

How to Request, Sign, and Submit an Electronic Bid Bond

This guide explains each step from requesting an electronic bid bond (eBond) from your bonding agent to submitting a verified bond with your bid.

⚠ Important: The Contract ID, Vendor ID, bid date, and other project information entered on the bond must match the information in the eBidding platform. Incorrect information may prevent the bond from being verified.

PROCESS OVERVIEW

1. Confirm you and your bonding agent are registered on Surety2000.
2. Gather the required bond information.
3. Send the information to your bonding agent and request an eBond.
4. Check which email you receive. If it is "Document Ready to Sign," sign the bond in Surety2000. If it is "Bond Execution Notice," the bond is ready for submission. Some eBidding platforms let you sign the bond with your bid.
5. Submit the bond with your bid and confirm it is verified.

Key Terms

These terms are used throughout Surety2000 and this guide.

Obligee	The public agency you are bidding to.
Principal	Your company.
Surety	The company guaranteeing the bond.
Attorney-in-Fact	Your bonding agent, authorized to execute bonds on behalf of the surety.
eBidding Platform	The software the public agency uses to receive your bid.

1

Confirm Registration

Both parties must have a Surety2000 account before an eBond can be issued.

- **Your company** — confirm you can log in to Surety2000 as the Principal. If you do not have an account, register before you request a bond. The person who will sign the bond must have their own registered Surety2000 login; a shared company account cannot be used.
- **Your bonding agent** — ask your agent to confirm their agency is registered on Surety2000 and can issue electronic bonds.

2

Gather the Required Bid Information — Exactly as It Appears in the Bid

Collect the following from the bid documents and the eBidding platform. Enter each value exactly as it appears in the bid documents or eBidding platform. Incorrect values can result in your bid being deemed non-responsive.

INFORMATION	WHAT TO PROVIDE
Obligee Name	The public agency or project owner that requires the bond.
Bond Form Required	The bid bond form specified by the obligee in the bid documents.
Contract ID  VERIFICATION CRITICAL	The project identifier in the eBidding platform (if applicable), also called the Solicitation ID, Project ID, or Letting #. Use the number you see when you submit your bid.
Project Description	The project description as it appears in the eBidding platform.
Vendor ID  VERIFICATION CRITICAL	Enter the Vendor ID required by the eBidding platform for this specific agency. BidX, Bid Express, Doc Express, and eXeVision may assign a unique Vendor ID for each public agency. Most other eBidding platforms use your FEIN with the dash (for example, 12-3456789). An incorrect Vendor ID may prevent the bond from verifying and could cause your bid to be deemed non-responsive if not corrected before the bid deadline.
Bid Percentage Required	The bid security percentage required by the obligee (for example, 5% or 10%).
Bid Date	The date bids are due.
Estimated Bid Amount	Your estimated total bid for the project.
Signor Name	The authorized representative of the company who will sign the bond, per the public agency specifications. This person must be a registered Surety2000 user, and your bonding agent must select them when creating the bond.

3

Request the eBond from Your Bonding Agent

Send all of the information from Step 2 to your bonding agent and request an electronic bid bond. You can use the Electronic Bid Bond Request Checklist on page 9. Your agent prepares and executes the bond in Surety2000.

 **Do not wait until bid day.** Request your electronic bid bond early enough to allow your bonding agent to obtain approval, prepare the bond, correct any project information if necessary, and obtain your signature when required.

 **Additional information may be required.** Your bonding agent may need more information to get approval to execute a bid bond. Provide any information your agent requests.

4

Watch for an Email from Surety2000

If you receive **Document Ready to Sign**, log in and sign the bond. If you receive **Bond Execution Notice**, your bond has already been fully executed and is ready for submission.

DOCUMENT READY TO SIGN

Document Ready to Sign

Dear Curtis Reyes,

Bid Bond **SFL0910738010** is **ready to sign**.

This email is addressed to the signor. Sign the bond in Surety2000: click the link and complete the steps below.

BOND EXECUTION NOTICE

Bond Execution Notice

Congratulations! Your bond has been successfully executed by and is now ready for submission and verification.

The bond is ready for submission. Check it for accuracy, then skip to Step 5.

1. Click the link in the email and log in to Surety2000. **The signor named on your bond request must log in with their own Surety2000 account;** the bond cannot be signed by another user. The bond is listed on your Dashboard under **Pending Signature**. Click the bond number to open it.

