

## Instructions to Bid on Job:

- 1) From the left navigation button, click Bid on Job. This will take you to the login page. Fill out the form and select Service Provider/Contractor from the drop down menu, and click the Login button.



- 2) If this is your first time to login, click on New Contractor/Service Provider. You will be taken to the registration page. Complete the registration form, including creating a password.



- 3) We recommend that all bidders carry workers comp or liability insurance.
- 4) As a bidder, you will be asked a number of questions including an area to tell the world about your services and special skills. This information as well as other pertinent information will be shown on your own Bio Page. Anytime you are the current low bidder, your Bio Page may be viewed by clicking on the hyper link of the low bid. This is another way to get the word out to the world about your areas of expertise. In addition, you will be asked to complete the credit card information section as part of your registration. This will grant you access to the Bid Board bidding area. Without registering, you are able to view the Bid Board, but not bid. Your information is handled through a strict security system for your protection. Your credit card information will never be given to others.



If you require additional information about a job before bidding, click on Ask a Question. Next, type in your question or message for the consumer, and click send. The consumer can then respond to your question. You will receive an email notifying you once they have responded. All emails can be read in your My Bid Board page.