



# Bidders Guide

## Trimble ID (TID) adoption

### Overview

Trimble is upgrading the Unity Construct Bid Portal to Trimble ID (TID). This change enhances security with Two-Step Verification (2SV) and provides a single, secure login for all Trimble cloud services.

New and existing invited bidders will require a Trimble ID account to access the Trimble Unity Construct Bid Portal.

### Key Changes at a Glance:

- **No More Usernames:** You will now sign in using your professional email address.
- **Self-Service Access:** Unlike other Unity Construct modules, you do not need to wait for an invitation email to migrate. You can simply go to the portal and create or use an existing Trimble ID at any time.
- **Account Linking:** If you use the same email address previously used for the Bid Portal, your bidding history and active packages will link automatically.
- **Secure Submission:** When submitting a bid, you no longer need to re-enter a password. Instead, you will confirm your bid by entering the highlighted bid value.

# 1. Existing Bidders Login

All previous Bid Portal users must now sign in using their Trimble ID (TID).

Existing users should follow the guidance below based on their current situation:

- If you already have a TID account with the email address used for bidding in the Bid Portal:
  - Action: Proceed directly to sign in with your Trimble ID.
- If you do not have a TID account with the email address used for bidding:
  - Action: You must create a TID account using the exact same email address associated with your bidding account. This ensures you can access your previous bid history.

## Option 1 - Existing TID account

1. Navigate to **Bid Portal** sign-in page

The Bid Portal page is usually accessible via your appropriate URL.

e.g. <https://gateway.app-{Server}.e-builder.net/app/bidders/>

<https://gateway.app.e-builder.net/app/bidders/>

<https://gateway.app-us2.e-builder.net/app/bidders/>

<https://gateway.app-us3.e-builder.net/app/bidders/>

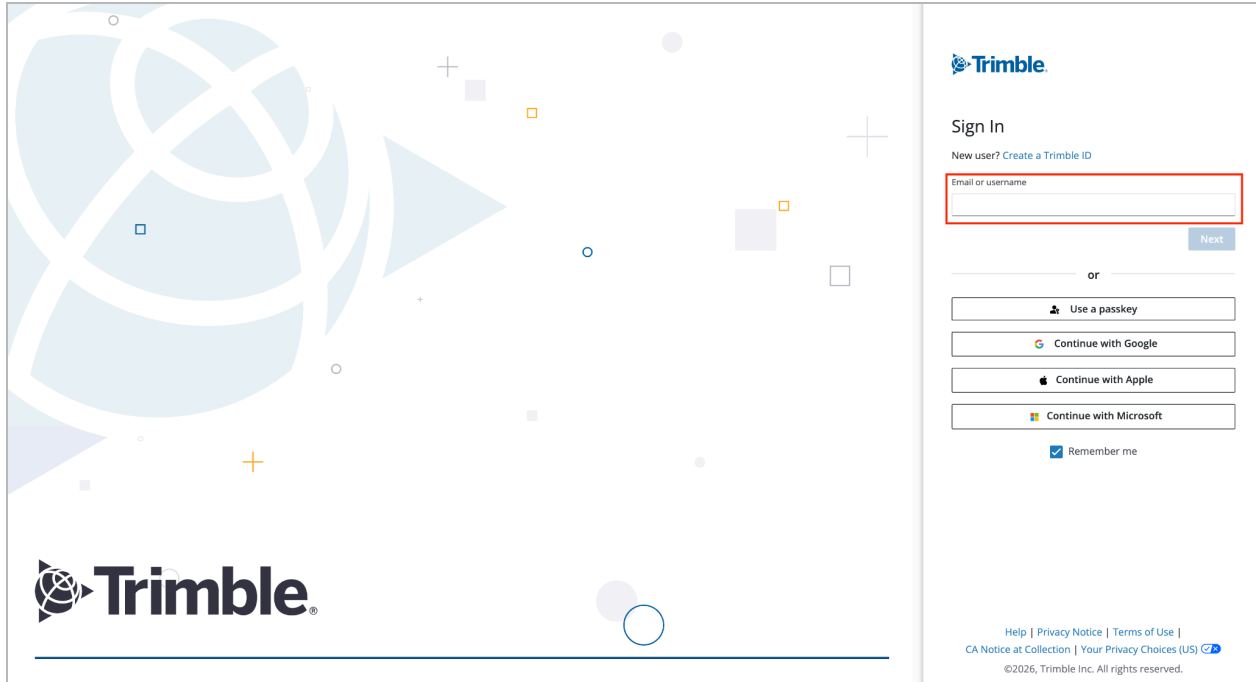
<https://gateway.app-us4.e-builder.net/app/bidders/>

