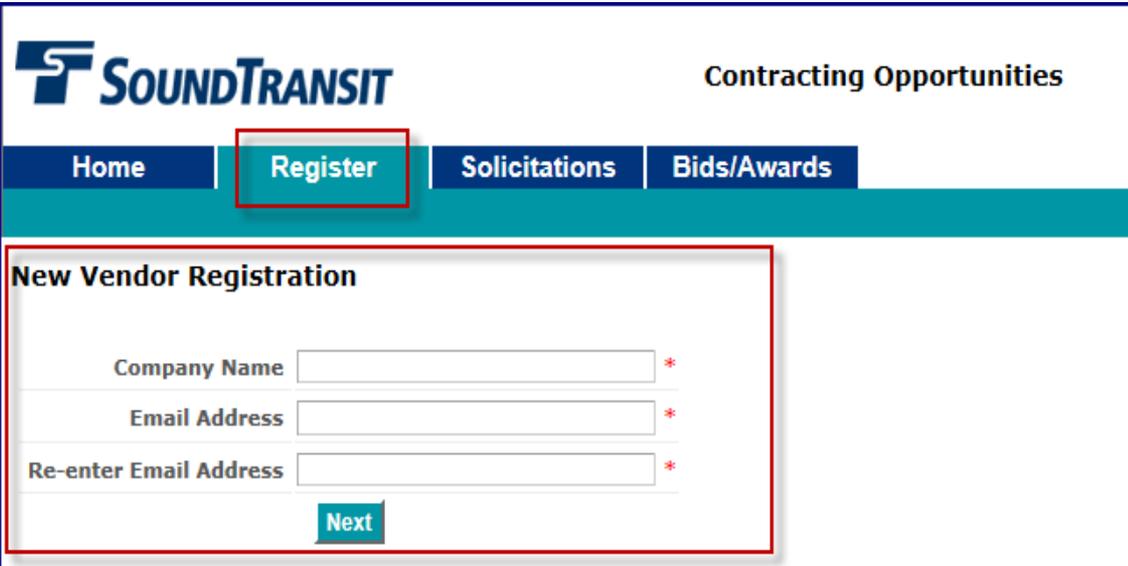




How to Register for Sound Transit eBid

Registration

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



SOUNDTRANSIT Contracting Opportunities

Home **Register** Solicitations Bids/Awards

New Vendor Registration

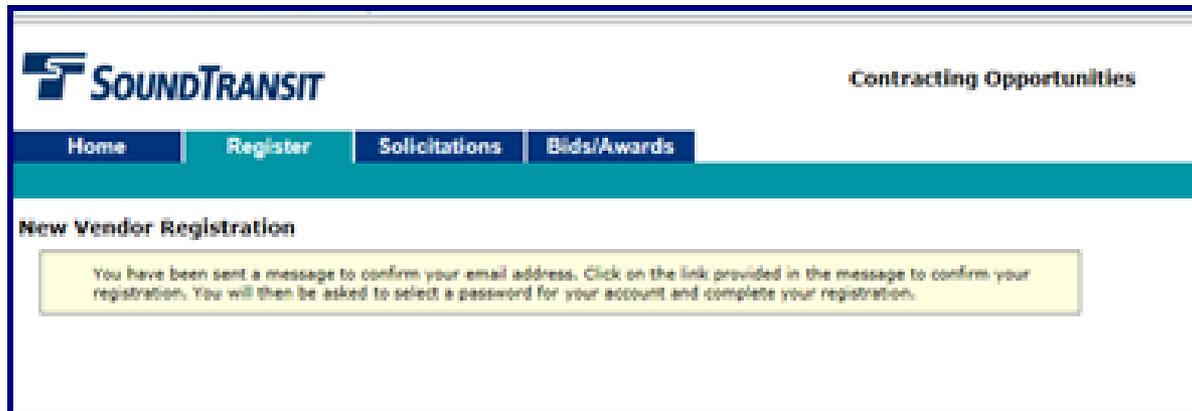
Company Name *

Email Address *

Re-enter Email Address *

Next

- 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 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.

