



## Getting Started with Bid Express

### Please note that Oregon is **ORDOT** in Bid Express not **ODOT**

#### Signing up for a Bidx account:

Go to [www.bidx.com](http://www.bidx.com) and at the top of the page go to **order** click **Subscribe Now!** and follow the given steps. A login and password will be sent to you to email address provided. This may take up to thirty minutes.

#### Logging into Bid Express for the first time:

1. Enter your **username** & **password** in the login box of the main Bid Express page.
2. Click **Login**.
3. Select the Challenge Question, provide an answer and click on save. (this is a one time only step)
4. Choose your state from the drop down box. Click **Go**.

#### Downloading Expedite Bid software:

1. Select **ORDOT** from the home page.
2. From the **“Utilities”** tab, choose the link for the **Expedite**.
3. Fill in the appropriate information.
4. Click on the **Download Expedite Bid** link.
5. Choose the version of Expedite Bid that your state is currently using. **ORDOT** is using **Expedite Bid 5.6b**.

#### Downloading EBS / Amendment files:

1. Select **ORDOT** from the home page.
2. From the **“Lettings”** tab, choose the specific letting you are interested in.
3. From the main letting page you may download all of the EBS files for the letting by choosing the **EBLIB** hyperlink in the **“Also Available”** area. You may navigate to each proposal to download individual EBS files as well.

#### Searching for a specific proposal or item:

1. Select your state from the home page.
2. Choose the **“Search”** tab. You may search for **Items**, **Bid Tabs**, **Vendors**, or **Other Bid Express Subscribers**.
3. Once you have determined which search you will be using, click in the **Keywords** field for that search. You may also add a date range to narrow the search.
4. Type in your key word(s) and click **Search**.



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**Note: You will have to enter pertinent information upon using Expedite the first time such as company name, agency and bidder ID (state assigned). You must have an active Digital ID to use the internet bid submission and electronic verification of bid bonds features.**

### Creating a Digital Key for Bid Submission:

1. Open Expedite Bid – from the **Tools** menu, select **Digital IDs**.
2. Select **Create ID**.
3. Follow the Create Digital ID Wizard.
4. Fill out and submit ID paperwork to Bid Express. **\*Please note it can take up to 5 business days to process and activate the ID from the date it is received by BidX.com.\***

### Submitting a bid over the Internet:

1. Download the Expedite files from Bid Express.
2. Open Expedite Bid – from the **File** menu, select **Open Proposal**.
3. Complete your bid including item prices, DBE and misc. screen as applicable.
4. From the **Tools** menu elect **Bid Submission**.
5. Follow the Bid Submission Wizard.

### Viewing Submitted Bids / Withdrawing Bids:

1. From the **Tools** menu select **View Submitted Bids**.
2. Follow the View Bids Wizard.

### Verification of Bid Bonds:

1. Provide Surety agency Bidder ID and Contract ID.
2. Surety registers bid bond and provides Bond ID number.
3. After EBS file has been opened, click on **Bond** folder from proposal tree (left side).
4. Fill in required fields including Bond ID.
5. Click **Verify**.
6. Follow the Verification Wizard.

## Help when you need it

### Customer support is available

If you need assistance with Bid Express, our customer support team is available to help. Support professionals are available by phone Monday through Friday from 8:00 am to 7:00 pm eastern time. The phone number for customer support is **(352) 381-4888**. Customer support voice mail and e-mail can be reached 24 hours a day. 7 days a week. The e-mail address is [customer.support@bidx.com](mailto:customer.support@bidx.com). For your convenience, answers to frequently asked questions are posted on the Bid Express website at [www.bidx.com](http://www.bidx.com). The goal of the customer support team is to respond promptly to each user and get you back to business fast.