Info Tech Digital ID Renewal for the AASHTOWare Project Bids Software

Your Info Tech Digital ID for use with the AASHTOWare Project Bids™ software must be regenerated once every two years. You will receive email notifications starting 90 days before the expiration date. Renewals must be done using Internet Explorer 11.

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.

To Renew

To renew, click the link in the notification email and follow the steps, or use 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 the Bid with AASHTOWare Project Bids link from the Account Services section.
4. Click the DIGITAL ID button.
5. Click the Approved status of the expiring Digital ID.
6. Click the Renew Digital ID link and follow the steps.
7. Save the renewed Digital ID to your computer and back it up to a secure location.

Manage Digital IDs

Once your Info Tech 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 used other machines to submit bids, you will have to delete the old ID and import the Digital ID to those computers and devices as well.

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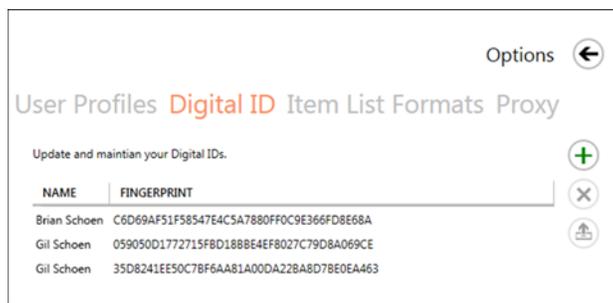
Delete the Old ID

1. Open the Bid component and select <u>Manage Digital IDs</u> 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.

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

Once this is done, you can test that your new ID will work for future 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.