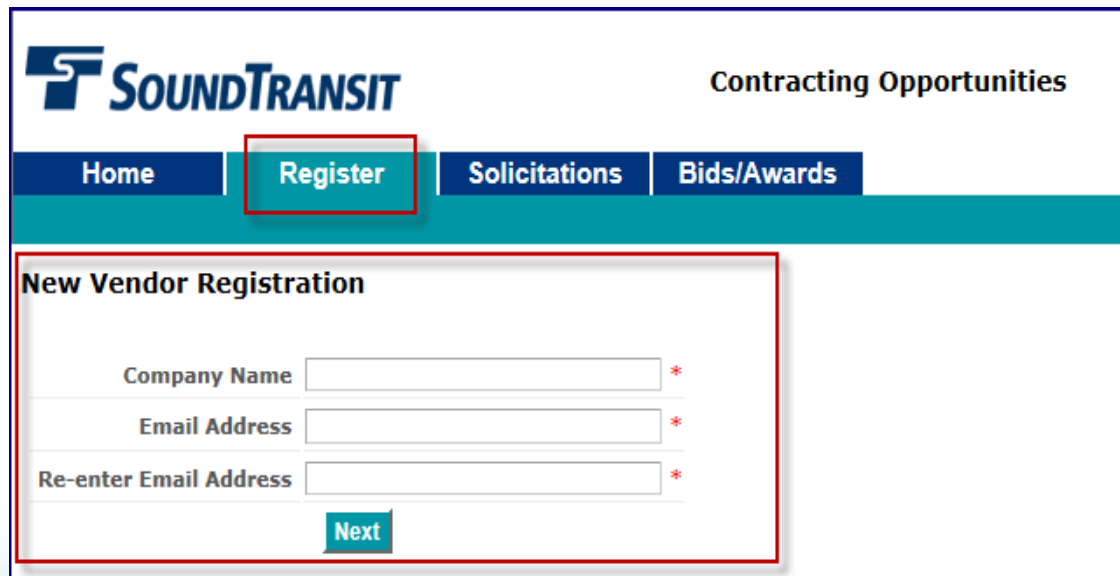




# How to Register for Sound Transit eBid

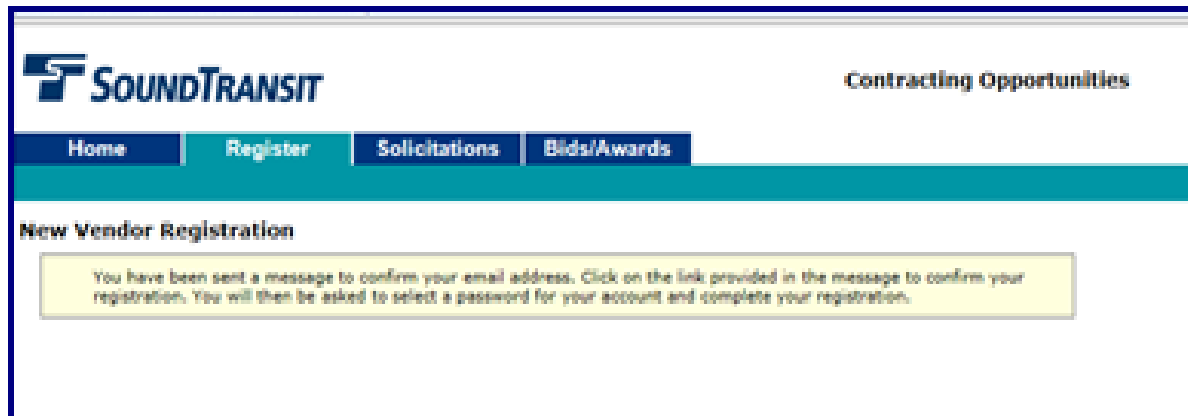
# Registration

- Navigate to:  
<https://www.ebidexchange.com/soundtransit>
- Click the Register tab.
- Fill in all mandatory fields.



