



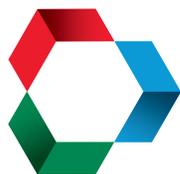
Bid Express[®]
Secure Internet Bidding

Replacement Digital ID Tutorial

Replacing Your Digital ID

January 2014

Prepared by:

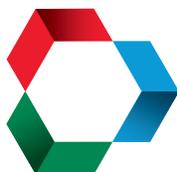


Info Tech[™]

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 Creating a Replacement Digital ID Tutorial. In this tutorial we will cover the basics of creating a replacement Info Tech Digital ID™ for online bid submission.

Page 2

Before we get started you will need:

1. An active Bid Express account
2. A downloaded version of the Expedite Bid software
3. An active Digital ID
4. An Internet connection
5. Access to a printer

Page 3

An Info Tech Digital ID is an electronic tool that allows contractors to digitally sign bids submitted via the Bid Express service. It is important to contact Customer Support as soon as you think you may have forgotten the password of the Digital ID or if you may have lost the file. This can occur if the computer where the ID is located crashes or the backup file for the ID becomes corrupted. A replacement will be immediately needed and is relatively quick to obtain.

Replacing an ID does not allow you to change the details of the ID. If you wish to change any of the ID information, such as the name of the officer or vendor number, you will need to create a new ID.

Page 4

Log in to your Bid Express account.

Page 5

Click the MYBIDX icon located at the top right corner.

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 the blue [Enabled](#) status of the Digital ID you wish to replace.

Page 8

The website brings you to a page with options to manage your currently enabled Digital ID. Click [Replace Digital ID](#).

Page 9

The Create a Digital ID wizard opens. Click the REPLACE ID button. Click RUN if you have to run the Digital ID creator application.

This opens the Bid Express KeyLab™. Read the information and click NEXT to continue. The next screen shows you the details of the original ID. Click NEXT to continue.

Verify the one-time payment associated with replacing an ID and confirm that you have downloaded and configured the Expedite Bid software if needed. Click NEXT to continue.

Enter a password and verify the password. The password must be at least five characters. Please remember to write it down as this password cannot be changed or retrieved if lost. You will need the password to submit and withdraw bids. Click REPLACE DIGITAL ID to continue.

Next you will be prompted to back up your Digital ID. Click OK. Select the location where you would like to back up the ID. It is highly recommended to save the ID in a media outside of the PC, such as a shared drive or memory stick. Please do not change the file name. Click YES if you are overriding the old file, otherwise click SAVE, then click CONTINUE. This takes you back to the Create a Digital ID wizard. Click NEXT to continue.

Click [Print Registration](#) to print the new registration form for the replacement ID. Click NEXT to continue. Read the instructions provided. Fill out the registration form correctly and mail it to the address indicated at the top of the page. Since this is a replacement ID, the Bid Express team will accept a fax copy of the registration page correctly filled out to enable the ID. Original hardcopy forms must be received within 30 days of the replacement to avoid the disabling of the ID.

Click FINISH.