

The following instructions may be used by contractors to create a Bid Express account. These instructions are only needed if you intend to bid as a prime contractor. If you do not intend to bid as prime contractor, additional instructions are available on TDOT's website [here](#) to create a free account. TDOT will begin using Web Enhanced Bidding starting with the March 20<sup>th</sup>, 2026 Letting.

A summary of highlighted changes and an instructional video, in addition to this document, have been developed by TDOT to walk contractors through the transition from the previous bid submission software (AASHTOWare Project Bids) and Bid Express's new Web Enhanced Bidding. An additional guide has been created by InfoTech to provide instruction on how to navigate the Bid form and submit bids through the Web Enhanced Bidding experience at the following link: [Bid Submission in Bidx.com | Contractor Guides - Overview](#). Note that the guide developed by InfoTech may provide some additional notes and/or steps to functionality that TDOT does not use.

## Step 1 | Sign-up for an account with Bid Express

1. Go to [www.bidx.com](http://www.bidx.com).
2. Click [User Login](#).
3. Under the Log In button, click [Sign up](#).
4. Enter a valid first name, last name and email address for your account.  
*Note: Your account may be used by everyone in your company who uses the Bid Express service.*
5. Enter your account password and verify it.
6. Select the check box for the Subscriber Agreement and Terms of Use.
7. Click [Continue](#). The system will send an activation code to your email.
8. Enter the activation code from your email and click [Continue](#).
9. Enter your company's contact information.
10. Select one of the agencies with which you intend to bid.
11. Check the box that best describes your company type (Prime Contractor, Subcontractor, Supplier, Other) and click [Continue](#).
12. Choose the [www.bidx.com](http://www.bidx.com) plan you wish to subscribe to.  
*Note: If you need to submit bids for your company, you will need to choose the Pro plan.*  
*Note: TDOT does not utilize the Digital Plan Sheets or Competitive Analysis Suite add on features. Only select those options if you will be using them for other state agencies.*
13. Click [Finish and Pay](#). The system will take you to a new screen to enter your credit card information, process the subscription purchase and complete your account creation.

## Step 2 | Create an InfoTech Digital ID

An Info Tech Digital ID is an electronic tool that allows contractors to digitally sign bids submitted via the Bid Express service.

If you want to submit bids via the Internet, you will need to obtain a Digital ID.

1. Log in to your [www.bidx.com](http://www.bidx.com) account.
2. Click the icon with your initials in the top right corner of the page and click [Settings](#).
3. Click [Online Bidding](#) under Settings header.
4. Click [Get Digital ID](#).
5. Click [Yes](#) to acknowledging you have the Bid component installed on your device and click [Continue](#).  
*Note: Web Enhanced Bidding does not utilize the previous Project Bids software. You do not actually need it on your computer, and this step is just acknowledging to continue in the Digital ID creation process.*
6. Click next to acknowledge that you are an authorized signer for your company as listed in the latest prequalification questionnaire submitted to TDOT. The system will send a verification code to your email.  
*Note: If you are not listed as an authorized signer per your company's prequalification questionnaire, your Digital ID request will **NOT** be approved when reviewed by TDOT.*
7. Enter the verification code from your email and click [Next](#).
8. Enter your personal identity information.
9. Check the box to document you understand the terms and conditions, and click [Continue](#).
10. Answer the questions given to verify your identity and click [Next](#).
11. Enter a password for the Digital ID.  
*Note: Please remember this password can never be changed or retrieved.*

12. Check the box to document you understand, agree and authorize any additional subscription cost as applicable (reference the Digital ID Subscriber Agreement) and click [Generate Digital ID](#).
13. The Digital ID (.cer file) will be generated and downloaded to your computer.  
*Note: We recommend you save a backup copy(s) of your Digital ID in a safe and accessible location. Please remember this Digital ID can never be retrieved from Bid Express or TDOT in the future if lost.*  
*Note: Be sure you know where your backup Digital ID is saved and that it is accessible. Should you clear the cache in your preferred browser, you may have to re-upload the Digital ID to your Bid Express account again before being able to submit a bid to TDOT (reference STEP 6 | Install your Digital ID).*
14. Click [Next](#).
15. Check the box that says you've imported your Digital ID into Project Bids and click [Next](#).  
*Note: Web Enhanced Bidding does not utilize the previous Project Bids software. You do not actually need it on your computer, and this step is just acknowledging to continue in the Digital ID creation process.*
16. Check the box that says you've saved a backup copy of your Digital ID and click [Next](#).  
*Note: This was recommended previously under step thirteen (13).*

### Step 3 | Submit a request to use your Digital ID with TDOT

Once you have an approved Digital ID, you will need to request to bid to any agency to which you want to submit bids. *This is a separated step from TDOT's Bid Authorization Form.*

When you submit the request, both you and the agency will receive an email with the request information. This request will be in a pending status until approved by the agency.