The screenshot displays the SoundTransit website interface. At the top left is the SoundTransit logo, and at the top right is the text "Contracting Opportunities". Below this is a navigation bar with four tabs: "Home", "Register", "Solicitations", and "Bids/Awards". The "Register" tab is highlighted with a red box. Below the navigation bar is a section titled "New Vendor Registration", which is also outlined with a red box. This section contains three input fields: "Company Name", "Email Address", and "Re-enter Email Address". Each field has a red asterisk to its right, indicating it is a mandatory field. Below the input fields is a blue "Next" button.

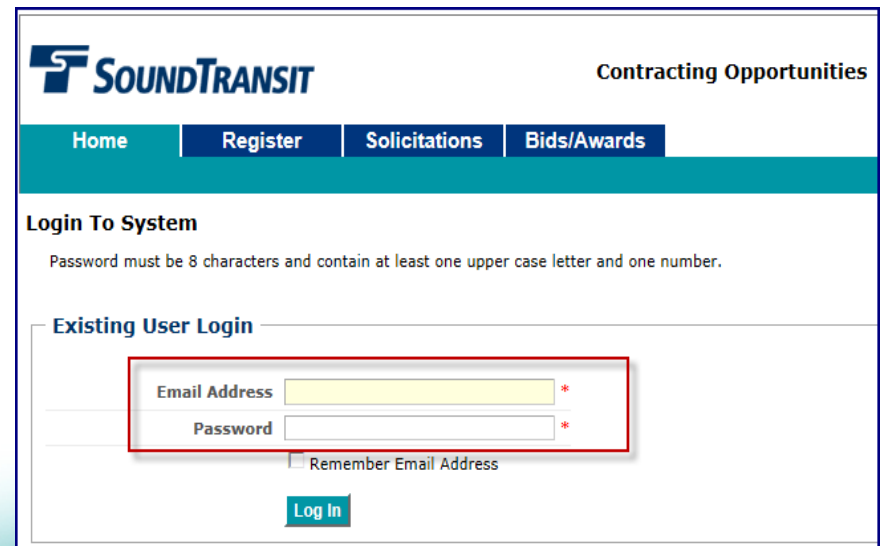
- You will receive a system generated email with a temporary password. Click on the link provided to continue your registration.



**NOTE:** If you do not receive the system-generated e-mails, this may be due to an office network or Internet Service Provider blocking/filtering the eBid e-mail domain. We recommend adding [DoNotReply@ebidsystems.com](mailto:DoNotReply@ebidsystems.com) to your safe-senders e-mail list, which should help ensure these are not filtered.

- Navigate back to the Sound Transit login screen. Enter the e-mail address you used to register and the temporary password (case sensitive) that you received in e-mail.
- Click the Login button.

**Note:** the new password you select must contain at least eight (8) characters, contain at least one (1) upper case letter, and contain at least one (1) number.

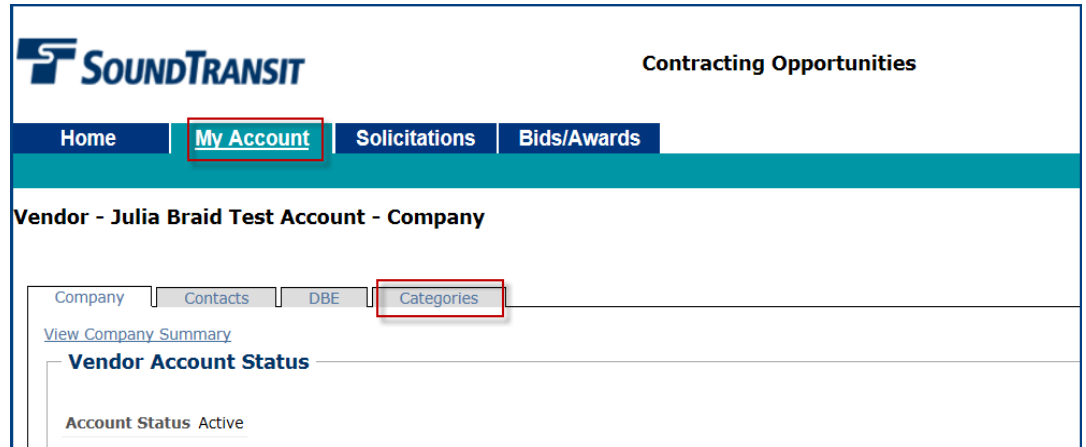


# How to Add Categories in Sound Transit eBid

Categories are used to match the type of work solicited by Sound Transit to the type of work your firm provides.

