

# CUNY Bid Package Registration

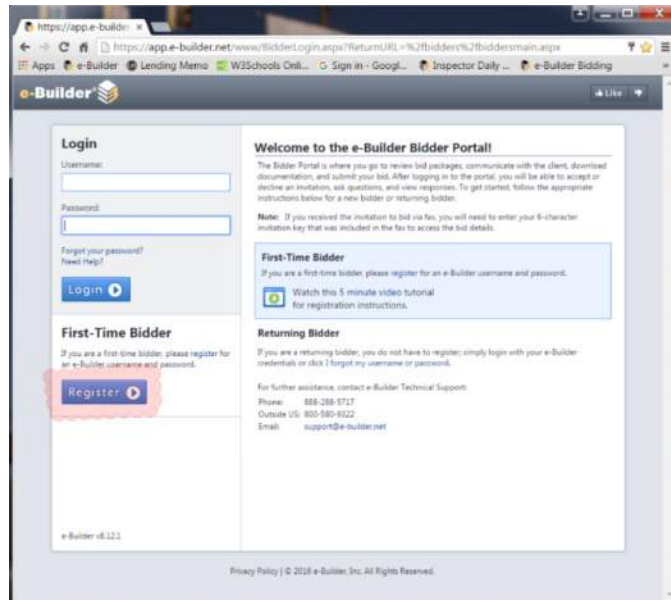
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## First time Users

- 1) Go to <http://app.e-builder.net/Bidders/Landing.aspx?BidPackageID={c275442e-f388-4874-8110-2df692709fc8}>.
- 2) Click on **Register**



3) Fill out the form, items with a red asterisk (\*) are required fields; Click **Save**.

The screenshot shows a web browser window titled "Register" with the URL "https://app.e-builder.net/Authenticate/Register.aspx". The page header includes the "e-Builder" logo and a "LINK" dropdown menu. A blue "Note" box at the top states: "If you have already registered, but have not received your password, click resend my password." Below this is the "Register" form, which is divided into three main sections: "Profile", "Business Information", and "Security Questions".

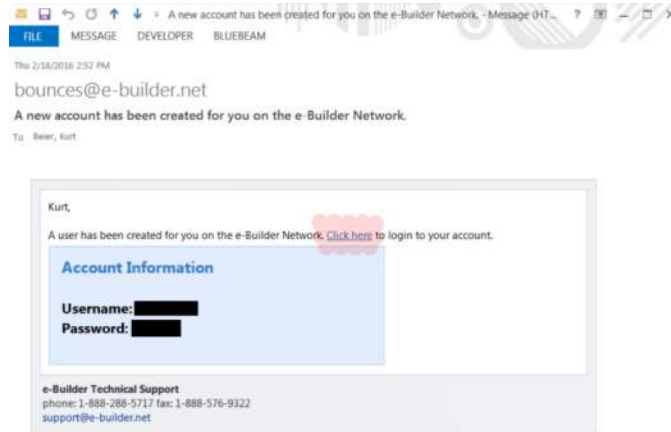
- Profile:** Contains fields for First Name, Last Name, User Name, Company, and Email Address. All these fields are marked with a red asterisk (\*).
- Business Information:** Contains fields for Type of Business (dropdown), Department, P.O. Box/Suite, State/Province (dropdown), Postal/Zip Code, Office Fax, Business Faxed, Title, Business Address, City, Country (dropdown), Office Phone, and Business Cell Phone. Fields marked with a red asterisk (\*) include Type of Business, Business Address, City, Office Phone, and Business Cell Phone.
- Security Questions:** Contains three sets of "Question" (dropdown) and "Answer" (text input) fields. All "Question" fields are marked with a red asterisk (\*).

At the bottom right of the form, there are "Save" and "Cancel" buttons. A red circle highlights the "Save" button.

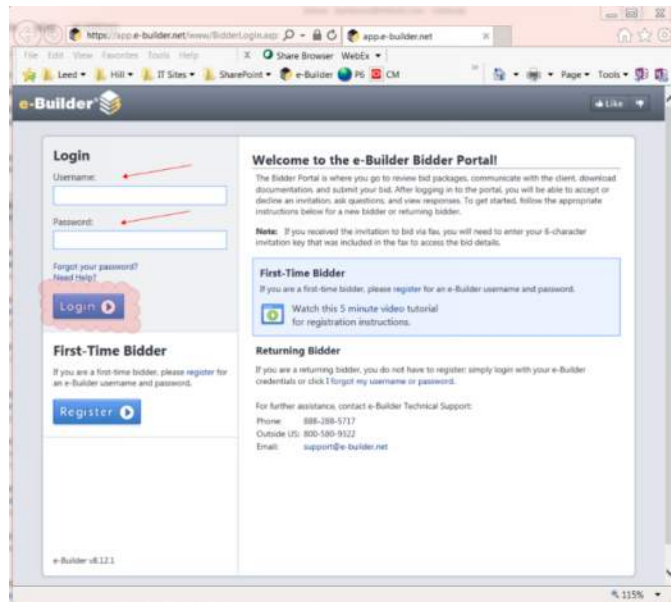
4) If successful you will see; click **Close**.

