

How to download/upload an amendment:

1. Log in to your Bid Express account.
2. Navigate to the agency's homepage.
3. Click the **Lettings** tab.
4. Select the letting date.
5. Select the proposal number.
6. If this is your first time downloading proposal files, select the **.zip**. This file contains the current bid file and any amendments. If you have already saved a copy of the bid file, select only the amendment files posted under the original **.ebsx file**. They should appear with file extensions of ".001x, .002x" etc.
7. Save each amendment file to the same location on your computer as the original bid file. You can also save them to a different location.
8. If saved to the same location as your bid file, open your bid from that same folder location. If the Automatically Load Amendments option is selected, the amendments will be added to your bid. Otherwise, with your bid file open, go to **File>Load Amendment** in the **Bid component** and individually select each amendment file saved to your computer.
9. Once each amendment is loaded, an amendment pop-up will appear describing the changes contained in each file, and the correct number of amendments should appear in parentheses at the top of the software.
NOTE: *Your bid file should always reflect the same number of amendment files that are posted to the site in order to complete a bid submission.*

Verification of Bid Bonds:

1. Provide your surety agency the Bidder ID and the Contract ID.
2. Surety registers the bid bond and provides the Bond ID number.
3. After the **.ebsx** file has been opened, click on the **Bid Bond tab** in the Bid component.
4. Fill in the required fields including Bond ID.
5. Click **Verify**.
6. Follow the Verification Wizard.

Submitting a bid over the Internet (a Digital ID is required):

1. Download the **.ebsx** file and any amendment files if applicable from the Bid Express service web site.
2. Open the **Bid component of the AASHTOWare Project Bids software**, and select **Open Other Proposal**.
3. Navigate to and select the proposal. Click **Open**.
4. Complete your bid including item prices, DBE information and miscellaneous data as applicable.
5. From the **Tools** menu select **Submit Bid** or click on the lightning bolt.
6. Follow the Bid Submission Wizard.

Viewing Submitted Bids/Withdrawing Bids:

1. Open an **.ebsx** file.
2. From the **Tools** menu select **View Submitted Bids**.
3. Follow the View Bids Wizard.

Where to get help...

Customer support hours are **7:00 a.m. to 8:00 p.m. EST**, Monday through Friday (excluding major U.S. holidays). Our toll free number is **(888) 352-BIDX(2439)**, our email is **customer.support@bidx.com**. Click the **?** at the top right of any Bid Express page to see the online help.