The screenshot shows the Surety2000 Dashboard. At the top, there are tabs for DASHBOARD, BONDS, and COMPANIES. Below the tabs, a greeting says "Good morning, David Brown". There are two main sections: "Invite User" with an "INVITE USER" button and a note "Additional users will be sent an invite by e-mail.", and "Subscription". The "Bonds" section is highlighted, showing a table of bonds under the "PENDING SIGNATURE" header. The table has three columns: BOND NUMBER, PRINCIPAL, and OWNER/OBLIGEE. Three bonds are listed, all with the principal "Atlas Construction Company Inc." and owner "North Holloworth Sanitations District (NHSD)". A mouse cursor is pointing at the first bond number, SPA2401152036.

BOND NUMBER	PRINCIPAL	OWNER/OBLIGEE
SPA2401152036	Atlas Construction Company Inc.	North Holloworth Sanitations District (NHSD)
SPA2401102094	Atlas Construction Company Inc.	North Holloworth Sanitations District (NHSD)
SPA2401101828	Atlas Construction Company Inc.	North Holloworth Sanitations District (NHSD)

Figure 1. Bonds waiting for your signature appear on the Dashboard.

⚠ Before signing: Verify the Obligee, Contract ID, Vendor ID, Project Description, Bid Date, and Bond Amount. If anything is incorrect, do not sign the bond. Contact your bonding agent.

2. Review the bond details in the General Details panel.
3. In the **Signatures** panel, click **Sign** next to your name.

General Details	Bid Bond Details
Bond number SPA2401152036	Bid Date 1/15/2024
Contractor Vendor ID 234Test	
Contract ID Test134	
Bond Amount 5% (Five Percent)	
Project description Test	
Date Created 1/15/2024 3:33 pm	

Signatures	
Attorney-in-Fact Mary Johnson	SIGNED Signed on 1/15/2024 3:36 pm
Principal David Brown	SIGN

Figure 2. Review General Details, then click Sign in the Signatures panel.

- The bond form opens for signature. Select your language and click **Get Started**.
- Follow the **Sign** marker to the Principal signature field. Click the field and place your signature where indicated.

Bond Information

BID DATE 01/15/2024	CONTRACT ID Test134	CONTRACTOR VENDOR ID 234Test
PROJECT DESCRIPTION Test		
AMOUNT OF BID SECURITY 5%	AMOUNT OF BID SECURITY-SPELLED OUT Five Percent	
BOND ENTERED AND EXECUTED BY Mary Johnson		ATTORNEY-IN-FACT SIGNATURE <i>Mary Johnson</i>
PRINCIPAL Required Place your signature.	TITLE CTO	

Signature Field

Sign

Figure 3. The Sign marker points to the required Principal signature field.

- When all required fields are complete, review the document and click **Finish**. The bond status changes to **Executed**.

Bond Information

BID DATE 01/15/2024	CONTRACT ID Test134	CONTRACTOR VENDOR ID 234Test
PROJECT DESCRIPTION Test		
AMOUNT OF BID SECURITY 5%	AMOUNT OF BID SECURITY-SPELLED OUT Five Percent	
BOND ENTERED AND EXECUTED BY Mary Johnson		ATTORNEY-IN-FACT SIGNATURE <i>Mary Johnson</i>
PRINCIPAL David Brown	TITLE CTO	
PRINCIPAL SIGNATURE <i>David Brown</i>		

Finish

You've completed all required fields. Review your document and click Finish.

Figure 4. After you sign, click Finish to complete the bond.

Submit the Bond with Your Bid

How does your eBidding platform accept the bond?

Does the platform ask for a Surety2000 Bond ID?

→ [FOLLOW OPTION A](#)

Does the platform ask you to upload the bond document?

→ [FOLLOW OPTION B](#)

A. Integrated eBidding platform

If the eBidding platform is integrated with Surety2000, enter the **Surety2000 Bond ID** (the bond number, for example SPA2401152036) in the bid bond field of the platform to verify the bond.

The screenshot displays the 'Bid Bond' interface for the bond number SPA2401152036, which is marked as 'EXECUTED'. At the top right, there are buttons for 'VIEW BOND (PDF)' and 'DOWNLOAD'. The interface is divided into several sections:

- Principal:** Name: Atlas Construction Company Inc., Address: 456 Elm Street, P.O. Box 19576, Raytown, MO 64133. A 'VIEW DETAILS' link is present.
- Power of attorney:** Underwriting company: Luna Financial Group, Max Bond Amount: \$500,000.00. A 'VIEW DETAILS' link is present.
- Obligee:** Name: North Holloworth Sanitations District (NHSD), Address: 1200 Pennsylvania Avenue NW, Pittsburgh, PA 18934. A 'VIEW DETAILS' link is present.
- General Details:** Bond number: SPA2401152036, Contractor Vendor ID: 0047500.
- Bid Bond Details:** Bid Date: 1/15/2024.

Figure 5. The Bond ID appears next to the bond title. View Bond (PDF) and Download are at the top right.

