# **Getting Started with eBIDS**

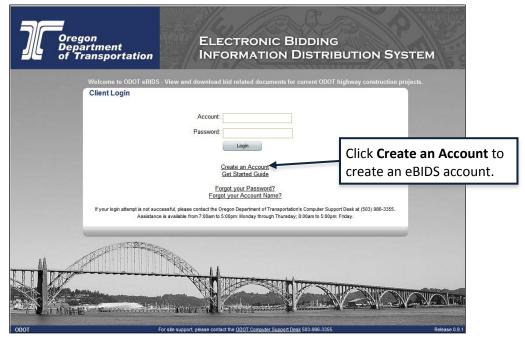
The Electronic Bidding Information Distribution System (eBIDS) is an online tool developed and maintained by the Oregon Department of Transportation (ODOT).

eBIDS enables contractors, suppliers and other interested parties to locate, view and download bidrelated documents for highway construction projects that ODOT currently has advertised for bid. ODOT vendors may also self-register on eBIDS as holders of the bidding and/or informational plans for these projects.

You may access eBIDS on the Web at <u>https://ecm.odot.state.or.us/cf/ebids/</u> or from the <u>ODOT</u> <u>Procurement Office (OPO) – Construction Contracts Unit</u> website.

### **Create New eBIDS Account**

1. Go to the eBIDS Client Login page on the Web at https://ecm.odot.state.or.us/cf/EBIDS/.



*Note:* For quick access in the future, you may want to bookmark or add eBIDS to the *Favorites* list on your Internet browser.

2. Click **Create an Account**. The *eBIDS New Account* page opens.

Coregon Department of Transportation	ELECTRONIC BIDDING INFORMATION DISTRIBUTION SYSTEM
eBIDS New Account	
Please take a minute to set up your account.	
Account Info	New Password
Please enter a user name and a valid email address. A confirmation email will be sent to the specified address. Account Name:*	Please enter your new password, then again to confirm. Passwords must be at least eight characters long. They may contain letters, algits and the following special characters: ! $\emptyset \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ $
Email Address:*	New Password:*
Security Question	Security Check
Please choose a security question and enter an answer. The answer is case-sensitive.	Please enter the text displayed in the image below into the Text box. The text is case-sensitive. No spaces between characters.
Security Question:* What was the make of the first car you owned?	s w n k
(Submit) ( * indicates	Reset required field
Login For site support, please contact the	ODOT Computer Support Desk 503-986-3355. Release 0.9.1

- 3. Setup your eBIDS account as follows. All fields are required.
  - a. Account Info: Enter an account name and email address. The account name and email address must each be unique within eBIDS. The account name is **not** case-sensitive.
  - b. Password: Enter a new password and again to confirm it. Passwords must be at least eight characters and are case-sensitive; they may contain letters, digits and the following special characters: ! @ \$ # % ^ \* \_ & + -
  - c. **Security Question:** Select a security question from the drop-down menu and enter your answer below it. The answer is case-sensitive.
  - d. Security Check: Enter the text displayed in the image. The text is case-sensitive. Do not include spaces between characters. If you have trouble reading the security check text and want to refresh/reset it, click .
- 4. Click Submit. The Account Information page opens.

Oregon	A CONTRACTOR	Care and			CTRONIC	BIDDING	
Oregon Department of Transportation				INFC	RMATIO	N DISTRIBUTION SYSTE	ЕМ
Account Information							
Please take a few moments to re	egister by entering	the informa	tion below.				
Company Info				Contact Info			
If you know your vendor number and a list of known addresses.	r, enter it to retriev	e the compa	any name	First Name*		Last Name*	
Vendor No				Email Address*		Confirm Email Address*	
				John.doe@odot.state.	or.us	john.doe@odot.state.or.us	
Company Name				Phone Number	Fax Numb	er	
Select an address from the list. in the information in the fields a		not listed, pl	ease type	Address*			
Address	City	State	Zip	City*	State*	Zip Code*	
			Submi	it Reset			
		t ii	ndicates req	uired field			
ome > My Account > Contact Info	For	site support, plea	ise contact the	ODOT Computer Support D	sk 503-986-3355	Rel	lease 0.9.

a. Enter your account information:

**Note:** The contact and address information entered here is used to create your eBIDS account only; when you register as a holder of plans for a specific project, you may select project-specific contact and address information that can be different than what you enter here.

b. Vendor No: If your company has an ODOT vendor number, enter it and the system will search for a matching company name and automatically populate the Company Name and Company Address List.

