Request to Bid With an Agency

Once you have an approved Infotech® Digital ID for your Bid Express® account, you will need to submit a request to bid to any agency you want to bid to.
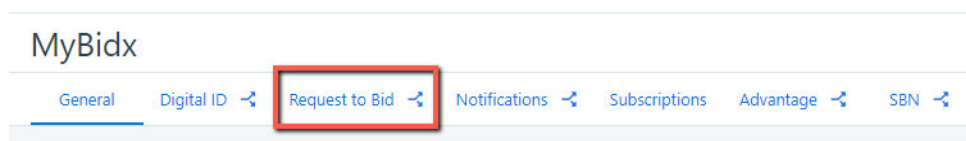
Before You Begin

These steps must be completed before requesting to bid. If you need help, please see the Bid Express Online Help or the Setup Internet Bidding guide.

- Your user profile in the AASHTOWare Project Bids™ Bid component must be set up.
- Your Digital ID must be approved.
- You must know your bidder ID for each agency where you are submitting a request.

Submit Request to Bid

1. Select **MyBidx** from the sidebar menu or from the top right of the page, depending on where you are in the service.

2. Click **Request to Bid**.

3. Click **Request** at the bottom of the page.

4. Select the agency you want to bid with.

5. Select the ID holder name.

6. Enter the ID holder's bidder ID.

7. The Bid Express service displays the organization name that matches the agency, the name of the Digital ID holder, and the organization's bidder ID. If the organization name does not display, **verify the bidder ID was entered correctly.**

8. Select the check box to authorize the monthly Internet bidding fee and click **Save**.

When you submit the request, both you and the agency receive an email with the request information. You will receive an email when the agency approves the request or if the request is rejected or put on hold.

All Done

You don't have to wait for an approved request to bid to start working with bid files in the Bid component.

Once your request to bid has been approved, you can test your Digital ID in the Bid component.

1. Download an .ebsx file from a proposal in the Bid Express service.

2. Open the Bid component and select **Open Other Proposal**.

3. Navigate to and select the .ebsx file. Click **Open**.

4. Click **Submit Bid** from the **Tools** menu and go through the process of submitting your bid.

5. Select your ID and enter your password.

6. Click **Next**, then click **Finish**.

If you can click **Finish**, you have successfully tested your ID for bidding purposes.