⚠ Final Step — Confirm the Bond Is Verified

- Before submitting your bid, confirm that the eBidding platform shows the Surety2000 bond as **Verified**.
- **Do not submit your bid until the bond has been successfully verified.**
- If it does not verify, contact Surety2000 before the bid deadline:

📞 1-800-660-3263

💬 Click **Live Chat** on the Surety2000 website

✉ help@surety2000.com

B. Platform requires a PDF upload

1. Open the executed bond in Surety2000. Click **View Bond (PDF)** to review it.
2. Click **Download**. Surety2000 downloads a Zip file that contains the bond PDF and its attachments.
3. Save the file to your computer.
4. Upload the Surety2000 bond package exactly as instructed by the eBidding platform. **Do not edit, rename, modify, or recreate any of the bond documents.**

 **Before submitting your bid**, confirm the Surety2000 bond package is attached in the eBidding platform.

Match. Verify. Submit.

1 MATCH

Enter project information exactly as shown in the bidding platform.

2 VERIFY

Review the completed bond and confirm it verifies electronically.

3 SUBMIT

Submit the verified bond with your bid.

Electronic Bid Bond Request Checklist

Complete this form and send it to your bonding agent to request an eBond. Enter each value exactly as it appears in the bid documents or eBidding platform.

CONTRACTOR (PRINCIPAL)

Company Name

Bond Signature Name

Email

Phone

BOND INFORMATION



Contract ID and Vendor ID are critical for bond verification in the eBidding platform.
Inaccurate bond information can result in your bid being deemed non-responsive.

Obligee Name

Bond Form Required

Contract ID  **VERIFICATION CRITICAL**

Vendor ID  **VERIFICATION CRITICAL**

Project Description

Bid Percentage Required

Bid Date and Time

Estimated Bid Amount

eBidding Platform

Frequently Asked Questions

Common questions from contractors about electronic bonds.

Do I need to register with Surety2000?

Yes. Contractors must have an active Surety2000 subscription to receive and submit electronic bonds. Registration is quick and ensures your bonds are securely delivered and verified by obligees.

How do I get started?

Register for an account and work with your bonding agent to request your bond. Once your agent issues the bond, you receive it electronically. If you receive a Document Ready to Sign email, sign it in Surety2000; if you receive a Bond Execution Notice, it is ready to submit.

Do I need to change my bonding agent or surety company?

No. You can continue working with your existing bonding agent and surety company. Surety2000 works with all major surety companies across the U.S.

How do I request an eBond?

Request your eBond through your bonding agent as you normally would. Be sure to include the following additional information:

- **Contract ID** (also called the Solicitation ID, Project ID, or Letting #) — must match exactly as it appears in the eBidding platform.
- **Vendor ID** — the Vendor ID required by the eBidding platform for this agency. BidX, Bid Express, Doc Express, and eXeVision may assign a unique Vendor ID for each public agency; most other platforms use your FEIN with the dash. Contact the agency or eBidding platform if you are unsure which number to provide.

Once approved, your agent issues the bond through Surety2000 and delivers it electronically, ready for submission.

How long does it take to receive an eBond?

Typically within minutes after surety approval. You receive your bond electronically, with no waiting for printing, mailing, or delivery.

What types of eBonds can I receive?

Surety2000 supports all major contract bond types, including bid bonds, performance bonds, payment bonds, and maintenance bonds, all delivered through one secure platform.

How do I submit my eBond with my bid?

If the eBidding platform is integrated with Surety2000, enter the Surety2000 Bond ID (Option A in Step 5). Otherwise, upload the Surety2000 bond package exactly as downloaded (Option B). Review the bid specifications for specific instructions, and confirm the bond is verified before you submit your bid.

Frequently Asked Questions (continued)

Can I print and scan my eBond?

No. Printing and rescanning the bond invalidates its digital security features and can result in your bid being deemed non-responsive. Always submit the original electronic file provided through Surety2000.

What happens if I submit the eBond incorrectly?

Submitting an altered, renamed, or scanned version may prevent the bond from verifying and can result in your bid being deemed non-responsive. To avoid issues, always use the original electronic bond file.

What happens after I am awarded a contract?

Your bonding agent can issue your payment and performance bonds through the same platform, with no additional setup required. Review the award document to confirm the public agency accepts payment and performance bonds electronically. If it does not, contact Surety2000 for help setting this up with the public agency.

Can my payment and performance bonds be recorded electronically?

Yes. In supported areas, bonds can be submitted directly to the county for eRecording and returned as an eCertified document.

Need Help?

The Surety2000 support team can help with account registration, obtaining eBonds, and submitting eBonds to public agencies.

 **1-800-660-3263**

 **help@surety2000.com**

 **surety2000.com/contractors**