

## Getting Started with eBIDS

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The Electronic Bidding Information Distribution System (eBIDS) is an online tool developed and maintained by the Oregon Department of Transportation (ODOT).

eBIDS enables contractors, suppliers and other interested parties to locate, view and download bid-related documents for highway construction projects that ODOT currently has advertised for bid. ODOT vendors may also self-register on eBIDS as holders of the bidding and/or informational plans for these projects.

You may access eBIDS on the Web at <https://ecm.odot.state.or.us/cf/EBIDS/> or from the ODOT Procurement Office (OPO) – Construction Contracts Unit website at <http://www.oregon.gov/ODOT/CS/CONSTRUCTION/>.

### Create New eBIDS Account

1. Go to the eBIDS *Client Login* page on the Web at <https://ecm.odot.state.or.us/cf/EBIDS/>.

Welcome to ODOT eBIDS - View and download bid related documents for current ODOT highway construction projects.

**Client Login**

Account:

Password:

Login

[Create an Account](#)

[Get Started Guide](#)

[Forgot your Password?](#)

[Forgot your Account Name?](#)

If your login attempt is not successful, please contact the Oregon Department of Transportation's Computer Support Desk at (503) 986-3355. Assistance is available from 7:00am to 5:00pm: Monday through Thursday; 8:00am to 5:00pm: Friday.

ODOT For site support, please contact the ODOT Computer Support Desk 503-986-3355. Release 0.9.1

**Note:** For quick access in the future, you may want to bookmark or add eBIDS to the **Favorites** list on your Internet browser.

2. Click **Create an Account**. The *eBIDS New Account* page opens.

3. Setup your eBIDS account as follows. All fields are required.
  - a. **Account Info:** Enter an account name and email address. The account name and email address must each be unique within eBIDS. The account name is **not** case-sensitive.
  - b. **Password:** Enter a new password and again to confirm it. Passwords must be at least eight characters and are case-sensitive; they may contain letters, digits and the following special characters: ! @ \$ # % ^ \* \_ & + -
  - c. **Security Question:** Select a security question from the drop-down menu and enter your answer below it. The answer is case-sensitive.
  - d. **Security Check:** Enter the text displayed in the image. The text is case-sensitive. Do not include spaces between characters. If you have trouble reading the security check text and want to refresh/reset it, click .
4. Click **Submit**. The *Account Information* page opens.

5. Enter your account information:

**Note:** The contact and address information entered here is used to create your eBIDS account only; when you register as a holder of plans for a specific project, you may select project-specific contact and address information that can be different than what you enter here.

- a. **Company Information:** If your company has an ODOT vendor number, enter it and the system will search for a matching company name and automatically populate the **Company Name** and **Company Address List**.

**Note:** If you do **not** plan to register as a holder of bidding or informational plans, you do not need to enter a vendor number or company name. If you want to register as a holder of plans, but do **not** know your company vendor number or your company does **not** have one, contact the OPO – Construction Contracts Unit by phone at 503-986-2710 or by email at [ODOTProcurementOfficeConstruction@odot.state.or.us](mailto:ODOTProcurementOfficeConstruction@odot.state.or.us).

- i. **Company Address List:** Select an address from the list, if present, and eBIDS automatically populates the **Address Info** fields.

- b. **Contact Info:** Enter your first and last name, email address, phone and fax numbers. Required fields appear with a red asterisk (\*) next to them.

- c. **Address Info:** Enter/Edit your address. All fields required.

