiles **Digital ID** Item List Formats Proxy

Update and maintain your Digital IDs.

NAME	FINGERPRINT
Brian Schoen	C6D69AF51F58547E4C5A7880FF0C9E366FD8E68A
Gil Schoen	059050D1772715FBD18BBE4EF8027C79D8A069CE
Gil Schoen	35D8241EE50C7BF6AA81A00DA22BA8D7BE0EA463

1. Open the Bid component and select **Manage Digital IDs** from the opening screen.

2. Select the ID you want to delete and click the **X**.

3. Click **Yes, delete** in the Delete Digital ID confirmation window.

4. The Bid component deletes the ID and returns you to the Digital ID page.

Import the New ID

1. From the Digital ID page, click the plus sign. The Bid component displays the Import Digital ID window.

2. Click **Browse** and navigate to the location of your Digital ID.

3. Select the ID and click **Open**.

4. Enter the Digital ID password in the Password field.

5. Click **Import**.

6. Close the Digital ID page.

The Bid component imports the Digital ID. You can now use this Digital ID to submit bids.

Test the New ID

Bid View Wizard

Here are the bids submitted for:

Digital ID: John Smith - 35D8241EE50C7BF6AA81A00DA22BA8D7BE0EA463
Bidder ID: SC0471   Agency: AHTD

LETTING	CALLORDER	SUBMIT TIME
Letting-0	000	6/1/2015 1:58:38 AM
Letting-1	001	6/1/2015 1:58:38 AM
Letting-2	002	6/1/2015 1:58:38 AM
Letting-3	003	6/1/2015 1:58:38 AM
Letting-4	004	6/1/2015 1:58:38 AM

Withdraw Bid   Finish

Once this is done, you can test that your new ID will work for bid submissions in the AASHTOWare Project Bids Bid component:

1. Open a letting or bid from the **File** menu.

2. Select **View Submitted Bids** from the **Tools** menu and follow the prompts.

3. If you can complete the wizard and click **Finish**, your Digital ID is ready for use.