# **Bid Express**

## Infotech Manager Account

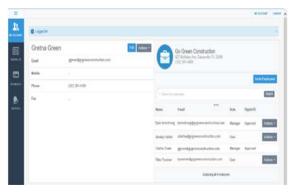
Only one account for each business is required to register for the Infotech Bid Express® (www.bidexpress.com) service. All other employees will then create accounts for Infotech services via an invitation from the manager. Whether you need to pay to bid on a solicitation depends on the agency. Some agencies 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.

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- 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



### 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	
Velcome gsummers@cityagency.com. o enroll as a member of City Agency, please complete the form below.	
First Name	
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Last Name	
Summers	
Password	
Password Confirmation	
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Question	
Answer	
you forget your password we'll ask you to verify the	
1 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.

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#### 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.