

BidExpress® Set up Internet Bidding With the Expedite Bid Software

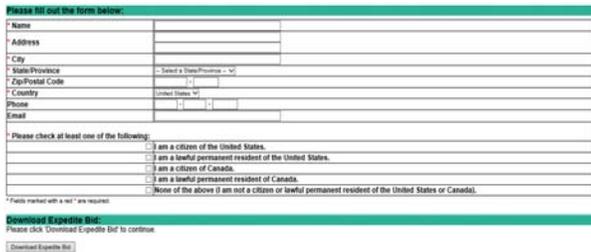
This guide will take you through the process of generating an Info Tech Digital ID for bidding with an agency that uses the Expedite software. An Info Tech Digital ID is an electronic tool that allows contractors to digitally sign bids submitted via the Bid Express® service. If you want to submit bids via the Internet, you will need to obtain a Digital ID. Before you begin this guide, you should already have a Bid Express account.

Before You Begin

- Please use Internet Explorer 11 when you create your ID.
- Request your bidder ID from each agency you intend to bid with. You may need to prequalify with the agency.
- You must have a unique Digital ID for each agency.
- When prompted to while creating your ID, back up your Digital ID to an external medium and remember its password. The team at Info Tech, Inc. does not have a copy of your Digital ID or access to your password and it cannot be reset. Use the backup ID if you bid from a different computer or in the event of data loss.
- Digital ID approval can take up to one week once the paperwork is received.

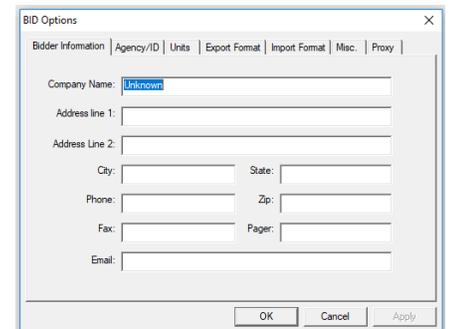
Download the Expedite Bid Software

The Expedite Bid software is a free, required program used to submit bids electronically to the Bid Express service. To download the Expedite Bid software, please follow these instructions.



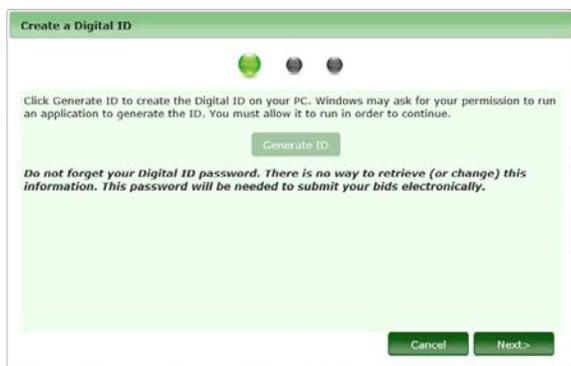
1. From the agency's page in the Bid Express service, click Expedite in the Downloads section.
2. Fill out the export control form. For the name section, enter your first name. Fill out the rest of the required fields (indicated by the asterisk). Do not use any periods or commas in any of the fields. Select one of the answers to the citizen question.
3. Click **Download Expedite Bid**.

4. The Bid Express service displays a list of agencies. Scroll to your desired agency and click the Expedite link to download the software to your computer. Click **Run**.
5. Follow the Expedite installation wizard. When you are finished, start the Expedite Bid software to enter your business information.
6. The software opens the **Bidder Information** tab of the BID Options window. Enter your company information exactly as it matches how you plan to bid to the agency.
7. Click the **Agency/ID** tab. Enter the Info Tech name for your agency (the name is located on the Agency home tab in the Bid Express service) in the Agency field. Enter your bidder ID for that agency in the Bidder ID field.
8. Click in a different Bidder ID field in the table to save the information, then click **Apply**.
9. Click **OK** when you are finished and return to the Bid Express service.



Create and Backup Your Digital ID

1. Log in to the Bid Express service using Internet Explorer 11. Click the **MyBIDX** icon at the top right corner.
2. In the Account Services section, click Bid with Expedite to open the Manage Digital IDs page.
3. Click **Create New**. The Create an ID wizard opens.



4. Click **Generate ID**. The Bid Express KeyLab™ utility window opens. You may have to click Run to allow the program to open, minimize your browser window to see the program or locate the icon on your task bar.
5. Read the information and click **Next** in the KeyLab utility.
6. Enter the name of the officer authorized to sign bids in the ID Holder Name field. Enter the company name. Select the agency that assigned you the bidder ID and enter your bidder ID for that agency. This information should match exactly what the agency has on file. Click **Next**.
7. Read the Digital ID and Expedite information and select both check boxes. Click **Next**.
8. Enter a password for your Digital ID. This password can never be changed or retrieved by Bid Express administration.
9. Enter the password again in the Confirm Password field.
10. Click **Create Digital ID**.
11. The ID generates and prompts you to save a backup copy. Click **OK**. We recommend you save your backup ID to multiple locations such as a server or memory stick. You will use the backup ID if you bid from a different computer or in case of memory loss. Navigate to the location where you are saving your backup and click **SAVE**. The team at Info Tech, Inc. does not have a copy of your Digital ID.
12. Click **Continue** in the KeyLab.
13. Back on the Create a Digital ID window, click the **NEXT** button.
14. Click **Print Registration**. This form must be signed in the presence of a notary by the officer the ID was created for, and it must be notarized to meet the statutes of the state where the ID is being notarized.
15. Close the Print window and click **Next**.
16. Click **Finish**.

Mail the original, wet-ink hardcopy form for processing to the Gainesville, Florida address in line #2 near the top of the page. In order for the ID to be enabled and used for bidding, it must be approved by Info Tech and the bidding agency. You will receive email notifications as your ID is being processed and when it is enabled.

All Done

Once the registration page for your Digital ID has been received by Info Tech, it may take up to seven days for it be approved by both the Bid Express service team and the agency. However, you don't have to wait for your ID to be enabled before working with bid files in the Expedite software.

Once your Digital ID has been enabled, you can submit bids. Test your Digital ID in the Expedite software. Click **View Submitted Bids** from the **Tools** menu, then select your ID and enter your password. Click **Next**, then click **Finish**.

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