

eBonds Form Submission Instructions

Revised April 2022

To complete an form, go to: seubert.com/client-area/ebonds

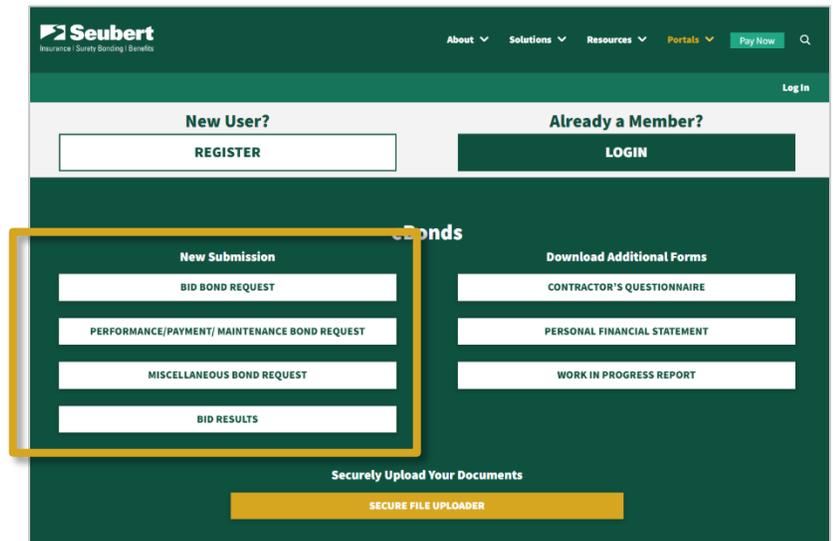
- **Note:** You can navigate to this page from anywhere on the Seubert site by going to the **Portals** menu dropdown and selecting **eBonds**



Web-based Forms:

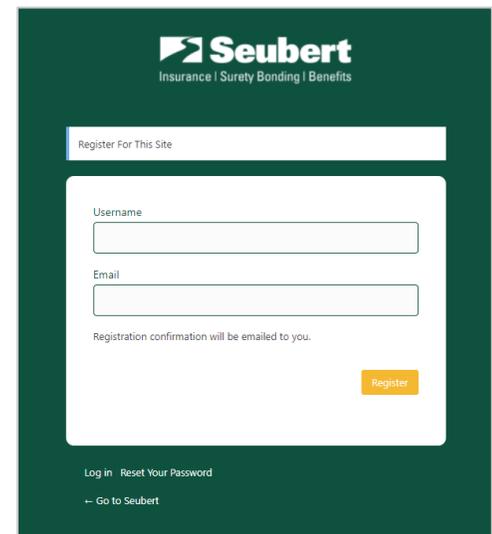
- **Bid Bond Request**
- **Performance/Payment/Maintenance Bond Request**
- **Miscellaneous Bond Request**
- **Bid Results Forms**

1. **Click** on the desired form
2. **Fill in** your information
3. Click the **Submit** button
4. You'll receive a **confirmation email** from ebonds@seubert.com that contains a complete record of the submission



Registered Users

- Register once and your contact information, along with your company's information, will pre-populate on all future web-based forms.
 1. To register, **click Register** at the top of the [eBonds page](#)
 2. Create a **Username** and enter your **Email** (we recommend using your email address as your username)
 3. A confirmation will be emailed to you from ebonds@seubert.com, click the link provided to securely set a password (please note that you may create your own password, or have one generated for you)
 4. Click **Login** and you will be brought to your personalized **eBonds Dashboard** to complete a new request



Navigating Your Dashboard

- As a registered user, you will be able to see tables of your past submissions, as well as edit your company details. To access these tables, scroll to the bottom of the **eBonds Dashboard** until you see **Your Submissions**.

Your Submissions

Bid Bond Requests

Displaying 1 - 1 of 1

Submission #	Date Submitted	Contractor	Obligee	Job Title & Description	Bid Date	Duplicate	Convert to Bid Results	Convert to PPM Bond
BBR00091	04/29/2022	ABC Company	Test Obligee	Test Job	04/30/2022	Duplicate	Bid Results	PPM Request

Adding/Editing Your Company Profile

- To conveniently store basic company information as a registered user, scroll to the bottom of your **eBonds Dashboard**, and click the yellow button to edit your details.

Your Company Profile

Please note that blank fields are missing information. To update, click the button below scroll down "Edit Your Details."

Username:	jdascanio@seubert.com
User Email:	jdascanio@seubert.com
First Name:	Jenna
Last Name:	Dascanio

Company 1 Details

Edit Your Details

CLICK HERE TO ADD, EDIT, OR DELETE A PROFILE

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Seubert
Account Management

Profile

New Password Set New Password

Sessions Log Out Everywhere Else

You are only logged in at this location.

Additional Personal Info

Company Name
Please enter your Company's Legal Name

Contractor - Contact Person
Please enter your Contractor - Contact Person

Contractor - Address
Please enter your Contractor - Address

1. Click on the yellow button, a new window will open
2. Enter or edit your information and click **Save**, and close the window
3. Navigate back to your **eBonds Dashboard** and your details are now available to use

Applying a Company Profile

1. Click on your desired form from your **eBonds Dashboard**
2. Select **"Use Existing Company"** at the top of the form
3. A dropdown will appear, click on the company you want to use, and your information will populate

Contractor Information

New Company or Existing Company? (Required)

Add a New Company

Use Existing Company

Name Contact

Address (Required)

Convert Existing Bid Bond Request

- Once you are a registered user, you also have the option to retrieve a previously submitted Bid Bond Request Form for up to 90 days.
 1. Make sure you are **logged in**
 2. Scroll to the bottom of your **eBonds Dashboard** and locate the desired Bid Bond Request
 3. Select to either convert your submission to a **Bid Results Form** or **PPM Bond Request**, and your bid information will populate

Your Submissions

Bid Bond Requests
Displaying 1 - 1 of 1

Submission #	Date Submitted	Contractor	Obligee	Job Title & Description	Bid Date	Duplicate	Convert to Bid Results	Convert to PPM Bond
BBR00091	04/29/2022	ABC Company	Test Obligee	Test Job	04/30/2022	Duplicate	Bid Results	PPM Request

- **Tip:** Use the “Page Size” dropdown to show more of your past submissions.

Duplicate Previous Bid Bond Request

- Additionally, as a registered user, you have the option to duplicate a previously submitted Bid Bond Request Form for up to 90 days.
 1. Make sure you are **logged in**
 2. Scroll to the bottom of your **eBonds Dashboard** and locate the desired Bid Bond Request
 3. Select **Duplicate**, and the details of your bid information will populate in to a new **Bid Bond Request**

Tech Support

- If you are having any difficulties with our eBonds system, please reach out to **Wendy Bright**, Director or Surety Operations, at wbright@seubert.com or **412-223-1419** or contact **412-734-4900** to be connected.
- For optimal performance, we recommend utilizing [Chrome](#), [Firefox](#), [Safari](#), or [Edge](#).

If you have any questions or concerns, please contact any member of the **Seubert Bond Team** for help.