



SecureBid USA Bidder User Manual

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www.securebidusa.com

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<u>Index</u>	<u>Pages</u>
A) Create an Account	1
B) Login to an Existing Account	2
C) Search Bids	2-3
D) Track a Bid	4
E) Upload and Submit Your Bid Documents	4-5
F) Modify or Delete a Submitted Bid	6

A) Create an Account

- 1) Select "Login" from the SecureBid Ribbon



- 2) Select "Create Account" below the "My Account Login" Screen

My Account Login

Email:

Password:

[I forgot my password](#)

[Create Account](#)

- 3) Enter Your Personal Account Information (All Fields Are Required) and Click Create Account; The Security Code Is SecBid and Is Case-Sensitive

Bidder Account Creation:
Please fill out the below form.

Business Name:	<input type="text"/>	Address:	<input type="text"/>
Contact First Name:	<input type="text"/>	City:	<input type="text"/>
Contact Last Name:	<input type="text"/>	State/Province:	<input type="text"/>
Email Address (username):	<input type="text"/>	Zip/Postal Code:	<input type="text"/>
Password:	<input type="password"/>	Country:	<input type="text" value="United States"/>
Re-type Password:	<input type="password"/>	Security Code: (case sensitive)	<input type="text" value="The Code is SecBid"/>
Phone:	<input type="text"/>	<input type="button" value="Create Account"/>	

- 4) Once Account Has Been Created, Click on "Please Click Here to Login"

Account Creation

Account for: 1 1 has been successfully created.

[Please Click Here to Login](#)

- 5) Enter Your Email Address/Password, and Click "Login" to Go to Your Account

My Account Login

Email:

Password:

[I forgot my password](#)

[Create Account](#)



B) Login to an Existing Account

- 1) Select "Login" from the SecureBid Ribbon



- 2) Enter Your Email Address and Password,
- 3) and Click "Login" to Access Your Account

My Account Login

Email:

Password:

[I forgot my password](#)

[Create Account](#)

C) Search a Bid

- 1) Select "Search Bids" from the SecureBid Ribbon



- 2) Enter the "Advanced Search" Filters and/or NAICS/NIGP Numbers (Ctrl + Click for Multiple Codes) and Click "Search", or Leave Filters Blank and Click Search to See All Bids Posted

Advanced Search

Keyword:

Identification Number:

City:

State/Province:

Zip/Postal Code:

Country:

NAICS Number:
ctrl + click for multiple

NIGP Number:
ctrl + click for multiple

NA

111 - Agriculture, Forestry, Fishing and
112 - Agriculture, Forestry, Fishing and
113 - Agriculture, Forestry, Fishing and
114 - Agriculture, Forestry, Fishing and
115 - Agriculture, Forestry, Fishing and
211 - Mining, Quarrying, and Oil and G
212 - Mining, Quarrying, and Oil and G
213 - Mining, Quarrying, and Oil and G

NA

005 - Abrasives
010 - Acoustic Tile / Insulation Matl. &
015 - Address/Copy/mimeo/Duplic. M
020 - Agricultural Equip./Implements/A
022 - Agricultural Implements/Access
025 - Air Compressors & Accessories
031 - Air Cond./Heavy/Vent. Equip./Pa
035 - Aircraft/Airport Equip./Parts/Supp

D) Track a Bid

- 1) Once You Have Logged on to Your Account (See "Section B") and Searched for the Bid You Want (See "Section C"), Click on the "Bid Identification" Title of the Bid to See the Bid Details

Search for: ""

[Return to Advanced Search](#)

Refined by:
Country: US
NAICS Number(s): 0
NIGP Number(s): 0

Proposals:

Bid Identification:	Title:	Open Date:	Close Date:	City:	State:	Country:	Zip/Postal Code:
Test234	Test234	11/29/2015 11:00pm CDT	11/29/2015 11:59pm CDT	Corinth	TX	US	76210