<https://gateway.app.ca.e-builder.net/app/bidders/>

<https://gateway.gov.e-builder.net/app/bidders/>

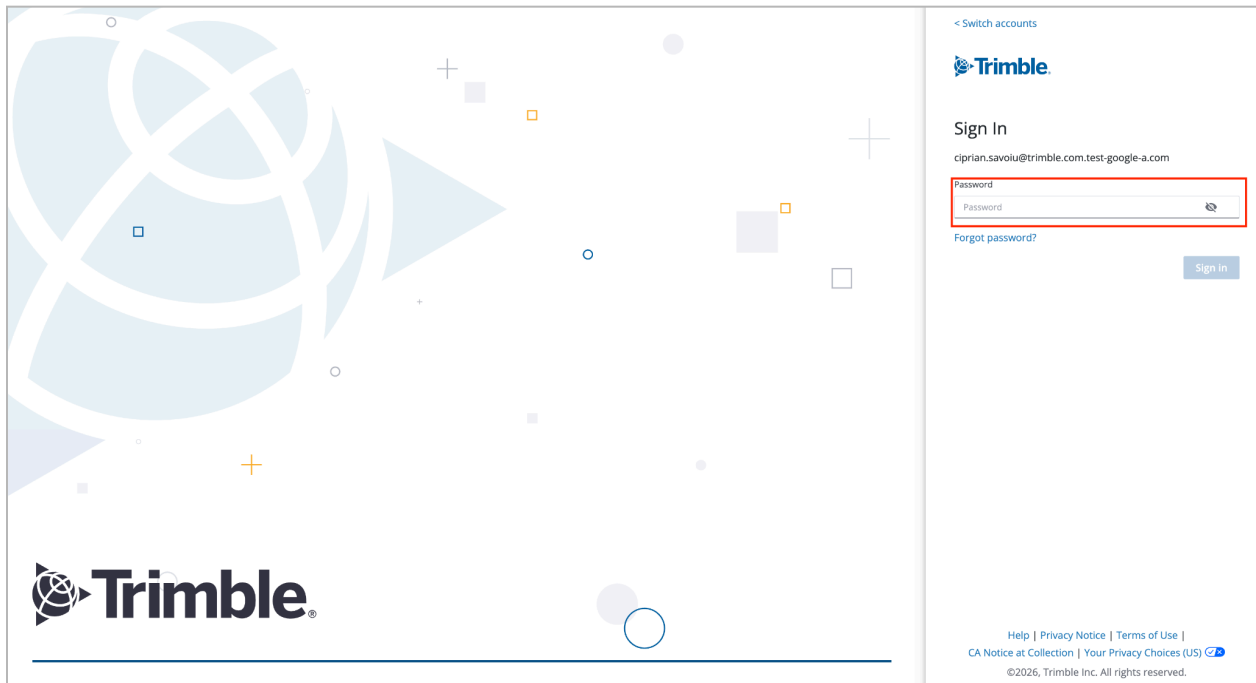
2. Enter your email in the newly opened TID page and click **Next**

Make sure you are using the same email as in your existing Bid Portal credentials.



