

Bid Express® Bid Express Request to Bid With an Agency Using the AASHTOWare Project Bids Software

Once you have an approved Digital ID for your Bid Express® account, you will need to submit a request to bid to any agency you want to bid to.

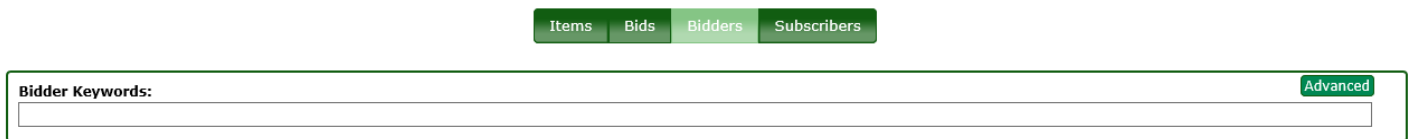
Before You Begin

- Your Digital ID must be approved.
- Know your bidder ID for each agency where you are submitting a request.

Find Your Bidder ID

Use the Bidders search on the Bid Express website to find your bidder ID.

1. Select the **Search** tab.
2. Click **Bidders**.
3. Enter your business name (as it is registered with the agency) in the Bidder Keywords field.



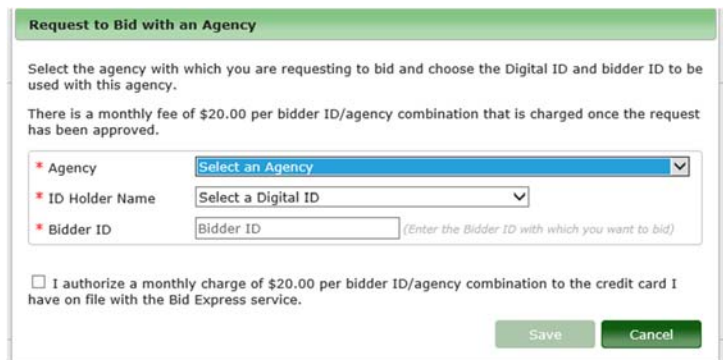
The screenshot shows a navigation bar with four tabs: 'Items', 'Bids', 'Bidders', and 'Subscribers'. The 'Bidders' tab is highlighted. Below the tabs is a search bar labeled 'Bidder Keywords:' with an 'Advanced' button on the right side.

The system displays the businesses that match the name. Your bidder ID will be part of that display. You can also use the advanced search to add city, state, or other criteria to your search.

If your bidder ID isn't listed, please contact your agency.

Submit Request to Bid

1. Click the **MyBidx** icon in the top right corner to get to the My Bidx page.
2. In the Account Services section, click **Bid with AASHTOWare Project Bids**.
3. Click **Request to Bid**.
4. Click **Request** at the bottom right of the page.
5. Select the agency.



The screenshot shows a form titled 'Request to Bid with an Agency'. It contains the following fields and options:

- A dropdown menu for 'Agency' with the text 'Select an Agency'.
- A dropdown menu for 'ID Holder Name' with the text 'Select a Digital ID'.
- A text input field for 'Bidder ID' with the placeholder text '(Enter the Bidder ID with which you want to bid)'.
- A checkbox with the text: 'I authorize a monthly charge of \$20.00 per bidder ID/agency combination to the credit card I have on file with the Bid Express service.'
- 'Save' and 'Cancel' buttons at the bottom right.

6. Select the ID holder name.
7. Enter the ID holder's bidder ID.
8. The Bid Express service displays the organization name that matches the agency, the name of the Digital ID holder, and the organization's bidder ID. If the organization name does not display, **verify the bidder ID was entered correctly.**
9. Select the check box to authorize the monthly Internet bidding fee and click **Save.**

When you submit the request, both you and the agency receive an email with the request information. You will receive an email when the agency approves the request or if the request is rejected or put on hold.

All Done

You don't have to wait for an approved request to bid to start working with bid files in the Bid component.

Once your request to bid has been approved, you can test your Digital ID in the Bid component.

1. Open an .ebsx file.
2. Click **Submit Bid** from the **Tools** menu and go through the process of submitting your bid.
3. Select your ID and enter your password.
4. Click **Next**, then click **Finish**.

If you can click **Finish**, you have successfully tested your ID for bidding purposes.