



Get started today!



To begin bidding, you will need the following:

- An Internet connection and a valid email address
- A Bid Express® service account
- A Bidder ID (also called a Vendor Number) from the agency you intend to bid with
- Expedite Bid™ (free bidding software)
- An Info Tech Digital ID

Step 1: Establish an Internet connection

We recommend using a broadband connection for speed, although you may use dial-up or an air card if you wish. You should keep an alternative Internet connection handy in case your primary Internet Service Provider is not working properly or is down. An air card is great for an emergency such as this and allows you to continue to submit your bid.

Step 2: Sign-up for an account with the Bid Express service

1. Go to <http://www.bidx.com>.
2. Under **Order** on the top green menu bar, click **Subscribe Now!**
3. Enter a valid email address for your account.
Note: Your account should be used by everyone in your company who uses the Bid Express service.
4. Enter your account password and verify it.
Note: The password must be at least eight characters and include one uppercase letter, one numeric digit, and one symbol.
5. Select one of the agencies with which you intend to bid.
6. Select the check box for the Subscriber Agreement and Acceptable Use Policy.
7. Click **Submit**. The system will send an activation link to your email.
8. Click the activation link in your email to complete your Bid Express registration and enter your service options and billing information.

Step 3: Expedite Bid software

The Expedite Bid software is a free, required program used to submit bids electronically to the Bid Express service. To download the Expedite Bid software, please follow these instructions:

1. Go to <http://www.bidx.com>.
2. Select the state for which you are going to submit a bid.
3. Click **Expedite** under Downloads on the right side of the agency page.
4. Fill out the export control form. For the name section, enter your first name. Fill out the rest of the required fields (indicated by the red *). Do not use any periods or commas in any of the fields. Select one of the answers to the citizen question.
5. Click **Download Expedite Bid** at the bottom when finished.
6. You will see a list of agencies. Scroll to your desired agency, and click the **Expedite** link to download the software to your computer.
7. Return to <http://www.bidx.com> when you are finished.

Step 4: Get a Bidder ID from the agencies with which you intend to bid

A bidder ID is required to create a Digital ID. Please request a bidder ID from the agency to which you wish to submit a bid and ask the agency to add the ID to the Bid Express vendor table. You may need to follow that agency's prequalification process first before it gives you a bidder ID. *Note: When bidding with localities, the Bid Express account number becomes the bidder ID.*

Step 5: Create a Digital ID (This step requires you to use Internet Explorer 8 and above)

What is a Digital ID?

An Info Tech Digital ID is an electronic tool that allows contractors to digitally sign bids submitted via the Bid Express service. If you wish to submit bids via the Internet, you will need to obtain a Digital ID.

Creating a Digital ID

1. Go to <http://www.bidx.com> and log in.
2. Click the **MyBidx** icon located at the top right corner.
3. In the **Account Services** section, click **Digital IDs**.
4. Click **Create New**.
5. Click **Generate ID**. The Bid Express KeyLab™ pop-up window opens. You may have to minimize your browser window to see it. Read the information and click **Next** in the KeyLab.
6. Enter the name of the signer and the company name, select the agency the ID is for, and enter your bidder ID. This information should match exactly what the agency has on file. Click **Next**.
7. Select both the **Digital ID** and the **Expedite Bid** check boxes.
8. Enter a password for your Digital ID. Please write this password down as you will need it to submit bids. This password can never be changed or retrieved by Bid Express administration. If you forget the password, a new ID will need to be created and processing fees will apply.
9. Click **Create Digital ID**.
10. The ID will generate and prompt you to save a backup copy. We recommend you save it on a server or memory stick. Navigate to the location where you are saving your backup and click **Open**.
11. Click **Continue** in the KeyLab.
12. Back on the Bid Express website, click the green **Next** button.
13. Click **Print Registration**. This form must be signed by the officer the ID was created for and it must be notarized correctly. Mail the original hardcopy form for processing to the Gainesville, Florida address near the top of the page. We must have this before your Digital ID can be used for bidding. You will be notified by email when your Digital ID is enabled.

NOTE: YOU MUST HAVE AN ENABLED DIGITAL ID FOR EACH AGENCY YOU WISH TO BID WITH (only one Digital ID is needed for all localities).

Once your Digital ID has been enabled, you may submit bids using the Expedite Bid software. *NOTE: You can work on the bid file in the Expedite software BEFORE having an enabled Digital ID.*

For more information, or if you need further assistance, please read the online help or watch our tutorial videos located on the Bid Express website.

Where to get help...

If you need assistance with the Bid Express website, please check the online help or contact the customer support team. Support specialists are available by phone Monday through Friday from 7:00 am to 8:00 pm eastern time (excluding major U.S. holidays). Please call (352) 381-4888 or toll free (888) 352-BIDX (2439). Customer support voice mail and email can be reached 24 hours a day, 7 days a week. The email address is customer.support@bidx.com. For your convenience, answers to frequently asked questions are posted on the Bid Express home page under **Questions/Help**. The goal of the customer support team is to respond promptly and get you back to business fast.