

How to Sign Up for Email Notifications from ODOT in Bid Express

- 1. Log into Bid Express.**
- 2. At the top of the screen, on the right side, click MyBidX.**
- 3. Click Email Notifications**
- 4. Enter the email address you would like to receive the notifications.**
- 5. Select the Agency(s) who you would like to receive them from.**
- 6. Click Set Notifications**
- 7. Select the email notifications you would like to receive.**
- 8. Click Save Changes**