



**Bid Express**<sup>®</sup>  
*Secure Internet Bidding*

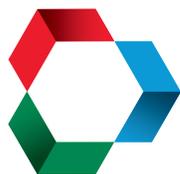
## Message Center Tutorial

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### Using the Message Center in the Bid Express Service

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Prepared by:



**Info Tech**<sup>™</sup>

*INNOVATION AT WORK*

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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.

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## Page 1

Welcome to the Bid Express Message Center tutorial. In this tutorial you will learn the basics on how to use the Message Center.

## Page 2

Before we get started you will need:

1. An active Bid Express account
2. Internet connection

## Page 3

The Message Center was developed to ensure contractors could receive notifications from the agencies in which they bid from within their own personal Bid Express subscription.

Log into your Bid Express account.

## Page 4

Click the Message icon in the top right corner of the page. The Bid Express service takes you to the My Message Center: Inbox. This message Inbox behaves just like an email account. To the left side of the page you have a several mailboxes.

All incoming messages go to your Inbox. You can sort messages into other mailboxes depending on your preferences.

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To sign up for or update your notifications, click the [Manage Messages and Notifications](#) link in the upper right corner.

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Choose an agency from which you wish to receive notifications.

Select the check boxes for the types of notification you wish to receive. Select the Message check box if you want to only see the messages when you go to the Message Center. Select the Email check box to receive an email when your selected type of notification is sent. The email will contain a link to the Message Center, where you can view your message.

When finished making all selections click SAVE.

The Bid Express services takes you to the View messages and Notifications page where you can view the types of notifications you signed up for the agency you selected.

To manage notifications for another agency, click the [Manage Messages and Notifications](#) link in the upper right corner. To return to the main Message Center click [My Message Center](#) on the navigation trail.

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The Bid Express service returns you to the My Message Center: Inbox. This message Inbox behaves just like an email account.

A star on the Messages icon indicates you have unread messages. To read your messages, select the message from the list. The Bid Express service goes to the View Message page and displays the message details.

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After you read the message, click [My Message Center](#) in the upper left of the Message Center window. The Bid Express service returns you to the My Message Center inbox.

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You can delete the messages from your Message Center. An email that has been deleted cannot be recovered.

Select the check box for the messages you wish to delete.

Click DELETE. A delete confirmation window displays.

Click OK. The Bid Express service deletes the selected messages.

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You can store your message in any of your predefined mail boxes.

Select the check box for the messages you wish to move.

Select the down arrow on the Move To list and choose the mailbox to where you want your messages moved. The Bid Express service moves the messages to the selected mailbox.