3. Enter your password and click **Sign-in**.

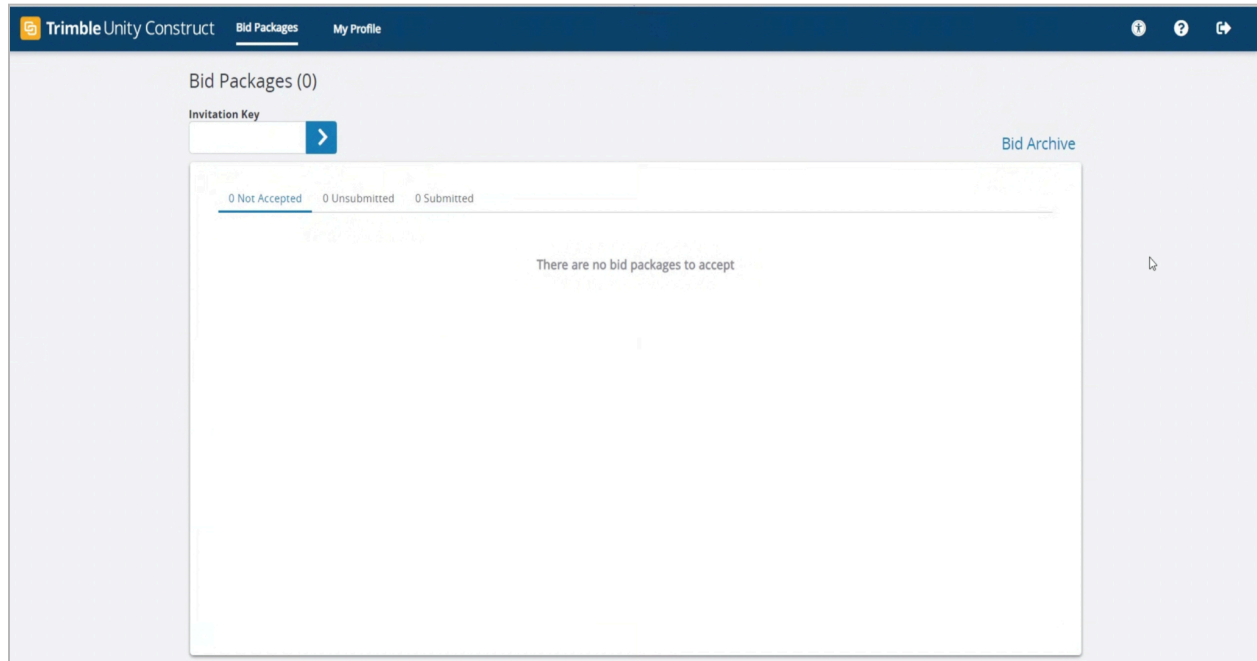
If you are using another sign-in method, you do not need to enter your password. Please use your desired authentication method.



4. Once your identity is validated, you will be directed to the Bid Portal main page.

Any previous or current bids will appear\*.

**Note:** If you had multiple accounts for the same email address you will ONLY see the data from the account with the most recent login.



## Option 2 - NO TID account

1. Navigate to the **Bid Portal** sign-in page

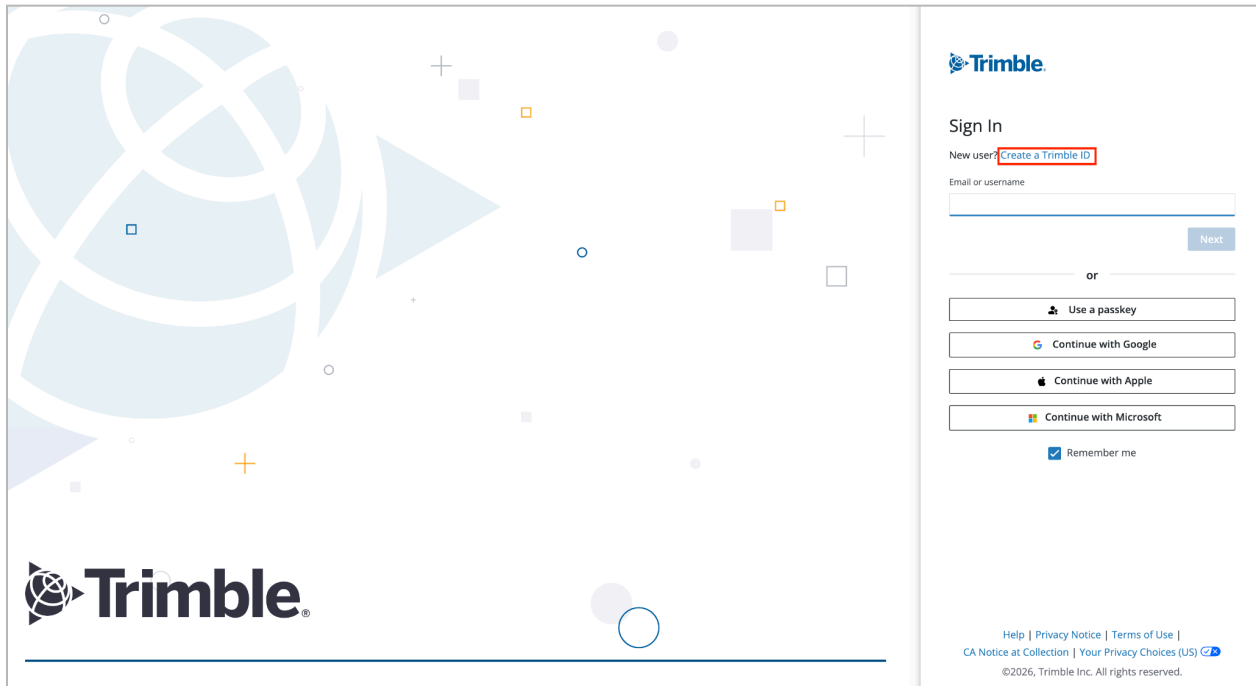
The Bid Portal page is usually accessible via your appropriate URL.

