



QUICK START GUIDE

This is a quick-start guide for agency users of Bid Locker.

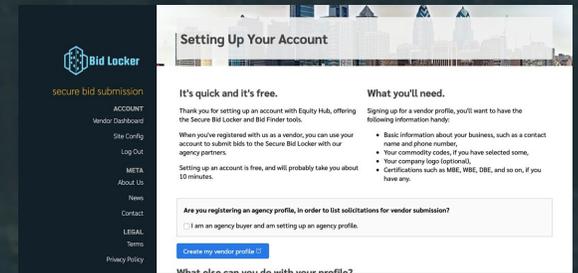
This guide will walk you through setting up an account, listing your first solicitation, and viewing submitted bids.

Step 1: Register your agency profile.

You can review our terms of service and register with our self-service portal:

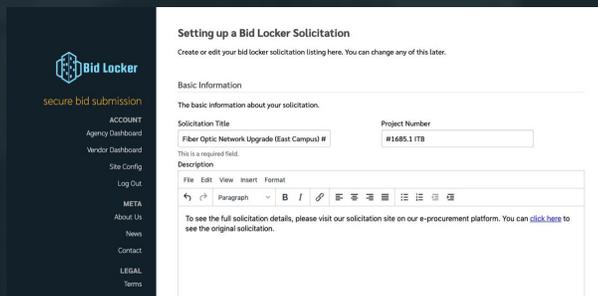
<https://bidlocker.us/Account/Signup>

You'll need an email address and your agency's contact information. Logo is optional.



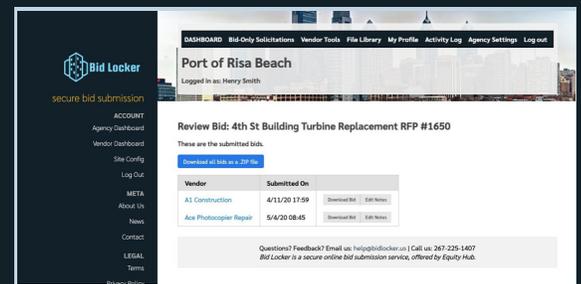
Step 2: Set up a solicitation listing.

This creates a bid window for vendors to upload their bids, and lets you specify a time that the bid window closes. A listing title and close date are required. You can add attachments and set optional bid requirements if you like.



Notify your vendors to submit their bids to Bid Locker. We provide sample addenda you can use to instruct your vendors, with links to the Vendor Quick Start Guide.

Step 3: After the listing closes, you can download and review every submitted bid on the Bid Locker dashboard. You'll also receive email notices as they're submitted.



Please note: vendors can review their bids via their dashboard at any time, while you'll only be able to access them once the given bid window has closed.



Questions? Call or email us:
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