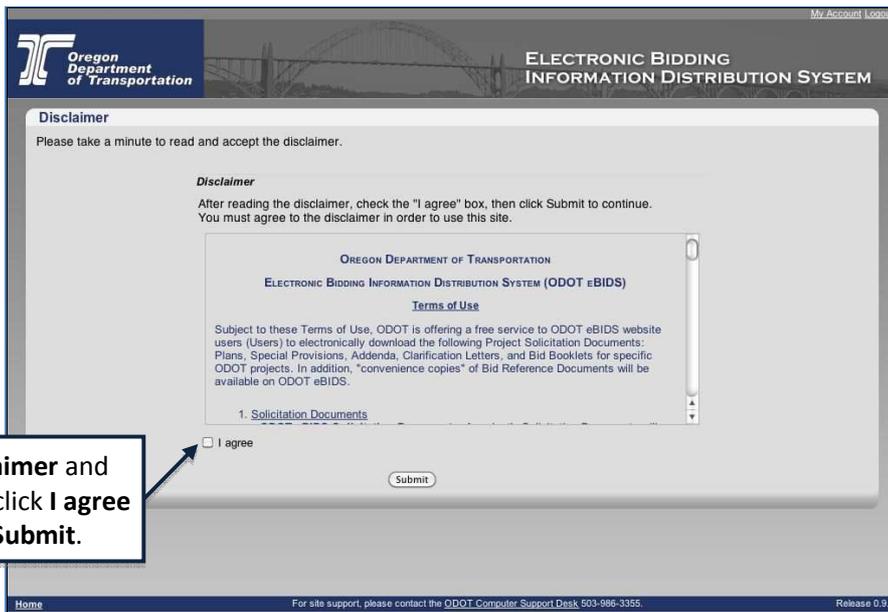
6. Click **Submit**. The *Client Login* page refreshes with a message that your registration was successful and to check your email for a message to activate your account. ODOT will send a confirmation message, which contains an account activation link, to the email address provided.

7. Click the **Activate Account** link in the email message. The link is active for five days only.

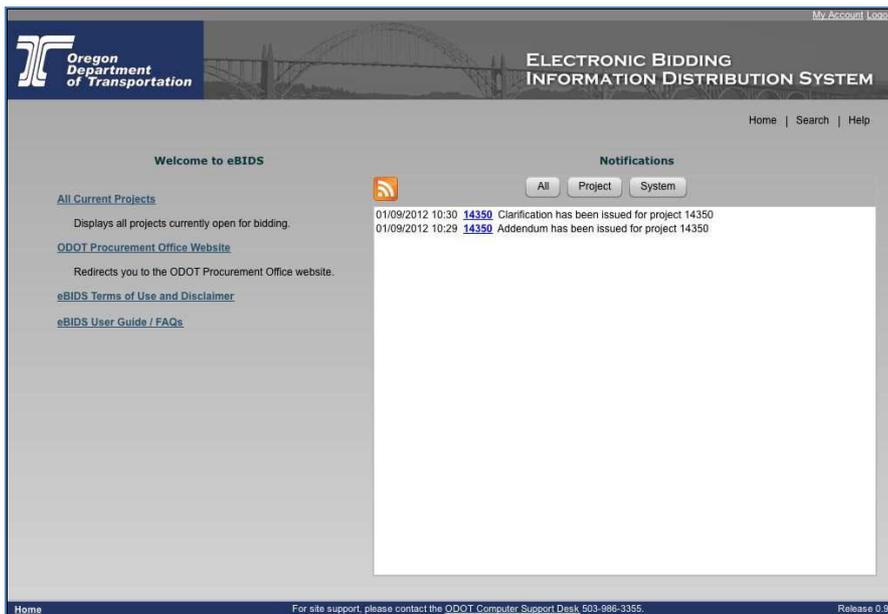


The eBIDS *Client Login* page opens.

8. On the eBIDS *Client Login* page, enter your **Account** and **Password**, and click **Login**. The *Disclaimer* page opens.



9. Read the **Disclaimer** and **Terms of Use**. Check **I agree** and click **Submit**. The eBIDS home page opens.



You may now use eBIDS to search for current ODOT construction projects advertised for bid. Refer to the **eBIDS User Guide** for assistance with using eBIDS.

## Reset eBIDS Password

1. On the eBIDS *Client Login* page, click **Forgot your Password?**

The *Password Recovery* page opens.

