

Steps for Obtaining a New Bid Express Digital ID for CDOT Bids

1. Download the AASHTOWare Project Bids™ Bid component

- 1) **Download the new software:** You must download and use the new software for the preparation of your bids from March 31, 2016 and beyond.
- 2) Log in to Bid Express at <https://bidx.com/co/main>. Select **Colorado Department of Transportation** from the drop down menu and select **GO**.
- 3) On the right side of the home tab in the section labeled “Downloads,” select AASHTOWare Project Bids Bid.
- 4) Read the AASHTOWare Project Bids Bid Component Annual License Agreement, select the check box labeled 'I have read and agree to the license agreement' and click the "Install Bid Component" button to download the software
- 5) If you are using Internet Explorer, you can click Save, Click Save As and save the setup file to a location on your PC.
- 6) Go to the location where you saved the setup.exe and double click the file and follow the installation prompts.
- 7) Once you have the software installed you'll need to setup your User Profile. Please ensure that this matches exactly how you plan to bid to your specified agency.

2. Create and Submit an InfoTech New Digital ID for Bids Submission

- 1) Log in to your Bid Express account at www.bidx.com and click on the **MyBidx** link in the upper right corner.
- 2) In the Account Services section, select **Bid with AASHTOWare Project Bids**.
- 3) Select **Digital IDs**.
- 4) Click **Create New**.
- 5) Follow the instructions in the **Create New Digital ID** wizard.

NOTE: Once you finish creating the ID, a member of the Bid Express customer support team will call you within one business day to get verbal confirmation that you have submitted an ID for the AASHTOWare Bid component.

3. Submit a Request to Bid with the Agency

- 1) After you receive notification that the Digital ID has been enabled, you will need to request to bid with CDOT.
- 2) Log in to the Bid Express website for Colorado at <https://bidx.com/co/main>.
- 3) Click the **MyBidx** icon.
- 4) Select **Bid with AASHTOWare Project Bids** from the Account Services section.
- 5) Click **Request to Bid**.
- 6) Click **Request**.
- 7) Select **Colorado Department of Transportation** from the agency drop-down menu.
- 8) Select the **Digital ID** and enter your **Bidder ID**.
- 9) Verify your organization.
- 10) Select the check box to authorize the Bid Express service to bill your credit card for the Request to Bid recurring bidding fee.
- 11) Select **Save**.

CDOT will receive your request and will verify the agent receiving the ID is named on the prequalification information as an authorized agent and approve or reject your organization for bidding. You will not be able to submit a bid to CDOT until your request has been approved. If you are doing business with other states, AASHTOWare Project Expedite may still be needed.

If you have any questions about the process, please contact the Bid Express support team at 1-888-352-BIDX (2439) or email customer.support@bidx.com.