- 2) Review the Bid Information and Any Attachments, and If You Want to Save the Bid for Later or Submit Your Proposal Now, Click “Track Bid”

Search

Start =>> [United States](#) =>> [TX](#) =>> [Corinth](#) =>> [Test234](#)

Request for Proposal:

Test234
SecureBidUSA

Corinth, TX 76210 (US)

Posted: 11/29/2015 11:00pm CDT
Close Date/Time: 11/29/2015 11:59pm CDT

Description:

Documents:

Bid Info
Bid Info

Track Bid

E) Upload and Submit Your Bid Documents

- 1) Once You Have Tracked A Bid, Either Return to the Bid by Logging into Your Account (See “Section B”) and Selecting “Tracking” and Clicking on the Bid Title, or Stay on the Screen from When You Tracked the Bid (See “Section D”)

[My Account Home](#)

Account:
[Update Profile](#)

Bid(s):
[My Bids](#)
[Tracking](#)
[Keywords](#)

Logout

Bid Tracking
Please Choose a Proposal:

	Title:	Update Date:	Close Date:	RFP Documents:
<input type="checkbox"/>	Test234	11/29/2015	11/29/2015 11:59pm CDT	
<input type="checkbox"/>	Test 1	11/19/2015	11/19/2015 1:20pm CDT	

- 2) Click on “Upload Docs”

Search

Start =>> [United States](#) =>> [TX](#) =>> [Corinth](#) =>> [Test234](#)

Request for Proposal:

Test234
SecureBidUSA

Corinth, TX 76210 (US)

Posted: 11/29/2015 11:00pm CDT
Close Date/Time: 11/29/2015 11:59pm CDT

Description:

Documents:

Bid Info
Bid Info

Upload Docs

Submit Bid

Message

- 3) Name the Document/Proposal You Are Uploading in the “Document Title” Field, and Select “Browse” to Locate the File You Want to Upload and Provide a Document Description in the Provided Field, and Click “Add File”

Add a Document to: [Test234](#) - Bid
[Return to Previous](#)

Document Status: Active -or- Paused

Document Title:

File:

Document Description:



- Once Your Document Is Loaded, Click on the Bid Title You Are Submitting and Double-Check Your Bid Documents by Clicking the Icon under File Type; When Your Document Is Ready to Submit, Click “Submit Bid”

My Bids
Return to Previous

Title:	Status:	Messages:	Close Date:	RFP Documents:
Test234	Submit Bid	messages	11/29/2015 11:56pm CDT	
Bid Documents: add new	Title: Test123	Status: Active	File Name: Bid Info.png	File Type: delete

- You Will See A Confirmation that Your Bid Has Been Submitted

Submission Successful

Your bid has been successfully submitted. If you have any questions, please feel free to [Contact Us](#).

[Go to My Account](#)

F) Modify or Delete a Submitted Bid

- To Maintain the Security and Integrity of the System, Once A Bid Has Been Submitted It Can Only Be Deleted and Resubmitted by the User; The Deleted Bid Will Not Be Sent To the Agency Posting the Bid
- To Delete a Submitted Bid, Login to Your Account (See “Section B”) and Select “My Bids”, Tick the Checkmark by the Bid You Want to Delete and Click “Delete Checked Bids”; You Will Get A Confirmation Screen

[My Account Home](#)

Account:
[Update Profile](#)

Bid(s):
[My Bids](#)
[Tracking](#)
[Keywords](#)

[Logout](#)

Bid Tracking
Please Choose a Proposal:

	Title:	Update Date:	Close Date:	RFP Documents:
<input type="checkbox"/>	Test234	11/29/2015	11/29/2015 11:56pm CDT	
<input type="checkbox"/>	Test 1	11/19/2015	11/19/2015 1:20pm CDT	

[Remove Tracking for Checked Proposals](#)

- Search, Track, Upload Documents and Submit the Bid Again (See “Sections C” through “Section E”)

