

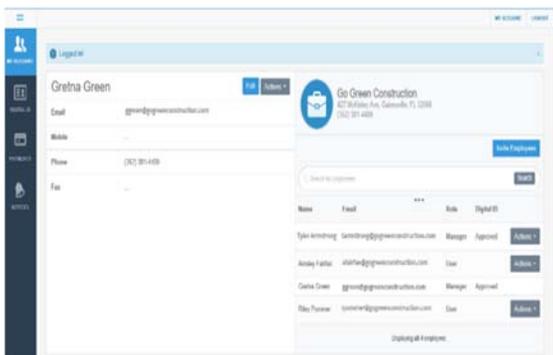
## Infotech Manager Account

Only one account for each business is required to register for the Infotech Bid Express® ([www.bidexpress.com](http://www.bidexpress.com)) service. All other employees will then create accounts for Infotech services via an invitation from the manager. Whether you need to pay to bid on a solicitation depends on the agency. Some agencies sponsor solicitations for their vendors. A FREE tag will display for any solicitation not requiring a fee. Solicitations will either require an electronic signature or an Infotech Digital ID for bid submission. If the agency requires a Digital ID, you will be prompted to generate one. Do not pay for a solicitation or generate a Digital ID until prompted to by a solicitation you select for bidding.

### Register for a Manager Account

The first person to register for an Infotech account within a business is assigned managing access. As a manager, you can invite other employees to join the business account and change their roles. Your email address is your username for the account and to where Infotech services sends email notifications.

1. Navigate to [www.bidexpress.com](http://www.bidexpress.com) and click **Register** at the top right.
2. Fill out the registration form, and click the **Register** button. Your email address will be your username.
3. A message with a confirmation link will be sent to your email address. Click the Activate Account link within the email to activate your account.
4. Enter your password and click **Activate**.



### Invite Employees

Invite employees to create a user account for your business. Emails will be sent to those invited. You will receive an email when the account has been created. Employees are assigned the role of user for the account.

1. Click **Invite Employees**. Enter one email address per line for each employee.
2. Click **Invite Employees**.

### Change Employee Role

You will need to update the role of those employees you want to manage the account. You must also change each user's role within the Bid Express service itself. Please see the online help if you need assistance.

1. Click **Actions** for the employee and choose **Change Role**.
2. Select the manager role, and click **Change Role**.

## Infotech User Account

Only one account for each business is required to register for the Infotech Bid Express® service. All employees of a business will then create user accounts for service as part of that managing account via an invitation from the manager.

### Register for a User Account

To join an existing business account, please ask a user of a manager account to send you an invitation. Once the invitation is sent, you will receive an email to activate your account. Your email address is your username for the account. Infotech services will send email notifications to this account.

Account Activation

Welcome gsummers@cityagency.com.  
To enroll as a member of City Agency, please complete the form below.

\* First Name  
Gretl

\* Last Name  
Summers

\* Password  
\*\*\*\*\*

\* Password Confirmation  
\*\*\*\*\*

\* Question  
[Dropdown menu]

\* Answer  
[Text field]

I have read and agreed to Privacy Policy, Terms of Use, and DMCA Policy.

Upon receipt of the email:

1. Select the Create Account link within the email.
2. Fill out the Account Activation form. Your email address will be your username.
3. Once the form is complete, click the **Activate** button.

The My Account page opens, displaying your account information and other employees within your company using Infotech services. You are automatically assigned a user role for the account and an Executive Manager read-only role for the Bid Express service. Any user with manager role can change your role.

Business Information

Name: Greco Construction  
Bid Express Number: BUSINESS015  
Subscription: Bid on any solicitation Monthly payment of \$50.00

Codes

| Code    | Description |
|---------|-------------|
| 0 Codes |             |

Users

| Name          | Email                         | Role              |
|---------------|-------------------------------|-------------------|
| George Smythe | gsmythe@grecoconstruction.com | Manager           |
| Sable Greco   | sgreco@grecoconstruction.com  | Executive Manager |

### Welcome to the Bid Express Service

If you are planning on submitting bids, a user with a manager account for the Bid Express service must change your role within the Bid Express service itself. Please see the online help if you need assistance.

