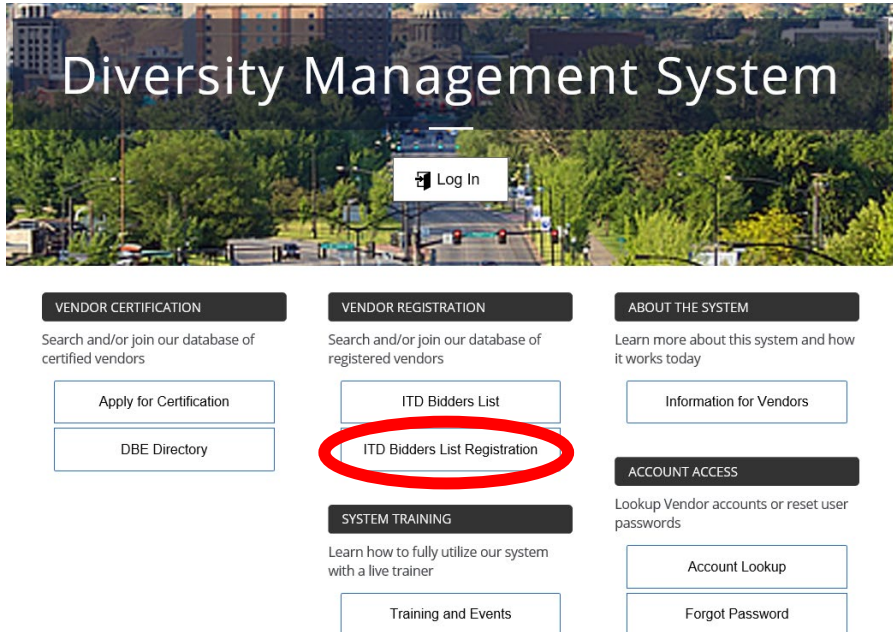


Bidder's List Instructions

To register on the Bidder's List you first must go to the following website <https://itd.dbesystem.com>

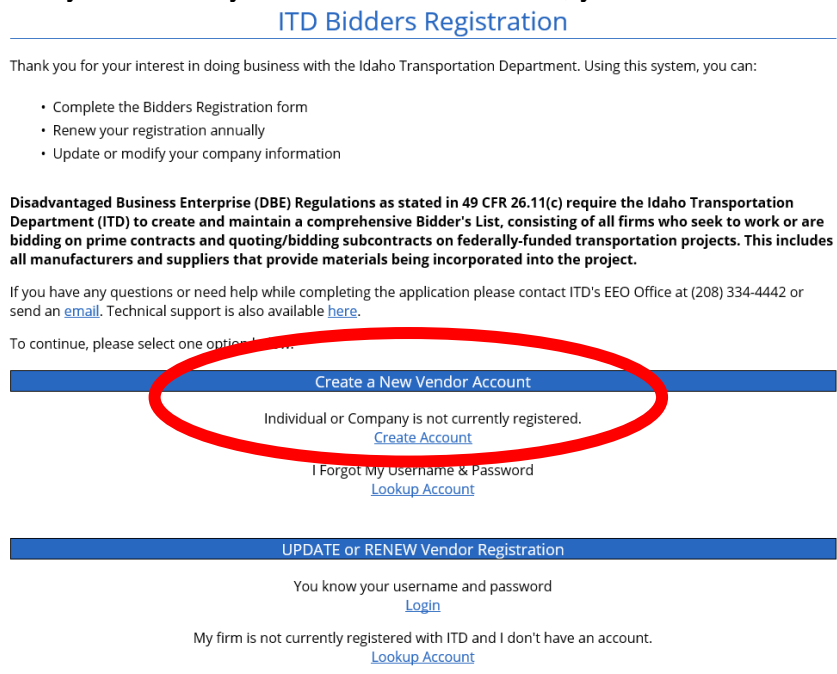
Important Note: Please make sure keep contact information up to date. Also please note your username is your email and therefore can ONLY be associated with one person (you). You cannot use one email for multiple users. Each user should have their unique username (email).

Instructions if you have not done business with ITD before:



Step 1: Select the ITD Bidder's List Registration

Step 2: Create a New Vendor Account by selecting the "Create Account" hyperlink. Which then requires you to enter your business information, your tax id and other contact information.



ONCE YOU HAVE COMPLETED THE VENDOR REGISTRATION PROCESS
go to Step 3 below to officially register on the Bidder's List.

Step 3: Go to the UPDATE or RENEW Vendor Registration section. Select the "Login" hyperlink.

ITD Bidders Registration

Thank you for your interest in doing business with the Idaho Transportation Department. Using this system, you can:

- Complete the Bidders Registration form
- Renew your registration annually
- Update or modify your company information

Disadvantaged Business Enterprise (DBE) Regulations as stated in 49 CFR 26.11(c) require the Idaho Transportation Department (ITD) to create and maintain a comprehensive Bidder's List, consisting of all firms who seek to work or are bidding on prime contracts and quoting/bidding subcontracts on federally-funded transportation projects. This includes all manufacturers and suppliers that provide materials being incorporated into the project.

If you have any questions or need help while completing the application please contact ITD's EEO Office at (208) 334-4442 or send an [email](#). Technical support is also available [here](#).

