

Step 1 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 lower case 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 2 Download the 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. Log in to the Bid Express service and go to your agency's home page.
2. Click **Expedite** under Downloads on the right side of the agency page.
3. 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.
4. Click **Download Expedite Bid** at the bottom when finished.
5. You will see a list of agencies. Scroll to your desired agency, and click the **Expedite** link to download the software to your computer. Click **Run**.
6. After installation, the Expedite software will prompt you to add your business information. Click **OK**.
7. The software opens the Bidder Information tab of the BID Options window. Please enter your company information to match exactly what the agency has on file.
8. Return to <http://www.bidx.com> when you are finished.

Step 3 Create a Digital ID [This step requires you to use Internet Explorer 11 and above]

An Info Tech Digital ID is an electronic tool that allows contractors to digitally sign bids submitted via the Bid Express service.

If you want to submit bids via the Internet, you will need to obtain a Digital ID for each agency with which you bid.

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 **Bid with Expedite**.
4. Click **Create New**. The Create a Digital ID window opens.
5. Click **Generate ID**. The Bid Express KeyLab™ pop-up window opens. You may have to click on the icon from your task bar if it minimizes. Read the information and click **Next** in the KeyLab.
6. Enter the name of the officer authorized to sign bids in the ID Holder Name field. Enter the company name. Select the agency you want to bid to, and enter your bidder ID for that agency. This information should match exactly what the agency has on file. Click **Next**.
7. Select the Digital ID check box to authorize the one-time Digital ID fee and select the Expedite Bid check box to indicate you have updated the company information in the software. Click **Next**.
8. Enter a password for your Digital ID. **Please remember this password can never be changed or retrieved.**
9. Enter the password again in the Confirm Password field.
10. Click **Create Digital ID**.
11. The ID will generate and prompt you to save a backup copy. Click **OK**. We recommend you save your backup ID on a server or memory stick. Navigate to the location where you are saving your backup and click **Save**.
12. Click **Continue** in the KeyLab.
13. Back on the Create a Digital ID window, click the green **Next** button.
14. 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.
15. Close the Print window and click **Next**.
16. Click **Finish**.

Where to get help...

Customer support hours are **7:00 a.m. to 8:00 p.m. EST**, Monday through Friday (excluding major U.S. holidays). Our toll free number is **(888) 352-BIDX(2439)**, our email is customer.support@bidx.com. Click the **?** at the top right of any Bid Express page to see the online help.