

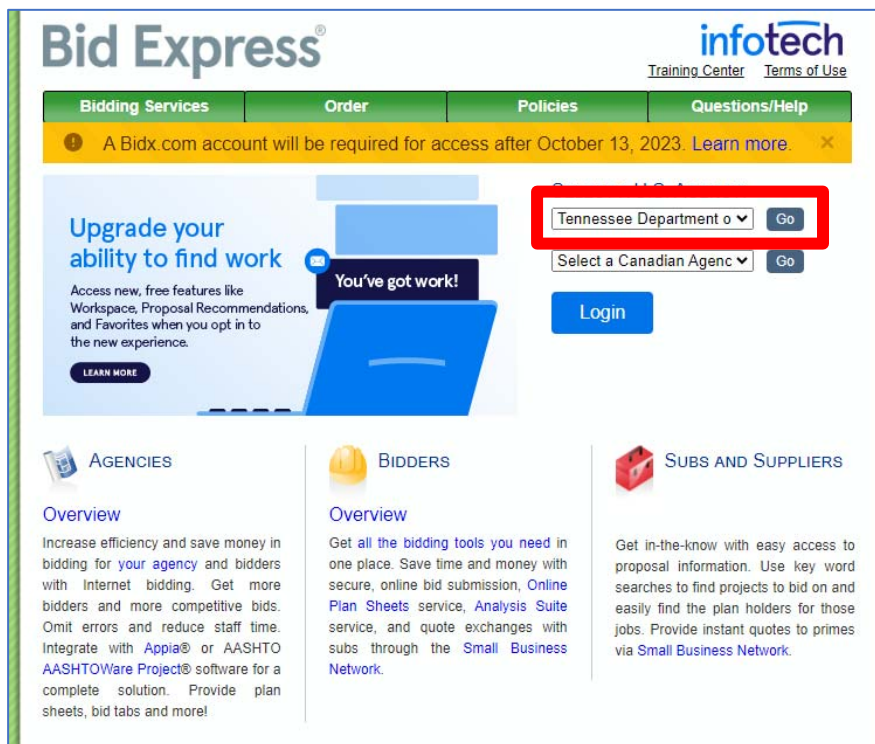
Creating a Free BidExpress Account

Instructions for TDOT Employees,
Subcontractors and suppliers

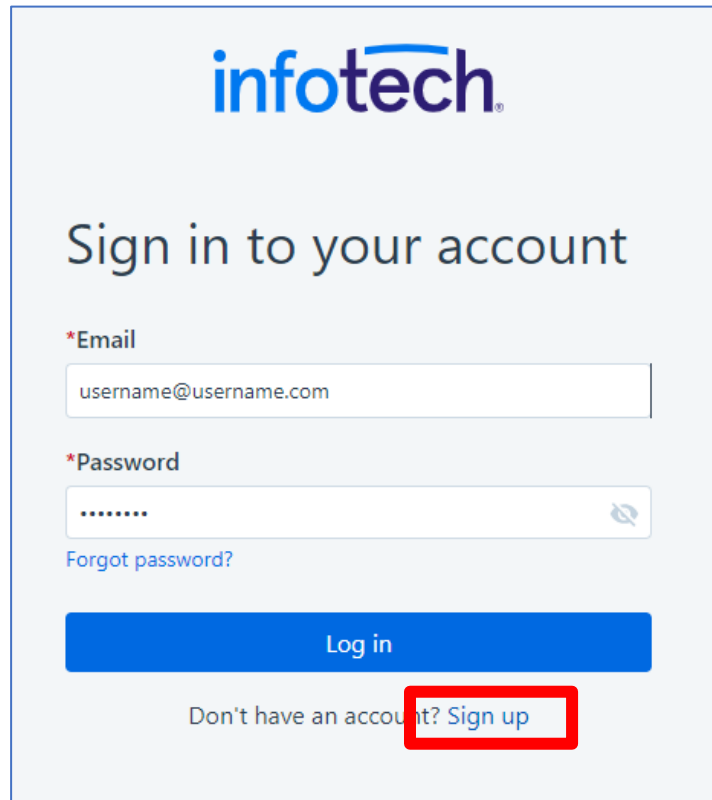


Getting Started: In October 2023, Bid Express released an update that made an account required access the site. The following instructions can be used by both TDOT employees, subcontractors and suppliers to create a free account, which will allow you to see the same information previously done without an account (*ex. letting and proposal listings, proposal attachments, apparent bid results, etc.*).

