

## Set up Internet Bidding

This guide helps you set up your Bid Express® account for submitting a bid over the Internet. Please use Internet Explorer 11 when you create your Infotech® Digital ID.

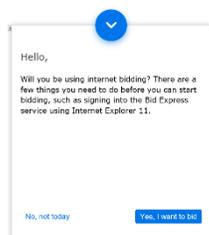
Before you begin this guide, you should already have a Bid Express account.

### Will you be using internet bidding?

A helpful notification asks if you're going to be using internet bidding.

If you previously closed the notification, activate it by clicking **Bidding Help** in the upper right corner under the date.

When you see the notification, click **Yes, I want to bid**.



There are three steps that have to be done in order to be able to bid over the internet:

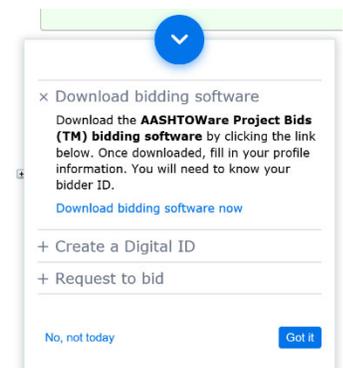
1. Download the bidding software
2. Create your Digital ID
3. Request to bid with your agency

This guide focuses on downloading and setting up the AASHTOWare Project Bids™ Bid component, used for bidding with the Bid Express service. Afterward, you will create your Digital ID. Approval for the Digital ID may take 7–10 business days. Please see the Setup a Digital ID guide.

After your ID is approved, you will submit requests to bid with each agency you'll be submitting bids to. Please see the Request to Bid guide for instruction.

### Download AASHTOWare Project Bids™ Bid component

The AASHTOWare Project Bids Bid component helps you fill out your bid using the file posted by the agency on the Bid Express site. You will need to know your bidder ID before filling out your bid information. This can be found on the Search tab in the Bid Express service, by searching for your business name on the Bidders search. If you don't see it, request it from with the agency you bid with. You may need to prequalify with the agency.



Once you have your bidder ID, click **Download bidding software now**.

Read and agree to the license agreement and click **Install Bid Component**. Follow the installation instructions.

When the installation is complete, the Bids component will open. You may have to click on the Bids icon.

## Add Your User Profile in the Bid Component

Your user profile helps identify you and your company in the submitted bid.

1. Select **Options** from the Bids opening window.
2. Select **User Profiles** if the tab is not already displayed.
3. Click the plus sign to open the User Profile Entry window.
4. Enter your company name, address, and contact information in the available fields.
5. Enter the bidder ID associated with the profile in the Bidder ID field. Click **Add New Bidder ID**.
6. When you are finished, click **Save**. Click **Yes** in the save confirmation window.

Close the Bid component and return to the Bid Express service.

Please see the *Set up a Digital ID for Internet Bidding* guide for the next step.