2. Enter your **Account** name.

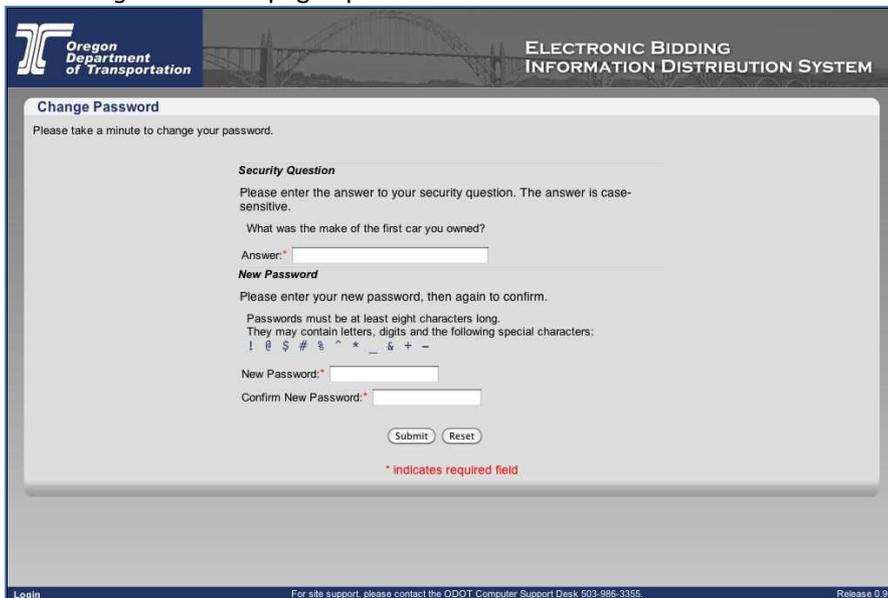
3. Enter the security check **Text**. The text is case-sensitive. Do not include spaces between characters. If you have trouble reading the security check text and want to refresh/reset it, click .
4. Click **Submit**. The eBIDS *Client Login* page displays a message that an email has been sent to the email address associated with your account with a link to reset your password.

- Click the **Reset Password** link in the email message. The link is only active for five days.



Click **Reset Password** to set a new password.

The *Change Password* page opens.



- Enter the **Answer** to your security question. The answer is case-sensitive.
- Enter **New Password** and **Confirm New Password**.  
**Note:** Passwords must be at least eight characters and are case-sensitive; they may contain letters, digits and the following special characters: ! @ \$ # % ^ \* \_ & + -
- Click **Submit**. The *Change Password* window closes and a message appears on the eBIDS *Client Login* page, confirming the account password has been reset.

You may now log in to eBIDS using your new password. Refer to the **eBIDS User Guide** for assistance with using eBIDS.

## Retrieve eBIDS Account Name

1. On the eBIDS *Client Login* page, click **Forgot your Account Name?**

The *Account Name Recovery* page opens.

2. Enter the **Email** address associated with your eBIDS account.

3. Enter the security check **Text**. The text is case-sensitive. Do not include spaces between characters. If you have trouble reading the security check text and want to reset/refresh it, click .
4. Click **Submit**. The eBIDS *Client Login* page displays a message that an email has been sent with your account name.

5. When you receive the email with your account name, go to the eBIDS *Client Login* page and log in.



Refer to the ***eBIDS User Guide*** for assistance with using eBIDS.

## eBIDS Troubleshooting

### Contact:

#### **ODOT Computer Support Desk**

Phone: 503-986-3355

Hours: 7 a.m. to 5 p.m., Monday – Thursday  
8 a.m. to 5 p.m., Friday

Email: [ODOTComputer.Support@odot.state.or.us](mailto:ODOTComputer.Support@odot.state.or.us)

**Note:** Responses to email messages may be delayed by several days.

### If you have questions about:

- Setting up your eBIDS account
- Logging in to eBIDS

#### **ODOT Procurement Office – Construction Contracts Unit**

Phone: 503-986-2710

Hours: 8 a.m. to 5 p.m., Monday – Friday

Email: [ODOTProcurementOfficeConstruction@odot.state.or.us](mailto:ODOTProcurementOfficeConstruction@odot.state.or.us)

- Your ODOT vendor number
- Project class of work
- Registering as a holder of bidding or informational plans
- Prime contractor prequalification