The screenshot shows the same web browser window, but the registration form is no longer visible. Instead, a white message box is displayed with the text: "Check your inbox for your e-Builder username and password." Below the message box is a "Close" button, which is highlighted with a red circle.

- 5) You will receive an email that looks like below, make sure to check email filters if the message does not appear within an hour. Click on **Click Here**.



- 6) Enter the username and password from the email and then click **Login**.



- 7) You will be required to select a new password. Adjust security questions and answers selected and entered earlier. Click **Save Changes**.

The screenshot shows a web browser window with the URL <https://app.e-builder.net/Aufenthaler/ChangePassword>. The page is titled "Change Password" and is part of a "1 of 1 Steps" process. It features a large image of a building under construction on the left. The form includes fields for "Current", "New", and "Confirm New" passwords. Below these are three "Security Questions" sections, each with a dropdown menu for selecting a question and a text input for the answer. A "Save Changes" button is located at the bottom right of the form.

Note you will not be able to see any document until after the start of bidding

- 8) Fill out the remaining information and click **Save**.

The screenshot shows a web browser window with the URL <https://app.e-builder.net/Bidders/ConfirmPublicBidder>. The page is titled "Confirm Public Bidder" and includes a "Bidding Status" notification. The form is divided into two main sections: "Company Information" and "Contact Information". The "Company Information" section includes fields for Company Name, Company Address, Company City, Company State, and Company Postal Code. The "Contact Information" section includes fields for Contact First Name, Contact Last Name, Contact Email, Contact Mobile Phone, Contact Phone, Contact Fax, and Contact Other Phone. A "Save" button is located at the bottom right of the form.

9) Click on **Accept/Decline**

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### Invitation to Bid

**Bidding Status**  
Bidding time remaining: 39 Days 6 Hours 1 Minutes

**Bidding Information** [Go To List of All Bids](#) **Accept / Decline**

Project:	CUNY Brooklyn College Performing Arts Center	Bid Package:	CUNY Brooklyn College Performing Arts Center
Pre-Bid Meeting Date/Time:		Pre-Bid Meeting Location:	
Bid Package Status:	Open	Bid Contact:	Kurt Beier
Bid Start Date/Time:	03.21.2016 5:00 PM	Bid Submitted:	No
Bid Due Date/Time:	04.01.2016 5:00 PM	Bidding Status:	Pending
Bid Time Zone:	(GMT-05:00) Eastern Time (US & Canada)		

**Bid Documents** **Questions/Responses**

To view a document, click the file name.  
To download files, select the associated checkbox(es) and click the Download button to the right.

Expand All | Collapse All Total size of selected documents - 0MB (Max 500MB) **Download**

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10) Indicate your companies bidding status. Click on **Save or Cancel**.

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### Update Bidding Status

**Bidding Information** **Save** **Cancel**

Project:	CUNY Brooklyn College Performing Arts Center	Owner:	Hill International
Bid Package:	CUNY Brooklyn College Performing Arts Center	Bid Due Date:	04.01.2016 5:00 PM

**Message Information**

To: Kurt Beier

Subject: Invitation to bid response - kurt beier - CUNY Brooklyn College Performing Arts Center

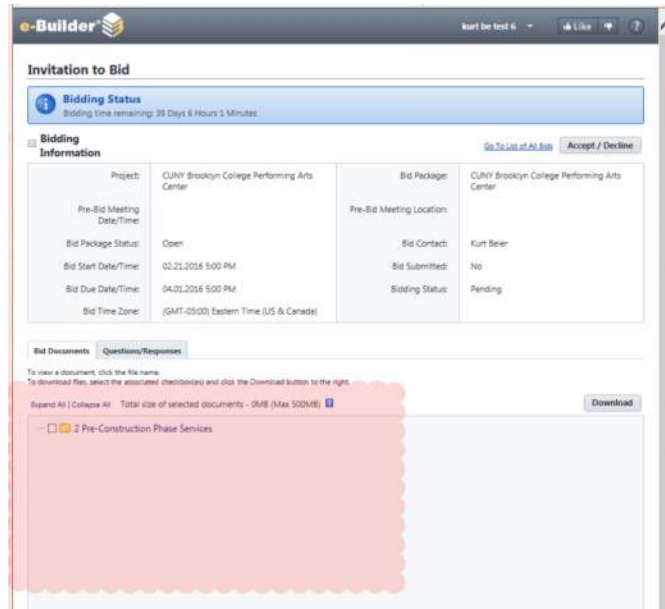
**Bidding Status:**  Pending  Will bid  Will not bid

