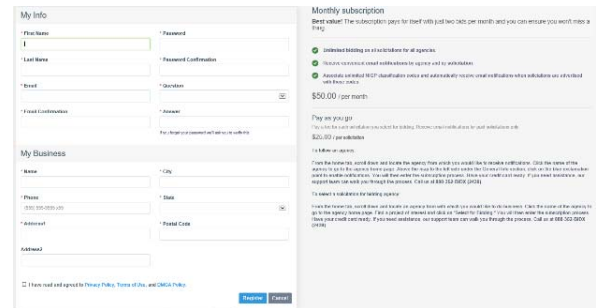


Infotech Manager Account

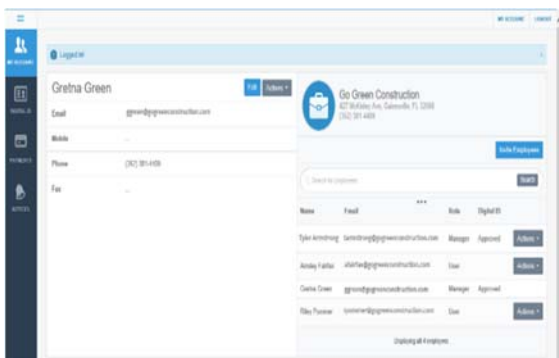
Only one account for each business is required to register for the Infotech Bid Express® (www.bidexpress.com) service. All other employees will then create accounts for Infotech services via an invitation from the manager. Whether you need to pay to bid on a solicitation depends on the agency. Some agencies sponsor solicitations for their vendors. A FREE tag will display for any solicitation not requiring a fee. Solicitations will either require an electronic signature or an Infotech Digital ID for bid submission. If the agency requires a Digital ID, you will be prompted to generate one. Do not pay for a solicitation or generate a Digital ID until prompted to by a solicitation you select for bidding.

Register for a Manager Account

The first person to register for an Infotech account within a business is assigned managing access. As a manager, you can invite other employees to join the business account and change their roles. Your email address is your username for the account and to where Infotech services sends email notifications.



1. Navigate to www.bidexpress.com and click **Register** at the top right.
2. Fill out the registration form, and click the **Register** button. Your email address will be your username.
3. A message with a confirmation link will be sent to your email address. Click the Activate Account link within the email to activate your account.
4. Enter your password and click **Activate**.



Invite Employees

Invite employees to create a user account for your business. Emails will be sent to those invited. You will receive an email when the account has been created. Employees are assigned the role of user for the account.

1. Click **Invite Employees**. Enter one email address per line for each employee.
2. Click **Invite Employees**.

Change Employee Role

You will need to update the role of those employees you want to manage the account. You must also change each user's role within the Bid Express service itself. Please see the online help if you need assistance.

1. Click **Actions** for the employee and choose **Change Role**.
2. Select the manager role, and click **Change Role**.

PREPARED BY



Support hours: 7:00 am - 8:00 pm ET // 1-888-352-2439 // support@bidexpress.com

Copyright © 2019, Info Tech, Inc., DBA Infotech.

Information is subject to change without notice. All rights reserved

infotechinc.com

20191107

Infotech User Account

Only one account for each business is required to register for the Infotech Bid Express® service. All employees of a business will then create user accounts for service as part of that managing account via an invitation from the manager.

Register for a User Account

To join an existing business account, please ask a user of a manager account to send you an invitation. Once the invitation is sent, you will receive an email to activate your account. Your email address is your username for the account. Infotech services will send email notifications to this account.

Account Activation

Welcome gsummers@cityagency.com.
To enroll as a member of City Agency, please complete the form below.

* First Name
Gretl

* Last Name
Summers

* Password

* Password Confirmation

* Question
[Dropdown menu]

* Answer
[Text field]

I have read and agreed to Privacy Policy, Terms of Use, and DMCA Policy.

Upon receipt of the email:

1. Select the Create Account link within the email.
2. Fill out the Account Activation form. Your email address will be your username.
3. Once the form is complete, click the **Activate** button.

The My Account page opens, displaying your account information and other employees within your company using Infotech services. You are automatically assigned a user role for the account and an Executive Manager read-only role for the Bid Express service. Any user with manager role can change your role.

Business Information

Name
Greco Construction

Bid Express Number
BUSINESS015

Subscription
Bid on any solicitation Monthly payment of \$50.00

Codes

Code	Description
0 Codes	

Users

Name	Email	Role
George Smythe	gsmythe@grecoconstruction.com	Manager
Sable Greco	sgreco@grecoconstruction.com	Executive Manager

Welcome to the Bid Express Service

If you are planning on submitting bids, a user with a manager account for the Bid Express service must change your role within the Bid Express service itself. Please see the online help if you need assistance.

Whether you need to pay to bid on a solicitation depends on the agency. Some agencies sponsor accounts for their vendors. A FREE tag will display for any solicitation not requiring a fee.

Solicitations will either require an electronic signature or an Infotech Digital ID for bid submission. If the agency requires a Digital ID, you will be prompted to generate one. Do not pay for a solicitation or generate a Digital ID until prompted to by a solicitation you selected for bidding.