- Navigate to:  
<https://www.ebidexchange.com/soundtransit>

- Click on the My Account tab, then the Categories tab.



**SOUNDTRANSIT** Contracting Opportunities

Home **My Account** Solicitations Bids/Awards

Vendor - Julia Braid Test Account - Company

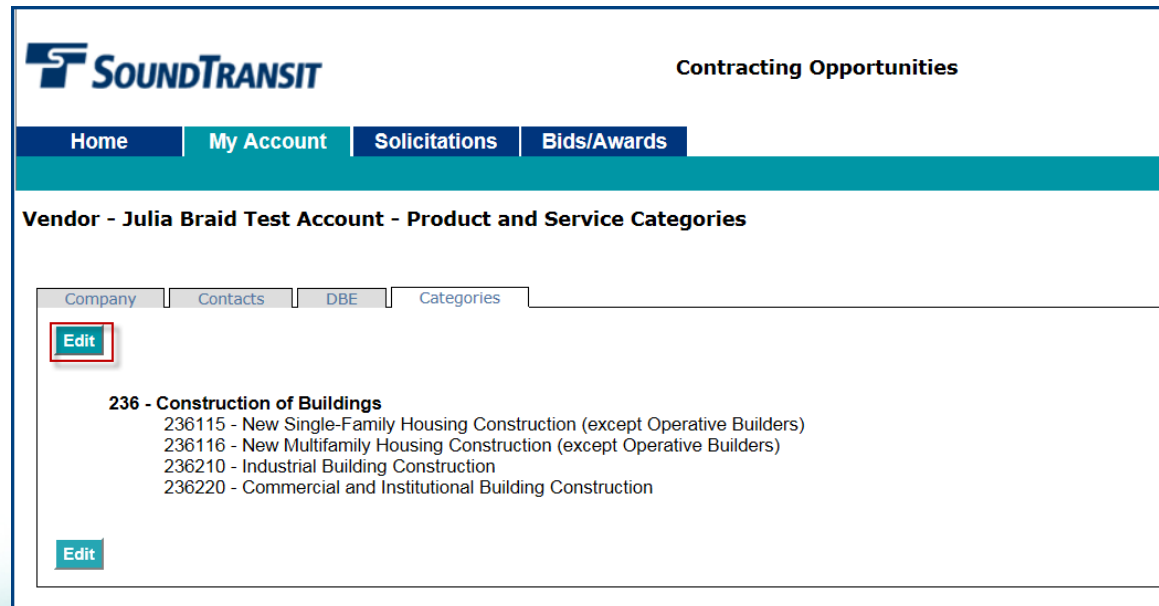
Company Contacts DBE **Categories**

[View Company Summary](#)

**Vendor Account Status**

Account Status Active

- Click the Edit button.



**SOUNDTRANSIT** Contracting Opportunities

Home **My Account** Solicitations Bids/Awards

Vendor - Julia Braid Test Account - Product and Service Categories

Company Contacts DBE Categories

**Edit**

**236 - Construction of Buildings**

- 236115 - New Single-Family Housing Construction (except Operative Builders)
- 236116 - New Multifamily Housing Construction (except Operative Builders)
- 236210 - Industrial Building Construction
- 236220 - Commercial and Institutional Building Construction

**Edit**

- Scroll down to the Category you wish to view (e.g. “541”). Click the “+” sign to expand the section.
- Enter a checkmark in the sub-category you wish to add to your account (e.g. “541320 – Landscaping Architectural Services”).

