



QUICK REFERENCE GUIDE:

5.13 Electronic Bid Bonds

Background:

This section details how to log into the two electronic bid bond clearinghouses and access bid bond information. When electronic bidders choose to submit an electronic bid bond, they will enter their bid bond ID into the AWP Bids file. To access the bid bonds on the clearinghouse websites, you must have the Bid Bond IDs and the Bond Company information. This can be found in the BidBonds excel file that was produced by Bid Express when electronic bids were decrypted. Open the BidBonds excel file. All electronically submitted bids will appear with the type of Bid Guaranty selected in the Bids file. The verified electronic bid bonds submitted will include a Bond Company and Bond ID.

Roles:

N/A

Navigation:

Surety2000

1. Go to www.surety2000.com
2. Click the **Login Page** button.
3. Enter the company ID, your username, and password.
 - a. Ask your regional contracts officer for AKDOT&PF's company ID, username and password.
4. Click the Logging button.
5. In the **Enter Bond Number** field, type (or copy and paste) the Bond ID from the BidBonds excel file.
6. Click **Search**.
 - a. The electronic bond information will appear.
7. Click the red **Lock** icon.

- a. A new window will appear with the Bid Bond showing the electronic signature at the bottom.
8. Right click on the image.
9. Select **Print**, and print to PDF.
10. Save the Bid Bond to the project folder or wherever your regional process directs.

For SurePath (SuretyWave):

1. Go to www.suretywave.com
2. Click the **Sure Path Login** button.
3. Enter your Logon (username) and Password.
 - a. Ask your regional contracts officer for AKDOT&PF's username and password.
4. Click the **Logon** button.
5. In the SurePath Bond Validation Number field, type (or copy and paste) the Bond ID from the BidBonds excel file.
6. Click **Submit**.
7. When the new page opens, scroll to the **Transaction History** section at the bottom of the page.
8. Click the **PDF** link for the *Signing Document*.
9. Click **Save As**.
10. Save the Bid Bond to the project folder or wherever your regional process directs.
11. Exit SurePath/SuretyWave by clicking **Exit** on the upper left of the screen or just close the browser window.

Next Steps:

See QRG – *Rejecting Bids*.