To continue, please select one option below.

Create a New Vendor Account

Individual or Company is not currently registered.
[Create Account](#)

I Forgot My Username & Password
[Lookup Account](#)

UPDATE or RENEW Vendor Registration

You know your username and password
[Login](#)

My firm is not currently registered with ITD and I don't have an account.
[Lookup Account](#)

Step 4: The online form will display. Complete the online form and upload any licenses that apply. Once you complete the form select the submit icon. Your registration once submitted will immediately post on the Bidder's List.

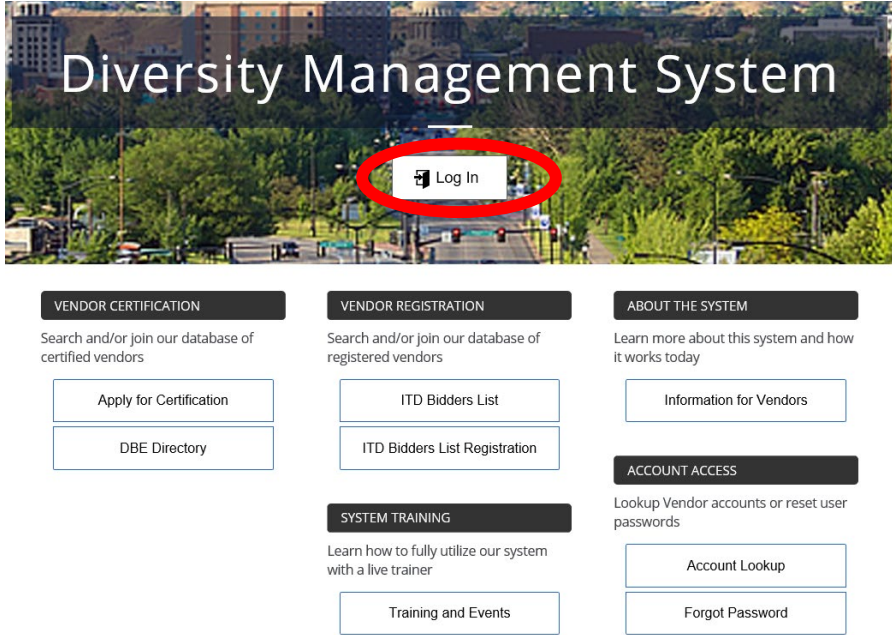
Instructions if you have an existing account to log in to the Diversity Management System:

If you already have access into the Diversity Management System then you have two options for

1. Instructions for Registering on the Bidder's List for the first time **OR**
2. Instructions for renewing your firm's existing Bidder's List Registration.

Instructions for Registering on the Bidder's List for the first time

Step 1: Select the “Log in”, enter your username (email address) and your password.



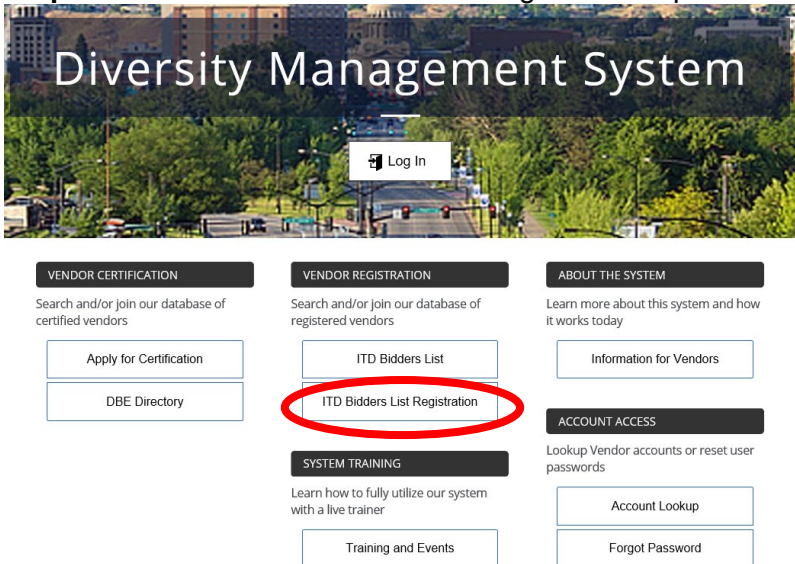
Step 2: Once on your Dashboard look for the “Go to Start/Renew ITD Bidder’s List Registration” and then select “ITD Bidder’s List Registration”

Step 3: Complete the online form and upload any licenses that apply. Once you complete and select the submit, it will immediately post on the Bidder’s List.

Instructions for renewing your firm’s existing Bidder’s List Registration.

The second option for registering for the first time or renewing your Bidder’s List Registration is to go to the home page and login through the ITD Bidder’s List Registration link.

Step 1: Select the “ITD Bidder’s List Registration” option below.



Step 2: Go to the UPDATE or RENEW Vendor Registration section below and select the “Login” hyperlink

ITD Bidders Registration

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- Renew your registration annually
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[Login](#)

My firm is not currently registered with ITD and I don't have an account.
[Lookup Account](#)

Step 3: The online form will display. Complete the online form and upload any licenses that apply. Once you complete the form select the submit icon. Your registration once submitted will immediately post on the Bidder's List.