

Getting Started with eBIDS

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.

Create New eBIDS Account

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

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.

Oregon Department of Transportation

ELECTRONIC BIDDING INFORMATION DISTRIBUTION SYSTEM

eBIDS New Account

Please take a minute to set up your account.

Account Info
Please enter a user name and a valid email address. A confirmation email will be sent to the specified address.

Account Name:*

Email Address:*

Confirm Email Address:*

Security Question
Please choose a security question and enter an answer. The answer is case-sensitive.

Security Question:*

Answer:*

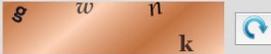
New Password
Please enter your new password, then again to confirm.
Passwords must be at least eight characters long. They may contain letters, digits and the following special characters: ! @ \$ # % ^ * _ & + -

New Password:*

Confirm New Password:*

Security Check
Please enter the text displayed in the image below into the Text box. The text is case-sensitive. No spaces between characters.

Text:*



* indicates required field

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

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.

The screenshot shows a web form titled "Account Information" for the Oregon Department of Transportation's Electronic Bidding Information Distribution System. The form is divided into several sections: "Company Info", "Contact Info", and "Company Address List".

- Company Info:** Includes a "Vendor No" field and a "Company Name" field. A note states: "If you know your vendor number, enter it to retrieve the company name and a list of known addresses."
- Contact Info:** Includes "First Name*", "Last Name*", "Email Address*" (with example "John.doe@odot.state.or.us"), "Confirm Email Address*" (with example "john.doe@odot.state.or.us"), "Phone Number", and "Fax Number" fields.
- Company Address List:** Includes a "Select an address from the list. If your address is not listed, please type in the information in the fields at the right." instruction. Below this are "Address", "City", "State", and "Zip" fields.
- Address Info:** Includes "City*", "State*", and "Zip Code*" fields.

At the bottom of the form are "Submit" and "Reset" buttons, and a red asterisk legend: "* indicates required field". The footer of the page contains navigation links: "Home > My Account > Contact Info", support information: "For site support, please contact the ODOT Computer Support Desk, 503-986-3355", and the release version: "Release 0.9.1".

- a. Enter your account information:

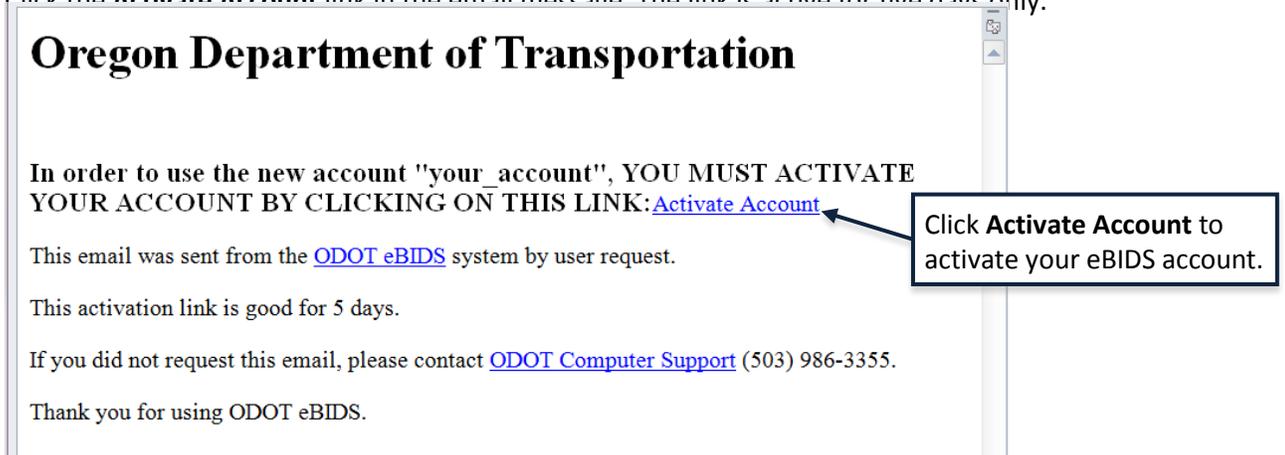
Note: The contact and address information entered here is used to create your eBIDS account only; when you register as a holder of plans for a specific project, you may select project-specific contact and address information that can be different than what you enter here.

- b. **Vendor No:** 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.

