

Back-up, back-up, and back-up

Submitting bids is critical to your business. Why not spend some time preparing back-up plans for this important function?

Do you have a back-up computer? It's good to have another option for submitting bids in case you have trouble with your computer. Do you have access to an alternate Internet service provider? If your Internet goes down, you'll need another option to submit your bid. This might save you a mad dash to your local library or coffee shop.

It is also important for each digital ID owner to back up their digital ID and store the backup in a safe place. Remember to also record your digital ID password somewhere where you can find it if you forget it. If your digital ID is lost or you forget your password, there is no way for the [Bid Express](#) team to recover the ID or remind you of your password because your digital ID resides in your computer, not on the Bid Express servers. To replace a digital ID that is lost or unusable when a password is forgotten, you will have to create a new ID and pay the applicable processing fee again. Having at least two individuals in your organization with their own digital ID can help you in case one of them loses their ID or forgets the password.

To back-up your digital ID please follow these instructions:

- Open the Expedite Bid software.
- Select Manage Digital IDs from the Tools menu.
- Click on the ID you would like to backup.
- Click on the "Export ID to File" button.
- Select the drive where you inserted the media to save the ID.
- Click on "Save"

Why wait? Submit early!

This might be the best safety tip of them all! Did you know that you are able to submit and re-submit a bid as many times and you'd like up until the letting time? There is no fee charged to re-submit a bid, so why not take advantage of it? Many contractors choose to submit a "safe" bid early just to have it in. When they do so, they ensure their digital ID and bid bond verification code (if applicable) are all set to go. Then, they can adjust their bids and re-submit as needed to account for any last minute price changes. If they encounter a problem, there is plenty of time to contact our [support team](#) and get it resolved. Get into the habit of submitting early to ensure you get your bid in.

Check for amendments!

It is so frustrating when you are down to the wire on submitting a bid and you realize an amendment has been posted and your bid is being rejected because of it. Be sure to sign-up for email notifications so that you are alerted each time an agency posts one. If you don't elect this free feature, check back often to ensure you won't hear about an amendment when it is too late!