e.g. <https://gateway.app-{Server}.e-builder.net/app/bidders/>

2. Click **Create a Trimble ID**, then follow the instructions to create a new account.

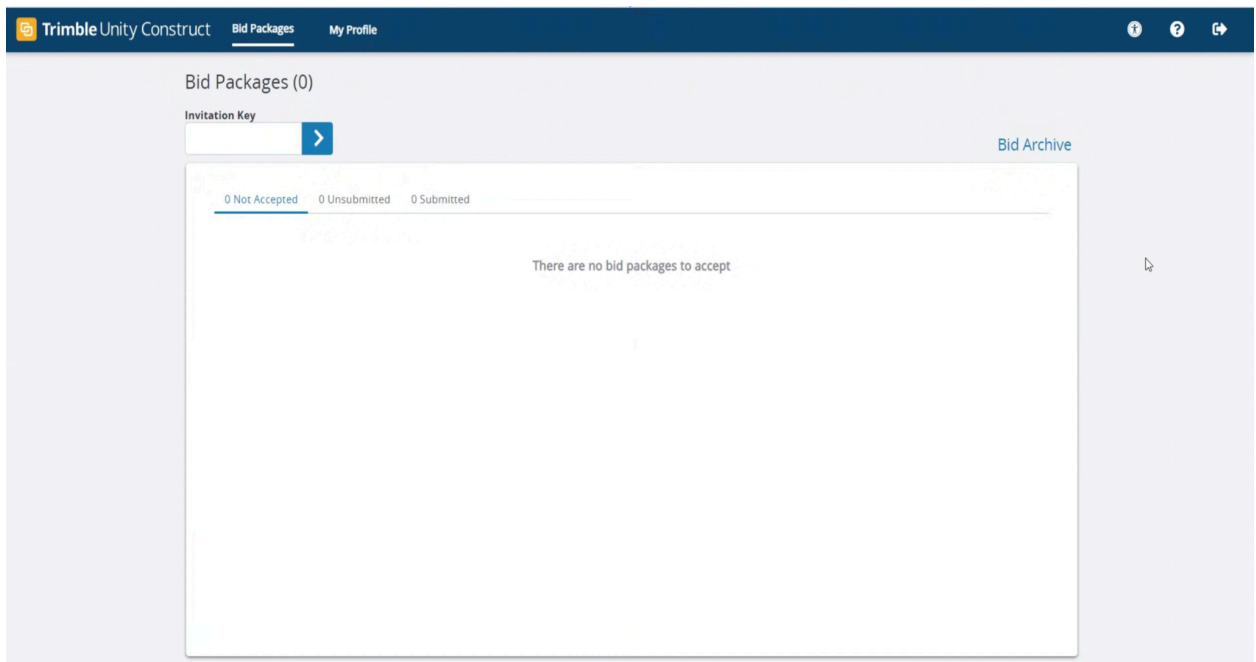
Make sure you are using the same email as in your existing Bid Portal credentials.