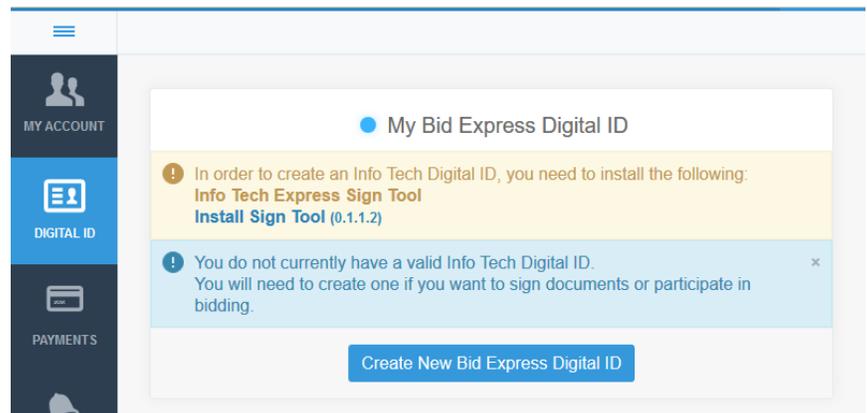
Whether you need to pay to bid on a solicitation depends on the agency. Some agencies sponsor accounts for their vendors. A FREE tag will display for any solicitation not requiring a fee.

Solicitations will either require an electronic signature or an Infotech Digital ID for bid submission. If the agency requires a Digital ID, you will be prompted to generate one. Do not pay for a solicitation or generate a Digital ID until prompted to by a solicitation you selected for bidding.

## Bid Express® Sign Tool and Digital ID

The Bid Express® service may require an Infotech Digital ID before the service can fully be used. You may also need the Infotech Sign Tool. The service will indicate if it needs a Digital ID or the Sign Tool. If you are not sure, please call customer support at 888 352-2439.

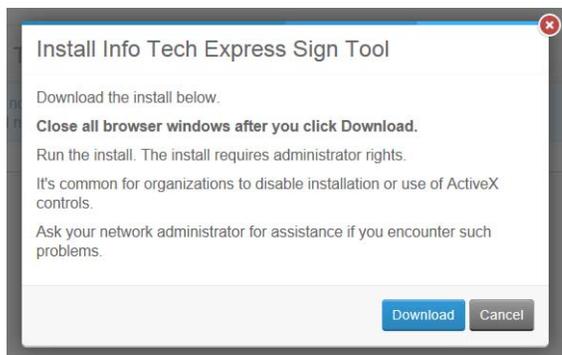
An Infotech Digital ID is an electronic tool that allows users to digitally sign documents, such as bids or contracts, submitted via an Infotech service. Digital IDs are used as part of a secure method of maintaining confidentiality and identity verification. You must have a Digital ID created and approved before using any feature that requires a digital signature, such as posting a letting solicitation or signing a contract document.



Applicants should submit all requests for Digital ID approval and activation not less than seven days in advance of the anticipated need to use the Digital ID. You will receive another email when your Digital ID is approved.

### Bid Express Sign Tool

If the Infotech Express Sign Tool utility is necessary for your chosen services, you will see an informational message within the service if it is not yet installed.



Your computer will need to be rebooted in order for the Sign Tool utility to finish the installation.

Click [Install Sign Tool](#) within the service or from the Digital ID page in the My Account pages. Read the instructions, then click **Download**.

Follow the instructions to install the Sign Tool utility.

### Infotech Digital ID

If you are using a service that requires an Infotech Digital ID, the service will prompt you to create one. You can also create one from the Infotech Digital ID menu.

The service may require an electronic signature instead of a Digital ID. There is no registration process for an electronic signature.

The service does not keep a copy of your private key. If you switch computers or you experience data loss, you will not be able to use the service with your Digital ID unless you have a backup.

Click **Generate Digital ID** from within the service or select **Digital ID** from the My Account page to see the Digital ID page.

1. Click **Create New Bid Express Digital ID**. Select the agencies you want to bid with and click **Next**.
2. Review your business information. Confirm that the name of the person listed is the authorized signer for your company and your company name matches how you would like to submit bids to the agency. Click **Submit**.

3. Click **Backup** to create a backup of the private key of your Digital ID.
4. Enter a password for the backup Digital ID. It does not need to be the same as your account password. Do not forget this password. There is no way for the service to retrieve or reset this password.
5. Enter the password again in the Verify Password field and click **OK**.
6. The Save As window opens so you can back up your ID. It's a good idea to save it to an external

media, like a flash drive, in case something happens to your computer.

7. Navigate to the location of the media where you want the backup ID saved. Enter the signer's name to the name the Infotech Express Digital ID.pfx file, and click **Save**.

8. Click **Next**.

9. Click **Print** and print the Digital ID Notary Form.

10. Close the Print window and click **Finish** to return to the My Infotech Digital ID page.

You will receive an email with more information on what to do. Get the form notarized, then mail it to the address on the form. Once your Digital ID has been generated and the paperwork mailed, it needs to be approved by Infotech administration.

## How to Bid

The actions you take when preparing a bid for a solicitation in the Bid Express® service can also be taken when you prepare a response to an RFP.

To start your bid or response, select the project from the **Solicitations** tab and click **Select For Bidding** or **Respond**. Solicitations with a FREE tag are sponsored by the agency. You must pay for the ones without the tag, either with a monthly subscription or the pay-as-you-go option.