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

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>

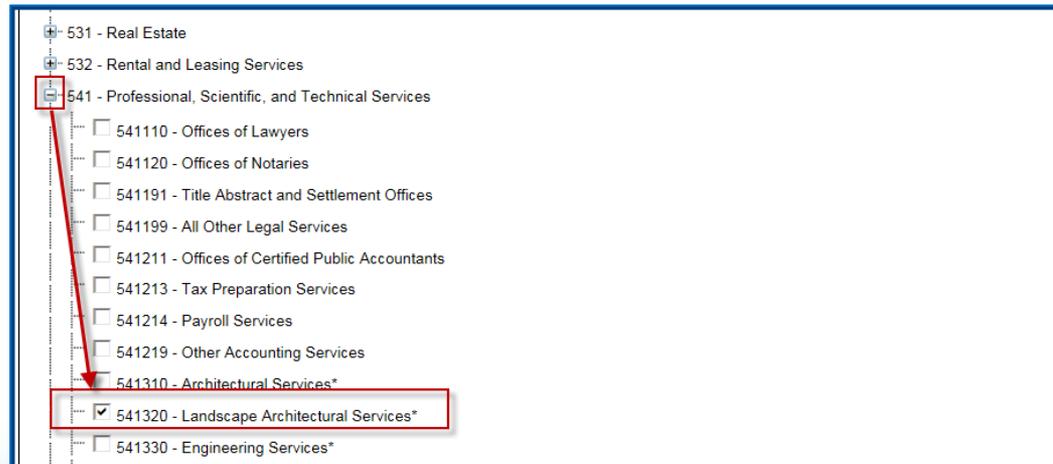
- Click on the My Account tab, then the Categories tab.

The screenshot shows the SOUNDTRANSIT website interface. At the top left is the SOUNDTRANSIT logo. To the right is the text 'Contracting Opportunities'. Below this is a navigation bar with four tabs: 'Home', 'My Account', 'Solicitations', and 'Bids/Awards'. The 'My Account' tab is highlighted with a red box. Below the navigation bar, the page title is 'Vendor - Julia Braid Test Account - Company'. Underneath, there are four sub-tabs: 'Company', 'Contacts', 'DBE', and 'Categories'. The 'Categories' sub-tab is highlighted with a red box. Below the sub-tabs, there is a link 'View Company Summary' and a section titled 'Vendor Account Status' with the text 'Account Status Active'.

- Click the Edit button.

The screenshot shows the SOUNDTRANSIT website interface. At the top left is the SOUNDTRANSIT logo. To the right is the text 'Contracting Opportunities'. Below this is a navigation bar with four tabs: 'Home', 'My Account', 'Solicitations', and 'Bids/Awards'. The 'My Account' tab is highlighted. Below the navigation bar, the page title is 'Vendor - Julia Braid Test Account - Product and Service Categories'. Underneath, there are four sub-tabs: 'Company', 'Contacts', 'DBE', and 'Categories'. The 'Categories' sub-tab is highlighted. Below the sub-tabs, there is a link 'Edit' highlighted with a red box. Below the link, there is a section titled '236 - Construction of Buildings' with a list of categories: '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'. At the bottom left of this section, there is another 'Edit' button.

- 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”).



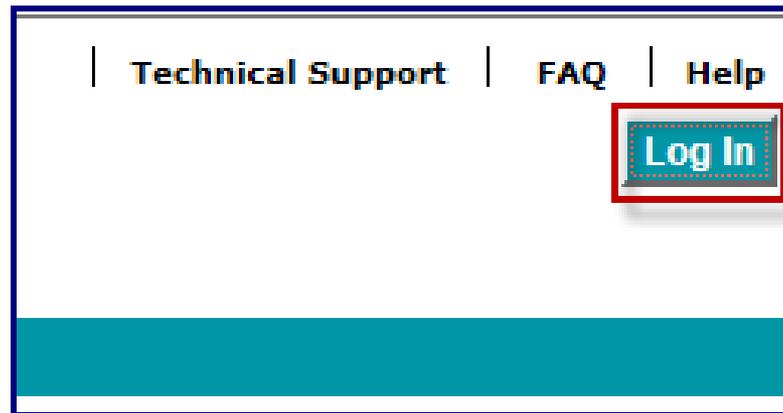
- Click the Save Selected button.

The screenshot shows a web application interface with the following elements:

- Navigation tabs: Company, Contacts, DBE, Categories
- Search bar: A text input field followed by a "Search Categories" button.
- Action button: A "Save Selected" button, which is highlighted with a red rectangular border.
- Category list:
 - 236 - Construction of Buildings
 - 236115 - New Single-Family Housing Construction (except Operative Builders)
 - 236116 - New Multifamily Housing Construction (except Operative Builders)
 - 236117 - New Housing Operative Builders
 - 236118 - Residential Remodelers
 - 236210 - Industrial Building Construction
 - 236220 - Commercial and Institutional Building Construction
 - 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.

The screenshot displays the Sound Transit website interface for 'Contracting Opportunities'. At the top left is the Sound Transit 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 main content area is titled 'Login To System' and includes a password requirement note: 'Password must be 8 characters and contain at least one upper case letter and one number.' There are two sections: 'Existing User Login' and 'Forgot Password'. The 'Existing User Login' section has fields for 'Email Address' and 'Password', both marked with a red asterisk, and a 'Remember Email Address' checkbox. A 'Log In' button is located below these fields. The 'Forgot Password' section has an 'Email Address' field marked with a red asterisk and a 'Reset Password' button. A red rectangular box highlights the 'Forgot Password' section.

Questions?

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