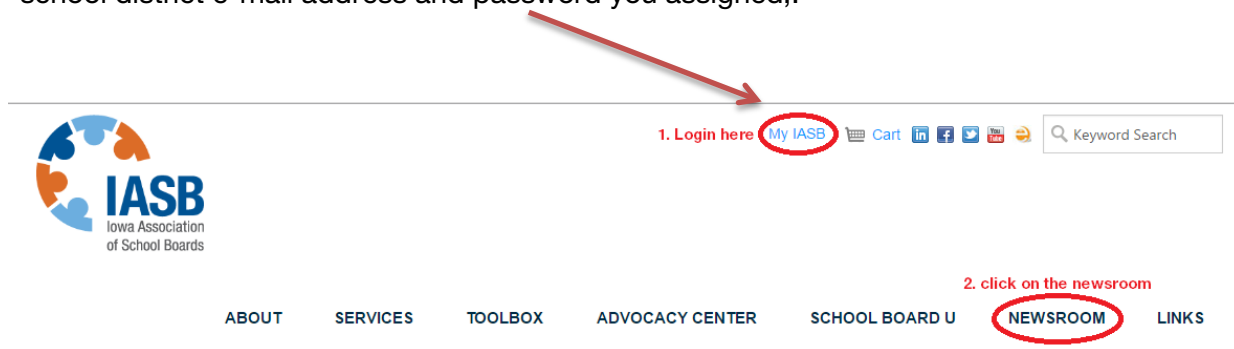




Notice to Bidders Posting Instructions

Step 1: Go to www.ia-sb.org and login to **MY IASB** the members-only login page, using your school district e-mail address and password you assigned,.



Step 2: Hover over the **NEWSROOM** tab **OR** click the **NEWSROOM** tab.

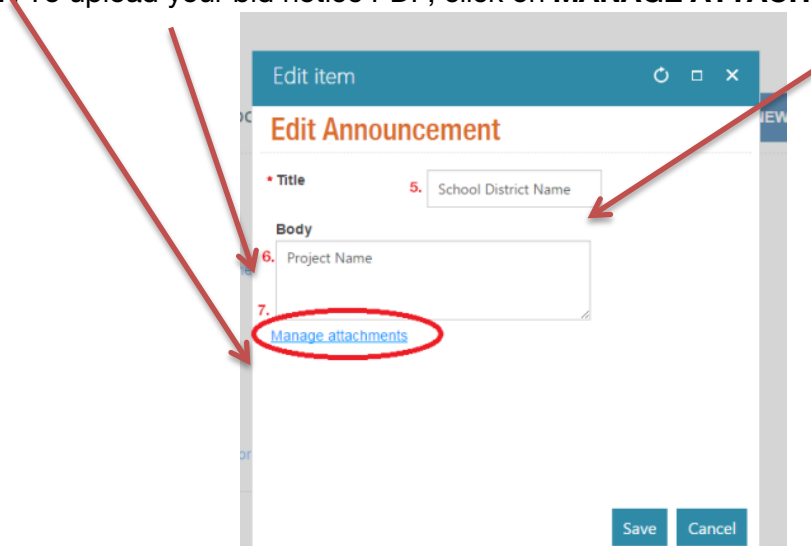
Step 3: Select **NOTICE TO BIDDERS** from the dropdown menu **OR** if you are on the **NEWSROOM** landing page, click on the link to submit your bid notice.



Step 5: For the **TITLE**, enter the name of your school district, AEA or community college.

Step 6: In the **BODY**, type the name of the project, a brief description, name and e-mail address of the person posting the notice.

