



Disable a Digital ID Tutorial

Disabling Your Digital ID

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Welcome to the Disabling a Digital ID Tutorial. In this tutorial we will cover the basics of disabling a digital ID that is no longer needed by your company.

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Before we get started you will need:

1. An active Bid Express account
2. An active Digital ID
3. Internet connection

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A digital ID is an electronic signature that is the legal equivalent of a written signature, thus allowing for the digital signing of files. If you no longer have need for a specific digital ID, it is important to ensure it is disabled so it cannot be used for bidding purposes and so your company does not accrue the monthly cost for the ID.

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Log in to your Bid Express account.

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Click the MYBIDX icon at the top right corner. The Bid Express service opens the My Bidx page.

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In the Account Services section, click [Digital IDs](#). The Bid Express service brings you to the Manage Digital IDs page.

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Click on the blue ENABLED status of the digital ID you wish to disable.

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The Bid Express website brings you to a page with options to manage your currently enabled digital ID. Click REMOVE DIGITAL ID. Click OK to confirm disabling the ID. The Bid Express service displays one message stating the ID was deleted and opens a window with a message stating the ID was removed from the Expedite Bid software. Click OK.

If the ID was used on other computers, it must be deleted from the Expedite Bid software on those computers as it will not be able to be used for future bid submissions.

If you require this digital ID at a later date, you will need to create a new digital ID at the costs associated with the creation and complete the steps provided in the Create a New Digital ID Tutorial.