1. Go to BidX.com in your preferred browser.
2. Under the *Select U.S. Agency* dropdown, select Tennessee Department of Transportation.



3. Click on *Sign Up*.



The image shows a login and sign-up form for 'infotech'. At the top is the 'infotech' logo. Below it is the heading 'Sign in to your account'. There are two input fields: one for email with the placeholder 'username@username.com' and one for password with a masked password '.....' and a toggle icon. Below the password field is a link 'Forgot password?'. A blue 'Log in' button is positioned below the fields. At the bottom, the text 'Don't have an account?' is followed by a 'Sign up' link, which is highlighted with a red rectangular box.

4. Enter your first name, last name, state email address, and a password of your choosing. Select the box indicating you understand the terms and conditions, then select continue.

Create your account

***First name**

***Last name**

***Email**

***Password**

* I have read and agree to the [Subscriber Agreement](#), [Privacy Policy](#), [Terms of Use](#), and [DMCA Policy](#), and acknowledge that I understand how Infotech uses any personal information I supply to Infotech, and I approve of these uses.

Keep me updated on the latest Infotech new product releases and promotional offerings.

[Continue](#)

Already have an account? [Log In](#)

5. A verification code will be sent to your email. Once the email is received, enter the verification code on Bid Express and select continue.

Verify email address

For your security, we've sent a verification code to **TDOT.Employee@gmail.com**

Check your inbox and enter the code to verify your email address.

***Verification code**

Continue

Didn't get the email? Check your spam folder and that your email address is correct. [Send another code](#)

Back

6. Enter your company name (TDOT), phone number and the agency that referred you to Bid Express (TDOT). Select the option that best describes your company – for TDOT employees, select other and in the box that appears say TDOT. Select Continue.

Tell us about your company

*Company name

*Phone number

*Which agency referred you to Bidx.com?

*What best describes your company?

Prime Contractor
I need to find contracts from DOTs and owner-agencies

Subcontractor
I need to find active prime contractors that have won bids

Supplier
I need to find contractors who want my product or service

Other

*Describe your company

[Continue](#)

7. Select that you want a Starter (Free) account.

The image shows a pricing comparison interface with two columns. The left column is for the 'Starter' plan, which is 'Free'. It lists three features: 'Access unlimited lettings from 40+ agencies in the US and Canada', 'View plan holders, eligible bidders, apparent bids, and agency notices*', and 'Research the bidding landscape in your region'. At the bottom of this column is a button labeled 'Choose Starter' which is highlighted with a red rectangular border. The right column is for the 'Basic' plan, priced at '\$45 Month-to-month (+ tax)'. It is described as 'Great for suppliers' and lists seven features: 'Fast, secure online bid submission**', 'Follow proposals from any agency', 'Save your favorite items, counties, and agencies', 'Search by items and keywords', 'Get personalized proposal recommendations', 'Export data for external use', and 'Access powerful analysis add-ons'. At the bottom of this column is a button labeled 'Choose Basic'. Below the two columns, a footer states: 'All plans include world-class customer support and online help documents.' and '*Participating agencies. **Fee for each additional request to bid (\$25/mo) or Digital ID (\$100 one time).'

8. Select Create Free Account. Note: TDOT does not utilize the digital plan sheets or analysis suite functionality within Bid Express. You do not need that functionality as a primecontractor/subcontract/supplier in Tennessee unless you intend to use it for other states.

Add-on features

Change your plan to unlock these options
The add-on features shown here are not available with a free starter plan. [Change plan](#)

Digital Plan Sheets \$95/mo
View, download, or print only the plan sheets you need right from your office!
Participating agencies only. [Check availability](#)

Analysis Suite \$45/mo
Gain insight with bid history information, comparison tools and competitive letting analysis.

- Search by item, description, average, high, low, and unit
- Compare your bid to competitors on select items
- Perform competitive analysis on specific lettings

Not available for ADOT, CALTRANS, CTDOT, NDDOT, NSTIR

Order summary

Starter plan FREE

[Create free account](#)

9. Your free account has been created and you can navigate to all lettings, proposals, proposal documents and apparent bid results.