Step 7: To upload your bid notice PDF, click on **MANAGE ATTACHMENTS**



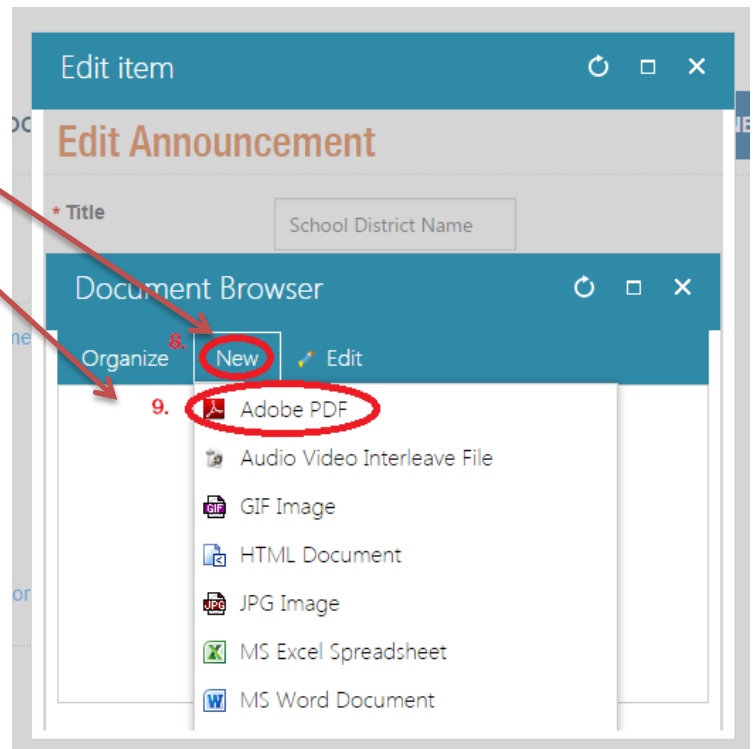


Notice to Bidders Posting Instructions

Step 8: Select **NEW**

Step 9: Select **ADOBE PDF**

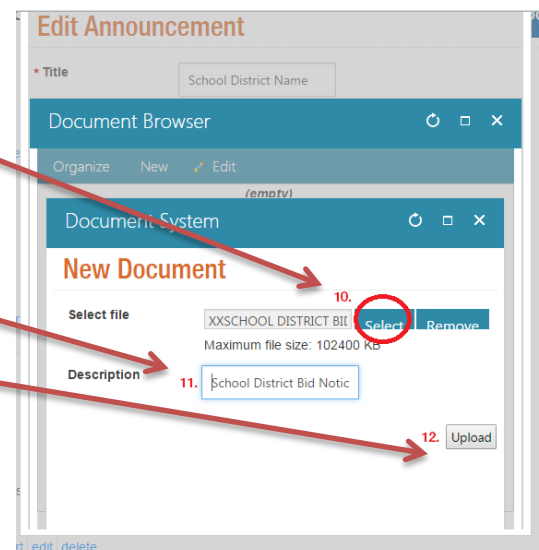
PLEASE NOTE: You should only be posting the "Notice to Bidders" legal document (2-3 pages), **NOT** the entire bid project.



Step 10: **SELECT** the bid PDF from your computer.

Step 11: Add a **DESCRIPTION**, i.e. name of document.

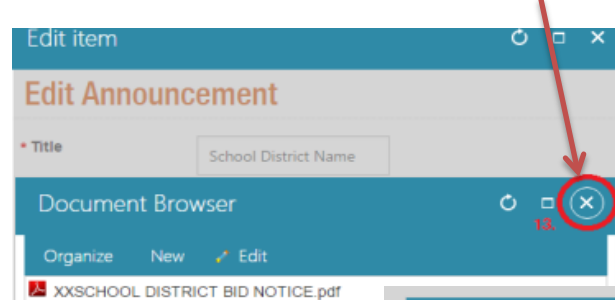
Step 12: Select **UPLOAD**.



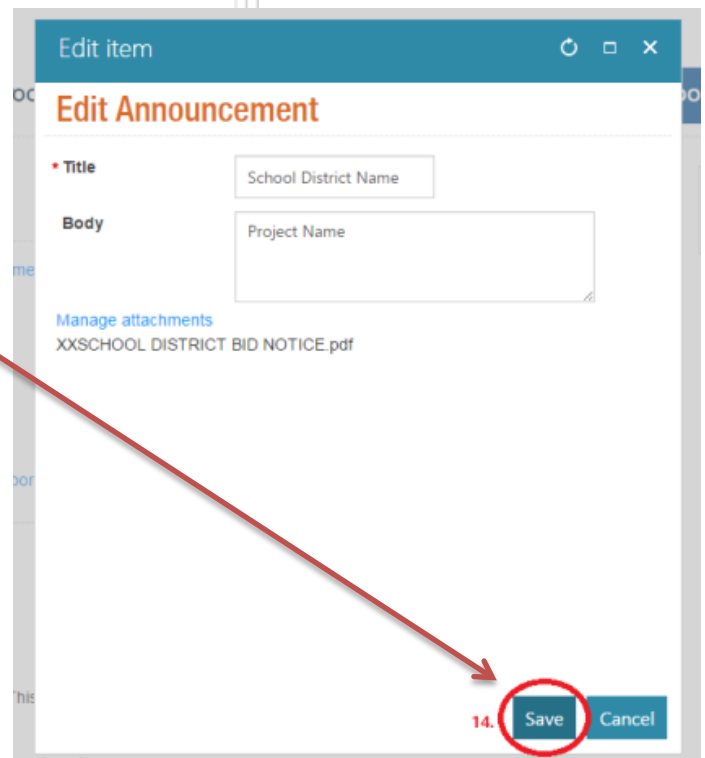


Notice to Bidders Posting Instructions

Step 13: Ensure that the correct document was selected and **EXIT** the document browser.



Step 14: **SAVE** your bid notice submission.



Step 15: **REVIEW** your post to ensure accuracy. If you see you need to make changes click on the **EDIT** button.

Step 16: Final, but **most important step:** **TAKE A SCREENSHOT FOR YOUR RECORDS!**

- To take a screenshot on a **PC**, press your print screen button or hold down ctrl + shift + prt scr. Simply open the program that you want to paste the image into and press Ctrl + V. Then **SAVE AS**.
- To take a screenshot on a **Mac**, hold command + shift + 3 (*the screenshot will save as a PNG file on your desktop*).