Set up an Infotech® Digital ID for Internet Bidding

This guide helps you set up your Bid Express® account for submitting a bid over the Internet. Use the latest version of Microsoft Edge to create your ID.

When using **Microsoft Edge** as your web browser, you must enable the ClickOnce setting in order to create a Digital ID. You must also use the version of Edge made possible by the Chromium open source project (if your computer automatically updates Edge when there's a new version, then you have the right one).	1. Enter **edge://flags/#edge-click-once** into the Edge browser and press **Enter**. The ClickOnce Support section displays at the top of the search results. 2. Click **Disabled**, and select **Enabled**. 3. You'll be prompted to restart your browser. Click **Restart**.

You should have already downloaded the AASHTOWare Project Bids™ Bid component bidding software and completed your user profile before beginning this guide. Once your Digital ID is approved, you will have to request to bid with an agency to finish the setup for Internet bidding. Approval may take 7–10 days.

Create a Digital ID

An Infotech Digital ID is an electronic tool that allows contractors to digitally sign bids submitted via the Bid Express service. There are fees to generate an ID and for monthly Internet bidding.

Once your ID is approved, you will need to submit a request to bid.

## Before You Generate an Infotech Digital ID

- Please use Microsoft Chromium Edge. The Bid Express service uses the Bid Express KeyLab™ to generate the key. The .NET framework is needed to use this program.

- Have a clear picture of the applicant's driver's license, state ID, or passport in a file to upload.

- Make sure the Bid component is closed.

Create Digital ID

1. Using Edge, click **MyBidx** in the sidebar menu or in the upper right corner, depending on where you are in the service.

2. Select the **Digital ID** tab.

3. Click **Create New**. Read the Digital ID information and click **Next**.

MyBidx

General | Digital ID | Request to Bid | Notifications | Subscriptions | SBN
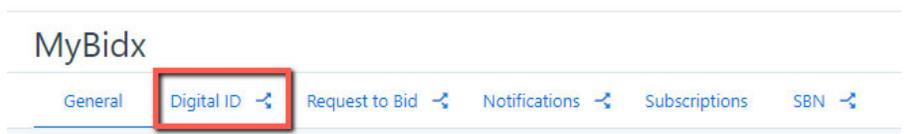
4. Click the **Attach Identification** button. Navigate to and select the file containing the picture of your identification. Click **Open**.

5. Enter your name **exactly** as it is spelled on the uploaded form of identification in correct legal order (first name, middle name/initial, last name, Jr. or Sr., etc.). Click **Next.**

6. Enter the legal name of your business to **exactly** match the name as it appears on the Secretary of State website for the state where your business is registered.

7. Select the state, providence, or territory where your business is registered. Click **Next**.

8. Enter the applicant's best contact number so a Bid Express team member can call and verify the applicant's information. Click **Next**.

9. Review your information. If everything is correct, select the check box to authorize the one–time creation fee. Click **Generate ID**.

10. If your .NET isn't up to date, you will see an error message. Close the Digital ID application window and click the link in the warning message at the top of the page to download the .NET framework.

11. If needed, click **Open** to start the x509 creator.

12. If needed, click **Install** to install the Bid Express KeyLab.

13. Enter a password for your Digital ID in the **Password** field of the Bid Express KeyLab. Do not forget this password. The Digital ID password is needed to submit and withdraw bids, verify bid bonds, and to import or export the ID if you change computers. This password can't be changed or retrieved.

14. Click **Copy password** to copy your password to your computer;s clipboard. Paste the password into a secure location, such as a password manager, to access it if you forget it.

15. Click **Generate your Digital ID**.

16. Start the backup of your Digital ID by clicking **OK**. Navigate to the specific file location where you would like to back up your Digital ID. Do not skip this step. It is highly recommended you choose a file location external from your current computer location. Examples are: a memory stick, the company network, or a CD.

17. Click **Save** after choosing the file location for your backup. Once the backup is complete, click **Finish**. A member of the Bid Express team will call the applicant to verify their identification for the Digital ID.
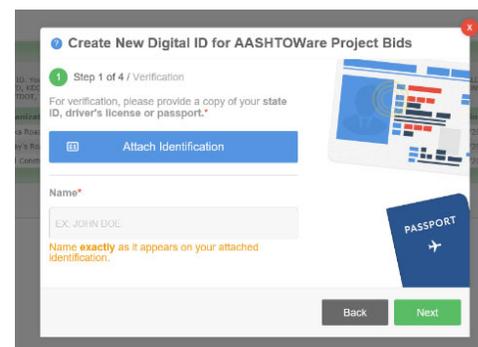
Please allow 7 to 10 business days for Digital ID processing once the application is completed.

When your Digital ID has been approved, please see the *Request to Bid* guide for to finish the setup for Internet bidding.