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/.

   ![Create New eBIDS Account](image)

   **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. Passwords must be at least eight characters long; 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.
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.
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 **Refresh**.

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

![Email screenshot](image)

The Change Password page opens.

![Password change screenshot](image)

6. Enter the Answer to your security question. The answer is case-sensitive.

7. 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: ! @ $ % ^ _ & + -

8. 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 **Reset**.

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.

**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)

### 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