**Note:** If you do **not** plan to register as a holder of bidding or informational plans, you do not need to enter a vendor number or company name. If you want to register as a holder of plans, but do **not** know your company vendor number or your company does **not** have one, contact the OPO – Construction Contracts Unit by phone at 503-986-2710 or by email at <u>ODOTProcurementOfficeConstruction@odot.state.or.us</u>.

- i. **Company Address List:** Select an address from the list, if present, and eBIDS automatically populates the **Address Info** fields.
- c. **Contact Info:** Enter your first and last name, email address, phone and fax numbers. Required fields appear with a red asterisk (\*) next to them.
- d. Address Info: Enter/Edit your address. All fields required.
- 5. Click **Submit**. The *Client Login* page refreshes with a message that your registration was successful and to check your email for a message to activate your account. ODOT will send a confirmation message, which contains an account activation link, to the email address provided.

- 6. Click the Activate Account link in the amail maccage. The link is active for five days only.
  Oregon Department of Transportation
  In order to use the new account "your\_account", YOU MUST ACTIVATE
  YOUR ACCOUNT BY CLICKING ON THIS LINK: Activate Account
  Click Activate Account to activate your eBIDS account.
  This activation link is good for 5 days.
  If you did not request this email, please contact ODOT Computer Support (503) 986-3355.
  Thank you for using ODOT eBIDS.
  The eBIDS Client Login page opens.
- 7. On the eBIDS *Client Login* page, enter your **Account** and **Password**, and click **Login**. The *Disclaimer* page opens.

	Disclaimer Please take a mir	ute to read and accept the disclaimer.
		Terms of Use
Click on <b>Terms of Use</b> , read it in the next window, check I		After reading the Terms of Use, check the "I agree" box, then click Submit to continue. You must agree to the terms in order to use this site.
		Terms of Use
agree and then cl	ick <b>Submit</b> .	I agree
		Submit

8. Read the **Terms of Use** that open in a separate window. Check **I agree** and click **Submit**. The eBIDS home page opens.

Welcome to eBIDS			Home : Notifications Project System
All Current Projects	07-11-2017 15:37		eBIDS has a slightly different look-n-feel, but all functionality is unchanged. The bonus is Flash was removed for improved security.
Displays all projects currently open for bidding.	07-10-2017 13:59	15004	Wage Information No.01 I-84 FARLEY SLIDE PROJECT
User Support	07-10-2017 09:36	15003	Wage Information No.01 COBURG LOOP PATH (SEGMENTS 1 & 2)
Redirects you to	07-07-2017 15:12	15003	Addendum No.01 COBURG LOOP PATH (SEGMENTS 1 & 2)
ODOT Procurement Office Website Redirects you to the ODOT Procurement Office website for - Bid and Award Information - Letting Schedules - Notice to Contractors			

You may now use eBIDS to search for current ODOT construction projects advertised for bid. Refer to the <u>eBIDS User Guide</u> for assistance with using eBIDS.

### **Reset eBIDS Password**

1. On the eBIDS Client Login page, click Forgot your Password?

Oregon Departmen of Transpol Welcome t	o ODOT eBIDS - View and download bid related documents for current ODOT highway construction projects.
	Click Forgot your Password? Const an Account Const an Account Const an Account Const an Account Const an Account Forgot your Password? Forgot your Account Name?
If your logi	attempt is not successful please contact the Oregon Department of Transportation's Computer Support Deak at (503) 986-3355. Assistance is available from 7.00am to 5.00pm. Monday through Thursday, 8.00am to 5.00pm. Friday.

The Password Recovery page opens.

2. Enter your **Account** name.

70	Oregon Department of Transportation
То	Password Recovery o reset your password, please provide your Account Name and complete the Security Check. n email will be sent to your account's address containing a link to the eBIDS password reset page. Account Name Please enter your account name. Account:* Passee enter your account name. Account:* Passee tet kt displayed in the image below into the Text box. The text is case-sensitive. No spaces between characters. Text:* Displayed in the image below into the Text box. The text is case-sensitive. No spaces between characters. Text:* Displayed in the image below into the Text box. Text:* Displayed in the image below into the Text box. Displayed in the imag
Login	For site support, please contact the ODOT Computer Support Desk 503-986-3355. Release 0.9.1

- Enter the security check **Text**. The text is case-sensitive. Do not include spaces between characters.
   If you have trouble reading the security check text and want to refresh/reset it, click .
- 4. Click **Submit**. The eBIDS *Client Login* page displays a message that an email has been sent to the email address associated with your account with a link to reset your password.

