

## How do I accept documents?

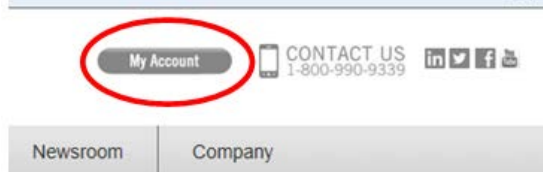


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posted this on Feb 18 01:18 PM

To accept documents, perform the following steps:

1. Go to [www.bidsync.com](http://www.bidsync.com) and click **My Account** in the upper right hand corner of the page.



2. When the BidSync login page is displayed, enter your **Username** and **Password**, then click **Login**.

### BidSync login

Not registered? [Sign up now](#)  
 Passwords are case-sensitive

Username

Password

[Forgot password?](#)

3. When the **Home** page is displayed, enter the bid title or description in the search box at the top of the page, specify any desired search criteria, then click **Go**.



4. When the **Search results** page is displayed, click on the appropriate **Links PLUS bids** or **Links bids** tab, then click on the bid title.
5. When the **Bid Details** page is displayed, click on the **Documents** tab.



6. When the **Documents** page is displayed, click on the *title* of the document (NOT on "[download]") to display the document.



7. When the document is displayed, enter any requested information and review the contents. To accept the document, enter your BidSync password and click **Save** at the bottom of the page. The document will then close and the **Pending acceptance** label will change to **Accepted**.

If **Not viewed** is displayed next to the document title, the sponsoring agency simply wants you to review the document. Click on the *title* of the document (NOT on "[download]") to display the document. Once you have reviewed the document, close the document. **Viewed** will then be displayed next to the document title.



8. To log out, click **Logout** in the upper right hand corner of the page.

