



Creating a Digital ID Tutorial

Creating Your Digital ID

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Prepared by:



Address: 5700 SW 34th Street, Suite 1235, Gainesville, Florida 32608-5371
Phone: (352) 381-4400 • FAX: (352) 381-4444 • E-mail: info@infotechfl.com •
Web: www.infotechfl.com

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Welcome to the Creating a Digital ID Tutorial. In this tutorial we will cover the basics of creating a digital ID for online bid submission.

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Before we get started you will need:

1. An active Bid Express account
2. A downloaded version of the Expedite Bid software
3. A bidder/vendor number
4. Internet connection
5. Access to a printer

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A digital ID is an electronic signature that is the legal equivalent of a written signature, thus allowing for the digital signing of files. If you wish to submit bids via the Internet you will need to obtain a digital ID.

You should start the digital ID creation and approval process at least five business days before the bid letting. Once it's created, it needs to be approved by both the agency and the Bid Express service team. In addition, a bid should be submitted at least 24 hours before the bid is due to test the ID once enabled. This will ensure that there is nothing in your computer, such as firewalls, preventing you from reaching the Bid Express servers.

To create a digital ID, go to www.bidx.com and log in to your Bid Express account.

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Click the MYBIDX icon at the top right corner. The Bid Express service opens the My Bidx page.

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In the Account Services section, click Digital IDs. The Bid Express service brings you to the Manage Digital IDs page.

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Click CREATE NEW. A Create a Digital ID wizard opens. Click GENERATE ID. Click RUN if you have to run the DigitalIDCreator application.

This opens the Bid Express KeyLab™. Read the information and the cost associated with creating a digital ID and click NEXT.

The fields on this page, except for the Bidder ID, are populated with the account holder's information. Make sure you change any incorrect information especially if the account holder is not an officer of the company. Enter the name of the officer authorized to sign bids in the ID Holder Name field. Enter your company name in the Company Name field and select the agency you wish to bid with from the Agency drop down list. Enter your bidder ID for that agency in the Bidder ID field. Click NEXT.

Read the information verifying the payment of the one-time processing fee and monthly charge and select the check box to agree. Read the information about updating the Expedite Bid software and select the check box once it has been updated. Click NEXT.

Enter a password for the ID and confirm the password. Do not forget this password! It can never be changed and cannot be recovered or reset if it is forgotten. This password will be needed to submit and withdraw bids. Click CREATE DIGITAL ID.

Once the ID is created, the system will prompt you to back up the ID. Please make sure to save the ID in a media outside of the PC such as a shared drive or a memory stick. Do not change the file name. Click SAVE.

Click CONTINUE. The Bid Express KeyLab closes.

Click NEXT in the Create Digital ID wizard. Click PRINT REGISTRATATION to print the registration form for the ID. This form must be signed by the officer for which the ID was created and it must be properly notarized. The original hardcopy form must be sent to the Bid Express team for processing and enabling. Click NEXT.

Click FINISH. Click [My Bidx](#) from the navigation trail to return to the My Bidx page.

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Once the ID is created, the agency receives the information you entered and can approve or deny the ID, or place the ID on hold. The ID must be approved by the agency and the Bid Express service.

To view the status of your ID, select [Digital IDs](#) from the Account Services section of the My Bidx page and look at the Status column. It can be enabled, pending, on hold, or rejected. Click the status of the ID to see the status details.

When you are finished, click [My Bidx](#) in the navigation trail to return to the My Bidx page.