



BidExpress® Account Creation

For help with any step for setting up your account subscription for the Bid Express® site at www.bidx.com, please contact Bid Express customer support at customer.support@bidx.com or (888) 352-BIDX (2439).

The Bid Express service bills your credit card on the first of every month. You are billed for the month when you create your account. The Bid Express service does not prorate the first month.

Before You Start

The Bid Express service is a secure information service that allows subscribers to submit bids to participating agencies directly over the Internet and provides access to a database of historical bid data, proposal information, and bid letting schedules.

You will also need an Info Tech Digital ID if you plan to bid electronically. Depending on the agency, the Bid Express service uses AASHTOWare Project Bids or Expedite Bid software as part of its internet bidding service.

Bid Express Services

The Bid Express service also offers a variety of other services from online plan sheets to email notifications.

- Basic Service
- Online Plan Sheets Service
Plan Sheet Availability
- Analysis Suite Service
Includes the Bid Tab Analysis Service and the Bid Express Advantage

Required Services

Basic Service	Basic service is required for all services available at www.bidx.com . Allows unlimited viewing and downloading of bidding information for all agencies posting proposals to the Bid Express Service at www.bidx.com .
Email Notification Service (included)	Subscribers can select multiple agencies from which to receive email updates such as proposal activity and agency messages.
Bid Express Small Business Network® (included)	Subcontractors and prime contractors can exchange sub-quotes and communicate about projects. The network is especially helpful in bringing prime contractors and disadvantaged business enterprise (DBE) contractors together to meet specific agency requirements



Optional Services

Online Plan Sheets Service	Unlimited viewing and downloading of construction design plan sets for all agencies participating in the Online Plan Sheets Service.
Bid Express Analysis Suite	Unlimited viewing of historical data submitted to the Bid Express Service by participating agencies. Includes Bid Tab Analysis service and the Bid Express Advantage service.
Internet Bidding Service	Required for electronic bidding. The monthly fee is charged for each state agency and bidder ID to which the account is authorized to bid electronically.
Info Tech® Digital ID™	Required if you are bidding electronically. One-time processing fee for each Info Tech Digital ID required.

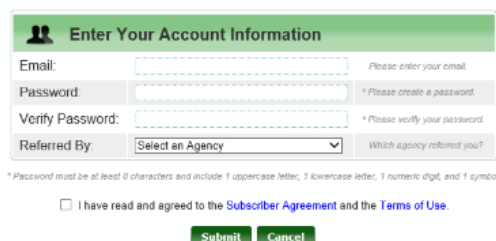
Create a Bid Express Account

Your email address is your username for the account. Info Tech services will send email notifications to

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Welcome to the Bid Express service!

Thank you for your interest in the Bid Express® service, the premiere secure internet bidding solution. To proceed, please fill out this registration form:



Enter Your Account Information

Email: Please enter your email.

Password: * Please create a password.

Verify Password: * Please verify your password.

Referred By: Which agency referred you?

* Password must be at least 8 characters and include 1 uppercase letter, 1 lowercase letter, 1 numeric digit, and 1 symbol.

I have read and agreed to the [Subscriber Agreement](#) and the [Terms of Use](#).

this address. A generic email address is best if multiple people from your company will be using the service.

1. From the Bid Express web page at www.bidx.com, click **Join now!** next to the Log in button.

2. Enter your email address in the Email field.

3. Enter a password for the account in the Password field. The password must be at least eight characters, have one uppercase letter, one lowercase letter, one number, and one symbol. Reenter that password in the Verify Password field.

4. Select the agency that referred you to the service.

5. Read the Subscriber Agreement and Terms of use, and select the check box stating that you have read and agree to them.

6. Click **Submit**.

7. The Bid Express service will send a confirmation email to the address entered. Click the link in that email.

8. Enter your password to activate your account.

9. Complete the Bid Express service form and click **Save**.

Customer Support

If you need assistance or have any questions, please contact our support team at customer.support@bidx.com, or call (888) 352-2439 and select Option 1.