Once the solicitation is selected, the Bid Express service moves and opens it on the **Bids** tab.

There is some information that applies to every section of the solicitation:

- Any member of your business with the correct role can edit and submit bids that use electronic signatures.
- Only members of your business that have approved Digital IDs can edit and submit bids that require Digital IDs.

Because IDs are stored on your computer, the user who selects the solicitation for bidding is the only one who should edit and submit it. Other members can work on the bid and then export their work to share with that user.

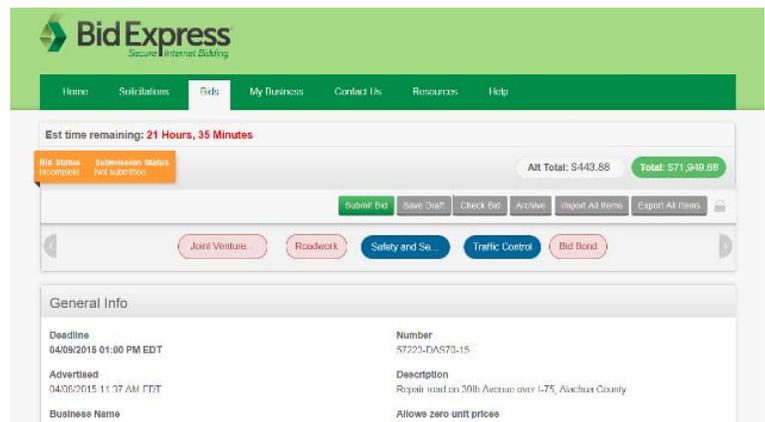
- Select the No Bid check box for any optional components on which you are not bidding. If all components of a bid are optional, at least one must be filled in completely in order for your bid to be marked complete.
- Fields marked with an asterisk (\*) are required. Your bid will be incomplete if any required fields are left blank (unless those fields are in an optional component on which you're not bidding).
- If a component is an alternate, then the owner-agency may award the component independently of the solicitation award.
- Jump to a specific section of the bid by using the Go To options under the bid header.
- If you submit a bid and then receive an email notification that the owner-agency has changed the solicitation, you will have to update and resubmit your bid or it will be marked out-of-date.
- Use the Check Bid or Check Response feature to check for incomplete fields before submitting.

| General Info                  |                         | View Q & A                            |  |
|-------------------------------|-------------------------|---------------------------------------|--|
| Electronic Signature Required |                         |                                       |  |
| Deadline                      | 07/12/2017 02:00 PM EDT | Number                                | 47852-SE18                             |
| Advised                       | 07/10/2017 02:53 PM EDT | Description                           | new bridge construction Alachua county |
| Revised                       | 07/10/2017 02:59 PM EDT | Allows zero unit prices and labor     | Yes                                    |
| Business Name                 | City Agency             | Allows negative unit prices and labor | Yes                                    |

## Submit Bid

Bids that require a Digital ID cannot be submitted using a mobile device. For these bids, you must be using Windows operating system version 7 or newer and access the Bid Express website through Internet Explorer version 9 or newer.

Bids that require electronic signatures can be submitted using other operating systems and most web browsers. The actions you take when submitting a bid for a solicitation can also be taken when you submit a response to an RFP.



Once your bid or response is ready, you must submit it to the owner–agency. Owner–agencies will not be able to see your bid until after the bid deadline has passed, and they will only be able to see your last submitted bid, though they will be able to view the envelope after the deadline and without opening bids.

1. Select the bid from the **Bids** tab if it is not already open.
2. Click **Check Bid** or **Check Response** and fix any errors.
3. Click **Submit Bid** or **Submit Response** at the top of the page.
4. The Bid Express service displays a warning if the bid is incomplete and highlights the incomplete fields in red. Click **OK** to submit the bid or click **Cancel** to return to the bid page and fix any errors.
5. If you click **OK**, or if your bid is complete, the Bid Express service displays a submit bid or submit response window that authorizes the service to use your Digital ID or electronic signature to sign and encrypt your bid. Enter your electronic signature if necessary.
6. Click **Submit Bid** or **Submit Response**. The Bid Express service submits your bid and returns to the bid page and displays a bid submitted message.

## Submission Status

The Submission status bar in the top left corner of your solicitation displays the current submission status of your bid, from not yet submitted to the date and time it was submitted, and if it was complete.

Orange: Either your bid or response has not yet been submitted, or the submission has changed. This may mean the agency has changed the solicitation and issued an update, or that you changed the content of your bid, both of which require you to resubmit. It may also mean the last submission was incomplete, meaning all required fields were not filled in prior to submitting. Click **Check Bid** or **Check Response** to find the incomplete information.

Blue: A completed bid or response has been submitted at the posted date and time. If someone else in your business also submits bids, this may not be the time you submitted the bid.