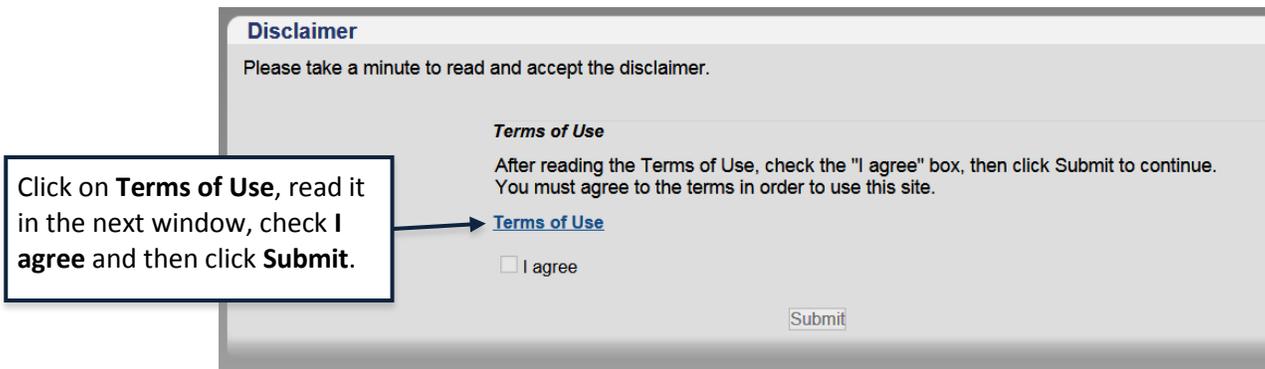
- i. **Company Address List:** Select an address from the list, if present, and eBIDS automatically populates the **Address Info** fields.
 - c. **Contact Info:** Enter your first and last name, email address, phone and fax numbers. Required fields appear with a red asterisk (*) next to them.
 - d. **Address Info:** Enter/Edit your address. All fields required.
5. 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.

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



The eBIDS *Client Login* page opens.

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



8. Read the **Terms of Use** that open in a separate window. Check **I agree** and click **Submit**. The eBIDS home page opens.

Oregon Department of Transportation

ELECTRONIC BIDDING INFORMATION DISTRIBUTION SYSTEM

Welcome to eBIDS

[Home](#) [Search](#)

Notifications

Project System

07-11-2017 15:37		eBIDS has a slightly different look-n-feel, but all functionality is unchanged. The bonus is Flash was removed for improved security.
07-10-2017 13:59	15004	Wage Information No.01 I-84 FARLEY SLIDE PROJECT
07-10-2017 09:36	15003	Wage Information No.01 COBURG LOOP PATH (SEGMENTS 1 & 2)
07-07-2017 15:12	15003	Addendum No.01 COBURG LOOP PATH (SEGMENTS 1 & 2)

ODOT For site support, please contact the ODOT Computer Support Desk: 503-986-3800. Release 2.0.4 July 2017

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

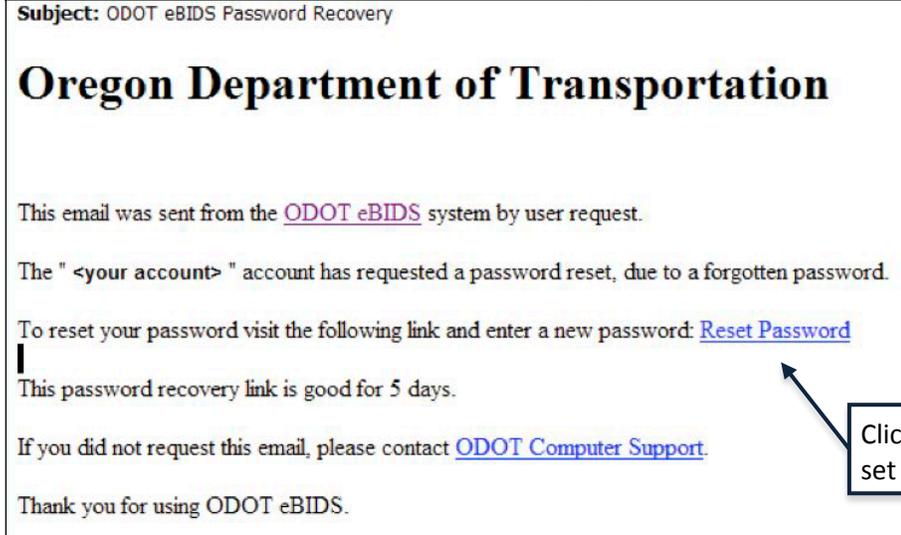
1. On the eBIDS *Client Login* page, click **Forgot your Password?**

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

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

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

If you have questions about:

- Setting up your eBIDS account
- Logging in to eBIDS

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