

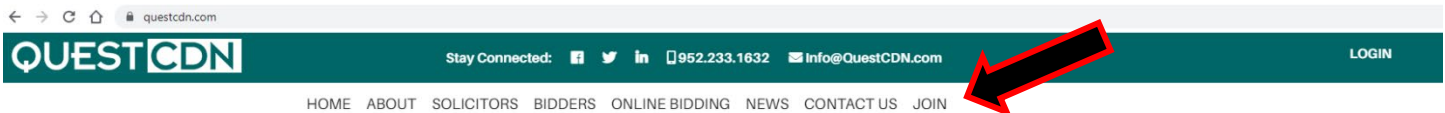


QuestCDN | Account Setup

- ❖ **Do I need an account to bid on ITD Highway Construction Projects?**
 - **Yes, The Department (ITD) will provide proposal forms to a bidder through the QuestCDN.com website for purchase. Bidders must appear on the plan holders list for their proposal to be accepted by the Department¹.**
- ❖ **Are there any fees to bid on ITD Highway Construction Projects?**
 - **Yes, a QuestCDN Account is required to download proposal documents. The “Regular” Membership through QuestCDN has no membership fees, however, there is a \$15.00 fee (per project) to download proposal documents. Please refer to QuestCDN.com for more information on membership options, website/account technical support, or questions regarding their services. *Note: There are no fees or accounts required to browse or view current projects.**

Steps for Setting up a QuestCDN Account

- **Go to QuestCDN.com & Click on “Join”**



¹ Section 102.01 of the 2018 ITD Standard Specifications for Highway Construction



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• Fill out Company Information & then click “Next”

HOME ABOUT SOLICITORS BIDDERS ONLINE BIDDING NEWS CONTACT US JOIN

Company Info User Info Membership Profile Payment

Enter contact information for your company. Create a username and password. Choose your membership and states. Select additional information about your company. Enter your payment information.

Company Info User Info Membership Profile Payment

Company Name : Example, Inc. *

Contact Person : Joe Test *

Email Address : jtest@exampleinc.com *

Confirm Email : jest@exampleinc.com

Time Zone : US/Mountain * (dropdown)

Vendor Number (optional) :

Default Designation : Prime Bidder * (dropdown)

Business Certifications ⓘ : DBE, WBE (dropdown)

Address 1 : 1234 Test Lane *

Address 2 : Address 2

City/(State/Province)/Zip : Boise * ID * 83709 *

Phone/Fax : (111) 111-1111 * Fax

Website : Website

Next

• Create User Information & then click “Next”

Company Info User Info Membership Profile Payment

Enter contact information for your company. Create a username and password. Choose your membership and states. Select additional information about your company. Enter your payment information.

Company Info **User Info** Membership Profile Payment

Username : Name *

Password : Password *

Minimum eight characters including one uppercase, one lowercase, and one number.
Empty

Confirm Password : Confirm password *

Previous **Next**



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- **Compare QuestCDN Membership Levels²:**

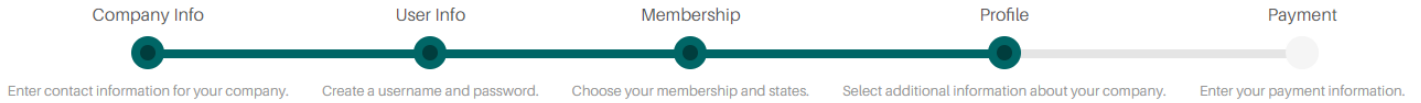
Compare Memberships ×		
QuestCDN offers two membership levels:		
INCLUDED	REGULAR	PREMIER
View detailed Project bid advertisements & RFPs	✓	✓
Download the Project or RFP complete eBidDoc™ (digital bidding document for a fee)	✓	✓
View & retrieve plan holder information	✓	✓
Automatic addenda notifications via email (on downloaded eBidDoc™)	✓	✓
View Project & RFP Results	✓	✓
Access to the comprehensive Industry Directory	✓	✓
Compose & maintain your own Industry Directory listing	✓	✓
Create unlimited user logins	✓	✓
Browse & search a comprehensive list of current Projects & RFPs		✓
Receive one detailed, aggregated monthly billing statement		✓
Manage your in-progress Projects & RFPs through "My Projects" & "My Requests"		✓
Receive notification when saved "My Projects" & "My Requests" documents are ready for download		✓
Email other plan holders directly through the plan holder list "Email to Bidders"		✓
Email detailed Project bid advertisements & RFPs to others		✓

²"Regular" Membership is the minimum requirement to download proposal documents.



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• **Select a Membership level & Click “Next”**



Company Info User Info **Membership** Profile Payment

- Regular Member Base Fee \$0.00
- Premier Monthly Member Base Fee \$35.00
- Premier Annual Member Base Fee \$299.00
- Aggregator/Reseller Member Base Fee

[Compare Memberships](#)

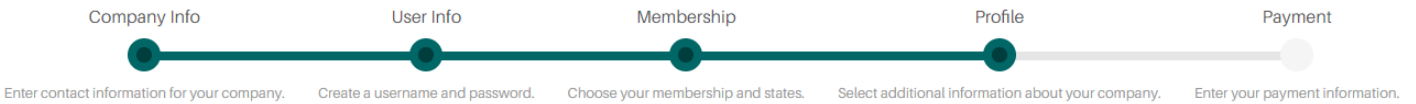
States Selected:

Choose Premier Membership to search bid postings without an eBidDoc™ Number in your selected states.

Fees	Base Fee	State / Province Fee	Total Fee
Renewal Cost	\$0.00	\$0.00	\$0.00
Prorated Cost to Renewal	\$0.00	\$0.00	\$0.00

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• **Select applicable Business Types & then click “next”**



Company Info User Info Membership **Profile** Payment

Business Type

- accountants
- acoustical engineer
- aeronautical engineers
- agencies-state, county, and federal
- aggregates/sand/gravel and top soil suppliers
- air cleaning
- air conditioning contractors
- Airport Commission

Your Organization Profile

Profile

Please introduce your company or organization and describe your areas of expertise, your services, products and/or manufacturers. Please feel free to copy and paste in this field and be as detailed as possible so that others may locate you by searching our database.

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- Provide payment information and pay for any fees based on membership level selection.

Company Info User Info Membership Profile Payment

Enter contact information for your company. Create a username and password. Choose your membership and states. Select additional information about your company. Enter your payment information.

Company Info User Info **Membership** Profile **Payment**

Credit Card or Banking Direct Draft Information is required. Registering for a regular membership is free. However, the credit card or bank account will be billed if there is a download delivery fee of the digital documents and/or online vBid bidding.

QuestCDN uses Authorize.net for Credit Card or Banking Direct Draft. The Credit Card or Banking Direct Draft information is not stored on QuestCDN servers. Authorize.net uses a 128-bit secure socket layer to encrypt transaction data and protect against fraud. QuestCDN is PCI compliant through US Bank.

Click the Add button to enter your required payment information on the secure Authorize.Net server.

Add

Previous Register

- Once all are completed select “Register”
- ✓ Members are now able to download any ITD Project.

Additional Resources

- QuestCDN Website: Regular Membership Guide:
<https://www.questcdn.com/media/images/resources/2.0 Regular Membership Guide.pdf>
- QuestCDN Website: Premier Membership Guide:
<https://www.questcdn.com/media/images/resources/2.0 Premier Membership Guide.pdf>
- **Contact QuestCDN:** Phone: (952) 233-1632 or Email: Info@QuestCDN.com