5. Click the **Reset Password** link in the email message. The link is only active for five days. **Subject:** ODOT eBIDS Password Recovery

Oregon Department of Transportati	on
This email was sent from the <u>ODOT eBIDS</u> system by user request.	
The " <your account=""> " account has requested a password reset, due to a forgotter</your>	n password.
To reset your password visit the following link and enter a new password: Reset Pa	issword
This password recovery link is good for 5 days.	
If you did not request this email, please contact ODOT Computer Support.	Click <b>Reset Password</b> to set a new password.
Thank you for using ODOT eBIDS.	

The Change Password page opens

Oregon Department of Transportation	ELECTRONIC BIDDING INFORMATION DISTRIBUTION SYSTEM
Change Password	
Please take a minute to change you	ir password.
	Security Question
	Please enter the answer to your security question. The answer is case- sensitive.
	What was the make of the first car you owned?
	Answer:*
	New Password
	Please enter your new password, then again to confirm.
	Passwords must be at least eight characters long. They may contain letters, digits and the following special characters: 1 $\ell \in S \# S ^{-} = S + -$
	New Password:*
	Confirm New Password:*
	(Submit) (Reset)
	* indicates required field
a sela	For site support, please contact the ODOT Computer Support Desk 503-986-3355. Release 0.9.
ogin	Poi site support, please contact the <u>CEO F Computer Support Desk</u> 503-986-5355. Release 0.9.

- 6. Enter the **Answer** to your security question. The answer is case-sensitive.
- 7. Enter New Password and Confirm New Password. Note: Passwords must be at least eight characters and are case-sensitive; they may contain letters, digits and the following special characters: ! @ \$ # % ^ \* \_ & + -
- 8. Click **Submit**. The *Change Password* window closes and a message appears on the eBIDS *Client Login* page, confirming the account password has been reset.

You may now log in to eBIDS using your new password. Refer to the <u>eBIDS User Guide</u> for assistance with using eBIDS.

### **Retrieve eBIDS Account Name**

1. On the eBIDS Client Login page, click Forgot your Account Name?

Oregon Department of Transportation Welcome to ODOT eBI Client Login	ELECTRONIC BIDDING INFORMATION DISTRIBUTION SYSTEM
	Password: Login Create an Account Get Starte Guide Eorgot your Password? Forgot your Password?
	cessful, please contact the Oregon Department of Transportation's Computer Support Desk at (503) 986-3355. e is available from 7.00am to 5.00pm: Monday through Thursday, 8.00am to 5.00pm: Friday.
ODOT	For site support, please contact the <u>QDOT Computer Support Dest</u> \$03.986-355. Release 0.9.1

The Account Name Recovery page opens.

2. Enter the **Email** address associated with your eBIDS account.

Jſ	Oregon Department of Transportation	ELECTRONIC BIDDIN INFORMATION DISTR	
Ple		<pre>/ dress and complete the Security Check. ccount's address containing your account name.  Email Address Please enter the email address associated with your account. Email.*  Decurity Check  Mease enter the text displayed in the image below into the Text box. Text:*  Text:*  Submit Cest Submit Cest * indicates required field </pre>	
Login		For site support, please contact the ODOT Computer Support Desk 503-986-3355.	Release 0.9.1

- Enter the security check **Text**. The text is case-sensitive. Do not include spaces between characters.
   If you have trouble reading the security check text and want to reset/refresh it, click .
- 4. Click **Submit**. The eBIDS *Client Login* page displays a message that an email has been sent with your account name.

5. When you receive the email with your account name, go to the eBIDS *Client Login* page and log in.



Refer to the *eBIDS User Guide* for assistance with using eBIDS.

## **eBIDS Troubleshooting**

#### Contact:

**ODOT Computer Support Desk** 

Phone: 503-986-3355
Hours: 7 a.m. to 5 p.m., Monday – Thursday 8 a.m. to 5 p.m., Friday
Email: <u>ODOTComputer.Support@odot.state.or.us</u> **Note:** Responses to email messages may be delayed by several days.

#### If you have questions about:

- Setting up your eBIDS account
- Logging in to eBIDS

**ODOT Procurement Office – Construction Contracts Unit** Phone: 503-986-2710

Hours: 8 a.m. to 5 p.m., Monday – Friday Email: ODOTProcurementOfficeConstruction@odot.state.or.us

- Your ODOT vendor number
- Project class of work
- Registering as a holder of bidding or informational plans
- Prime contractor prequalification