1. Log in to your [www.bidx.com](http://www.bidx.com) account.
2. Click the icon with your initials in the top right corner of the page and click [Settings](#).
3. Click [Online Bidding](#) under Settings header.
4. Click [Request to Bid](#).
5. Select your name from the Digital ID dropdown list.
6. Select TDOT from the Agency dropdown list.
7. Enter the Vendor ID provided by TDOT specifically for your company.  
*Note: This can be found for each vendor on the prequalified contractors list posted to TDOT's website.*
8. Click on your company's name.
9. Your company's name and address will display based on the bidder ID entered. Verify this information is correct and click [Next](#).
10. Select the check box to authorize the Bid Express service to bill your credit card for using the Digital ID to bid with the agency as applicable.
11. Click [Next](#), then click [Finish](#).  
*Note: You will be notified via email once the Digital ID has been approved for use by TDOT.*  
*Note: To verify the status of your Digital ID request with TDOT, you can return to the Online Bidding page under Settings.*

### Step 4 | Create a Security Key

In addition to the Digital ID, you will also need to create a Security Key within Bid Express to ensure your bid submission is secure.

1. Log in to your [www.bidx.com](http://www.bidx.com) account.
2. Click the [Settings](#) tab in the left-hand menu.
3. Open a desired letting by clicking on the applicable letting date.
4. Open a desired proposal by clicking on the applicable proposal number.
5. Click [Set up your Security Key](#) located in the top right corner below the Bid form button.
6. Click [Get Security Key](#).
7. Read the instructions and click [Create Security Key](#).
8. The Security Key (.json file) will be generated and downloaded to your computer.  
*Note: We recommend you save a backup copy(s) of your Security Key in a safe and accessible location. Please remember this Security Key can never be retrieved from Bid Express or TDOT in the future if lost.*  
*Note: Be sure you know where your backup Security Key is saved and that it is accessible. Should you clear the cache in your preferred browser, you may have to re-upload the Security Key to your Bid Express account again before being able to submit a bid to TDOT (reference STEP 6 | Install your Digital ID).*

## Step 5 | Install your Digital ID

The following steps may need to be repeated (and can also be performed to upload a previously created Security Key) should you clear your browser cache or wish to use multiple browsers.

1. Log in to your [www.bidx.com](http://www.bidx.com) account.
2. Click the [Lettings](#) tab in the left-hand menu.
3. Open a desired letting by clicking on the applicable letting date.
4. Open a desired proposal by clicking on the applicable proposal number.
5. Click [Install](#) located in the top right corner below the Bid form button. This will open up a file explorer window.
6. Navigate to your Digital ID (.cer) file created in step two (2) of these instructions and click open.
7. Enter your Digital ID password in the pop-up window and [Verify](#).

Upon completion of these steps, your Bid Express account set up has been completed. As a reminder, each contractor wishing to bid on a contract as prime must also submit for each letting a bid authorization form to TDOT before approval to submit a bid is given. The status of your company's specific approval to bid is visible only to your company on each applicable proposal within Bid Express below the Bid form button.

An additional guide has been created by InfoTech to provide instruction on how to navigate the Bid form and submit bids through the Web Enhanced Bidding experience at the following link: [Bid Submission in Bidx.com | Contractor Guides - Overview](#)

### Where to get help...

Customer support hours for Bid Express are **8:00 a.m. to 6:30 p.m. EST**, Monday through Friday (excluding major U.S. holidays). Our toll-free number is **(888) 352-BIDX(2439)**, our email is [bidx.support@infotechinc.com](mailto:bidx.support@infotechinc.com). Click the [?](#) at the top right of any Bid Express page to see the online help.

For questions specific to TDOT's letting or Bid Express procedures, you may contact Blake Fulton at [blake.fulton@tn.gov](mailto:blake.fulton@tn.gov) or **(615) 982-0468**.

For questions specific to a TDOT Proposal, please contact the Senior Engineer for the applicable Proposal's region. The staff contact information can be found at this page: <https://www.tn.gov/tdot/tdot-construction-division/construction-division-staff.html>