



Bid Express[®]
Secure Internet Bidding

Disable a Digital ID Tutorial

Disabling Your Digital ID

January 2014

Prepared by:

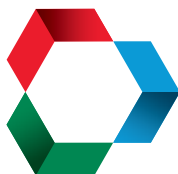


Info Tech[™]

INNOVATION AT WORK

Address: 5700 SW 34th Street, Suite 1235, Gainesville, Florida 32608-5371
Phone: (352) 381-4400 • FAX: (352) 381-4444 • E-mail: info@infotechfl.com •
Web: www.infotechfl.com

Prepared By



Info Tech™

INNOVATION AT WORK

Address: 5700 SW 34th Street, Suite 1235, Gainesville, Florida 32608-5371

Web: www.infotechfl.com

Customer support for the Bid Express service is available by phone or email Monday through Friday from 7:00 am - 8:00 pm Eastern Time, excluding legal holidays.

Contact Bid Express

By mail:

Bid Express

5700 SW 34th Street,

Suite 1235

Gainesville, FL 32608-5371

By phone or FAX:

Toll free phone: (888) 352-BIDX (2439)

Phone: (352) 381-4888

Fax: (888) 971-4191

By email:

Support: customer.support@bidx.com

Feedback: feedback@bidx.com

Bid Express and the Bid Express logo, and Info Tech are registered service marks of Info Tech, Inc. Digital ID is a trademark of Info Tech, Inc.

Copyright © 2014, Info Tech, Inc. All rights reserved. This document or parts thereof may not be reproduced in any form without written permission of Info Tech, Inc. Produced in the United States of America.

Trns•port Expedite and the Trns•port Expedite logo are registered trademarks of AASHTO.

AASHTOWare Project Expedite is a trademarks of AASHTO.

Trns•port Expedite and AASHTOWare Project Expedite represent one or more proprietary products of AASHTO.

AASHTOWare and AASHTOWare Project are registered service marks and trademarks of AASHTO. Other product and company names mentioned herein may be trademarks and/or service marks of their respective owners.

© Copyright 2014 by the American Association of State Highway and Transportation Officials, Inc. All rights reserved. This document or parts thereof may not be reproduced in any form without written permission of the publisher. Printed in the United States of America.

Page 1

Welcome to the Disabling a Digital ID Tutorial. In this tutorial we will cover the basics of disabling an Info Tech Digital ID™ that is no longer needed by your company.

Page 2

Before we get started you will need:

1. An active Bid Express account
2. An active Digital ID
3. An Internet connection

Page 3

An Info Tech Digital ID is an electronic tool that allows contractors to digitally sign bids submitted via the Bid Express service. If you no longer have need for a specific Digital ID, it is important to ensure it is disabled so it cannot be used for bidding purposes and so your company does not accrue the monthly cost for the ID.

Page 4

Log in to your Bid Express account.

Page 5

Click the MYBIDX icon at the top right corner. The Bid Express service opens the My Bidx page.

Page 6

In the Account Services section, click [Digital IDs](#). The Bid Express service brings you to the Manage Digital IDs page.

Page 7

Click on the blue ENABLED status of the Digital ID you wish to disable.

Page 8

The Bid Express website brings you to a page with options to manage your currently enabled Digital ID. Click REMOVE DIGITAL ID. Click OK to confirm disabling the ID. The website displays one message stating the ID was deleted. It then opens a window with a message stating the ID was removed from the Expedite Bid software. Click OK.

If the ID was used on other computers, it must be deleted from those as well, as it will not be able to be used for future bid submissions.

If you require this Digital ID at a later date, you will need to create a new one. For more information on creating a Digital ID, please view the [Creating a Digital ID](#) tutorial.