

Infotech Manager Account

If you plan to manage projects in the Infotech Appia® service, create solicitations in the Bid Express® service, or manage contracts in the Doc Express® service, please contact Infotech customer support (888-352-2439) to discuss creating your account and licensing.

Only one account for each agency or business is required to register for the Appia (www.appia.net), Bid Express (www.bidexpress.com), and Doc Express (www.docexpress.com) services. All other employees will then create accounts for Infotech services via an invitation from the manager.

Register for a Manager Account

The first person to register for an Infotech account within a company is assigned managing access. As a manager, you can invite other employees to join the business account and change their roles. Your email address is your username for the account and to where Infotech services sends email notifications.

1. Go to the site's URL and click **Register**, or if you have an invitation email from the Infotech customer support team, click the **Create Account** link in the email.
2. Fill out the registration form, and click the **Register** button. Your email address will be your username. Your password must be at least eight characters and include one uppercase letter, one lowercase letter, one number, and one symbol
3. A message with a confirmation link will be sent to your email address. Click the **Activate Account** link within the email to activate your account.
4. Enter your password and click **Activate**.

Click **Edit** to make any changes to your account, including changing the time zone.

Invite Employees



Invite employees to create a user account for your business. Emails will be sent to those invited. You will receive an email when the account has been created.

1. Click **Invite Employees**.
2. Enter one email address per line for each employee.
3. Click **Invite Employees**.

Change Employee Role

Employees joining a business are assigned the role of user. Both the Appia and Doc Express services require you to assign additional roles within each service.

1. Click **Actions** for the employee and choose **Change Role**.
2. Select the role toggle option and click **Change Role**.

PREPARED BY

Infotech User Account

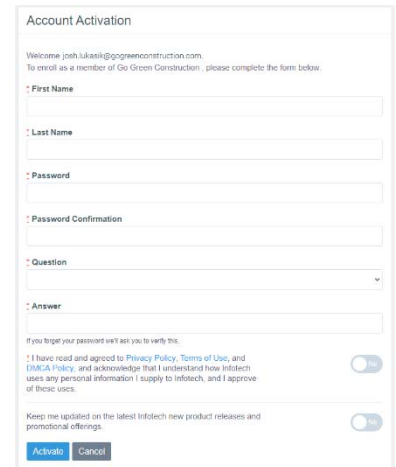
Only one account for each company is required to register for the Infotech Appia®, Bid Express®, and Doc Express® services. All employees of a company will then create user accounts for Infotech services as part of that managing account.

Register for a User Account

To join an existing company account, please ask a user of a manager account to send you an invitation. Once the invitation is sent, you will receive an email to activate your account. Your email address is your username for the account. Infotech services will send email notifications to this account.

Upon receipt of the email:

1. Select the **Create Account** link within the email.
2. Fill out the Account Activation form. Your email address will be your username. Your password must be at least eight characters and include one uppercase letter, one lowercase letter, one number, and one symbol.
3. Once the form is complete, click the **Activate** button.

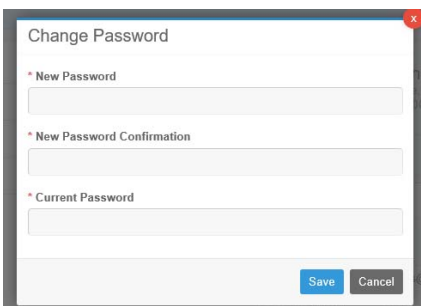


The My Account page opens, displaying your account information and other employees within your company using Infotech services. You are automatically assigned a user role for the account. Any user with manager role can change your role.

Click **Edit** to make any changes to your account, including changing a time zone.

Change Password

Your password must be at least eight characters and include one uppercase letter, one lowercase letter, one number, and one symbol.



1. Click **Actions** in the header with your name.
2. Select **Change Password**.
3. Enter your new password in the New Password field.
4. Re-enter the password in the New Password Confirmation field.
5. Enter your current password in the Current Password field.
6. Click **Save**.

The service updates your password information and returns you to the My Account page.