531 - Real Estate

532 - Rental and Leasing Services

541 - Professional, Scientific, and Technical Services

- ☐ 541110 - Offices of Lawyers
- ☐ 541120 - Offices of Notaries
- ☐ 541191 - Title Abstract and Settlement Offices
- ☐ 541199 - All Other Legal Services
- ☐ 541211 - Offices of Certified Public Accountants
- ☐ 541213 - Tax Preparation Services
- ☐ 541214 - Payroll Services
- ☐ 541219 - Other Accounting Services
- ☒ 541310 - Architectural Services\*
- ☒ 541320 - Landscape Architectural Services\*
- ☐ 541330 - Engineering Services\*

- Click the Save Selected button.

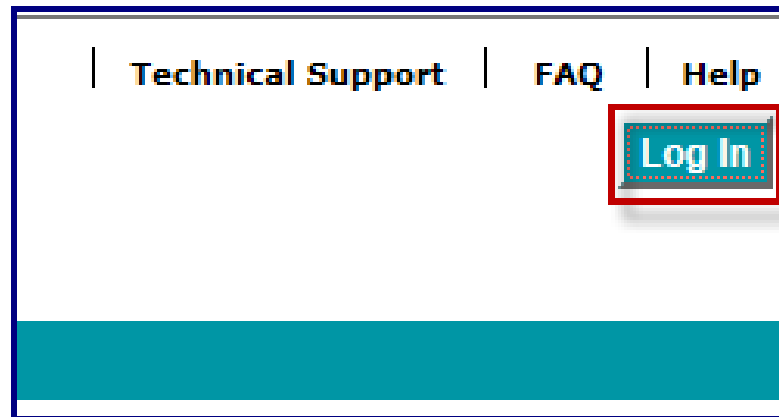
The screenshot shows a web application interface with a tabbed menu at the top containing 'Company', 'Contacts', 'DBE', and 'Categories'. The 'Categories' tab is active. Below the tabs is a search bar with the text 'Search Categories' and a 'Save Selected' button, which is highlighted with a red rectangular box. Below the search bar is a list of categories under the heading '236 - Construction of Buildings'. The list includes several sub-categories, each with a checkbox. The following sub-categories are checked: '236115 - New Single-Family Housing Construction (except Operative Builders)', '236116 - New Multifamily Housing Construction (except Operative Builders)', '236210 - Industrial Building Construction', and '236220 - Commercial and Institutional Building Construction'. The category '237 - Heavy and Civil Engineering Construction' is partially visible at the bottom of the list.

Category	Selected
236 - Construction of Buildings	
236115 - New Single-Family Housing Construction (except Operative Builders)	<input checked="" type="checkbox"/>
236116 - New Multifamily Housing Construction (except Operative Builders)	<input checked="" type="checkbox"/>
236117 - New Housing Operative Builders	<input type="checkbox"/>
236118 - Residential Remodelers	<input type="checkbox"/>
236210 - Industrial Building Construction	<input checked="" type="checkbox"/>
236220 - Commercial and Institutional Building Construction	<input checked="" type="checkbox"/>
237 - Heavy and Civil Engineering Construction	



# Forgot your Password?

- Navigate to:  
<https://www.ebidexchange.com/soundtransit>
- Click the Login button in the top right corner.



- Enter your e-mail address and click the Reset Password button.
- An e-mail containing a temporary password and a login link will be sent to you.

**SOUNDTRANSIT** Contracting Opportunities

Home Register Solicitations Bids/Awards

**Login To System**  
Password must be 8 characters and contain at least one upper case letter and one number.

**Existing User Login**

Email Address  \*

Password  \*

☐ Remember Email Address

**Log In**

**Forgot Password**

Email Address  \*

**Reset Password**

**Questions?**

**E-mail [ContractsHelp@soundtransit.org](mailto:ContractsHelp@soundtransit.org) or  
call (206) 398-5123**