See [Create a Trimble ID](#) in the Trimble Account Services documentation for more details on setting up a Trimble ID.



3. Once the account is created and your identity validated, you will be directed to the Bid Portal main page.

Any previous or current bids will appear.



## 2. Private Bid Invitations

To access a private BID invitation, follow these steps:

1. **Open the Invitation:** Open your bid invitation email and locate the access link.

**Note:** If you do not have a Trimble ID account, for this email address locate the mandatory registration note and follow the steps: "You will be required to register in order to view the bid details if you do not have a Trimble ID (TID)"

2. **Access the Portal:** Click the "**Click here**" link in your email. You will be automatically redirected to the Trimble ID login page.
3. **The Matching Rule:** You must sign in to (or create) a Trimble ID using the exact email address you used to receive the invitation.
4. **Automatic Profile Linking:**
  - a. **Existing Bidders:** The system will automatically find your existing records based on your email address and link them to your new TID.
  - b. **New Bidders:** A profile will be generated for you instantly using your TID details (First Name, Last Name, and Email).

Upon successful authentication, you will be taken directly to the Bid Package Summary page.

## 3. Public Bids

To access an open opportunity through the Public Bid Gateway, follow these steps.

1. **Select Participation:** Received an email with a Public Bidding URL. Click here link will redirect to TID login page.
2. **Authenticate via TID:** You will be redirected to the TID login page.
  - a. **Existing TID Users:** Sign in with your current email and password.
  - b. **New TID Users:** Click "Create a Trimble ID" and complete the registration using your professional email.
3. **Confirm Identity:** After signing in, you will see a Confirm Public Bidder modal to finalize your profile setup.

4. **Enter the Bid:** Upon successful authentication, you will be taken directly to the Bid Package Summary page.

## 4. Submitting Your Bid (The New Process)

We have removed the requirement to re-enter your password during the final submission step to streamline the process while maintaining high security.

1. Complete your bid form and upload all required documentation as usual.
2. Click **Submit Bid**.
3. **Confirmation Modal:** A window will appear asking you to confirm your intent to submit.
4. **Verification Step:** Instead of a password, you will see your **Total Bid Value** highlighted.
5. **Action:** Type the exact numerical value shown in the highlight into the confirmation box.
6. Click **Confirm and Submit**.

## 5. Managing Your Trimble ID Profile

**To manage your TID profile:**

1. Navigate to <https://myprofile.trimble.com> and enter your email address and password.
2. From the **My Profile** page, you can manage your Trimble ID (TID) details and see the accounts you are associated with:
  - First Name and Last Name
  - Account Preferences
  - Change password
  - Change email address\*
  - Delete your Trimble Identity
  - Manage Passkey
  - Manage MFA

\* **Important:** We advise against changing your email address, as doing so will invalidate your Trimble Unity Construct login credentials.

Trimble MY PROFILE

Cancel Save

**Basic information**

First Name \* Last Name \*

Chip Construct

**Preferences**

Country or Region

Language

**Account management**

**Accounts**

Switch between your accounts to access different products and services.

**Unity Construct TID Test Account 1** Default

**Profile details**

Email

ciprian.savoiu+sso@trimble.com.test-google-a.com

[Change email address](#)

[Change Password](#)

[Delete Your Trimble Identity](#)

**Manage passkeys** [Create a passkey](#)

Sign in faster and more securely with passkeys. Passkeys replace passwords with your fingerprint, face ID, or device screen lock, making sign in simple and safe. [Learn more about passkeys](#)

For general Trimble ID guidance, please visit the Trimble ID official Help page:  
<https://help.trimble.com/en/trimble-account-services/trimble-account-services/sign-in-and-profile/getting-started-with-trimble-id>

## 6. Troubleshooting & Support

- Didn't receive a verification code? Check your SPAM folder and ensure your IT team has whitelisted [@trimble.com](mailto:@trimble.com) and [@identity.trimble.com](mailto:@identity.trimble.com).
- Account Locked? After multiple failed attempts, your account will lock for 15 minutes. You can reset your password at [myprofile.trimble.com](https://myprofile.trimble.com) to regain access faster.
- Missing Bids? Contact the project owner/administrator to verify the email address they have on file for your company.