**Enter a message if desired**

Message:

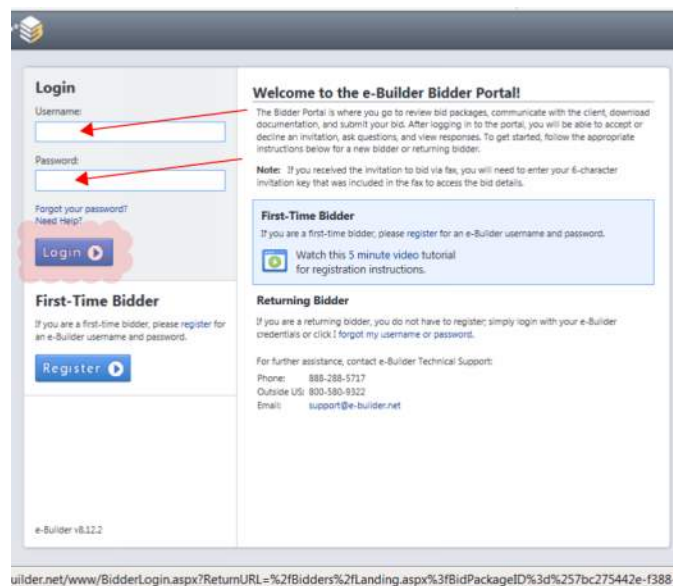
**Save** **Cancel**

11) The bid documents will be in this area



## Returning users

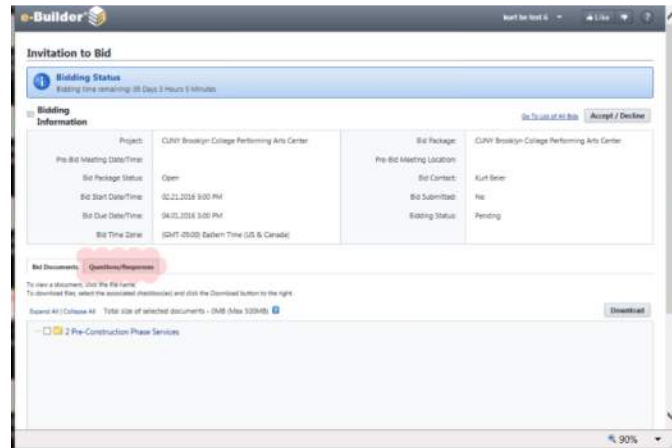
- 1) Go to site: <http://app.e-builder.net/Bidders/Landing.aspx?BidPackageID={c275442e-f388-4874-8110-2df692709fc8}>
- 1) Enter **Username** and **Password**, click **Login**.



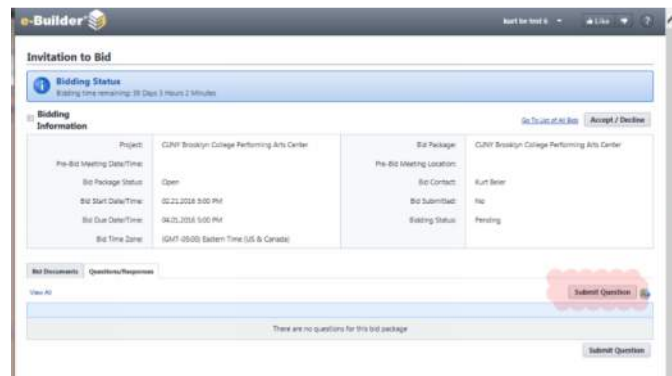
## To submit a question

All questions will be submitted through the bidding portal. To submit a question:

- 1) Login into e-builder, see instructions for logging in
- 2) Click **Question/Response**

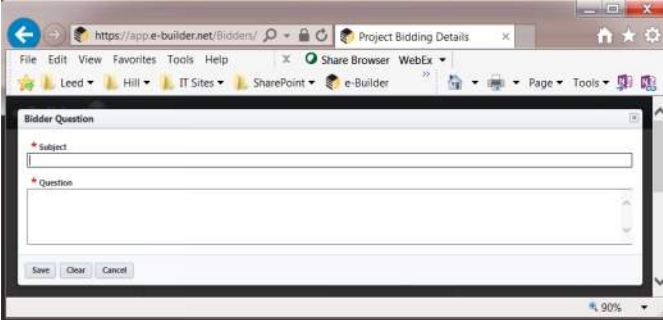


- 3) Click Submit Question





- 4) Enter a Subject and type in the Question. Click Save to submit the question.



The screenshot shows a web browser window with the address bar displaying <https://app.e-builder.net/Bidders/>. The page title is "Project Bidding Details". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The toolbar shows "Share Browser" and "WebEx". The page content features a "Bidder Question" form with two input fields: "Subject" and "Question". Below the form are three buttons: "Save", "Clear", and "Cancel". The browser's status bar at the bottom right indicates a zoom level of 90%.