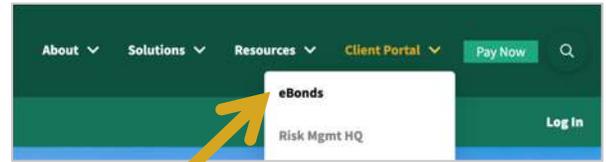


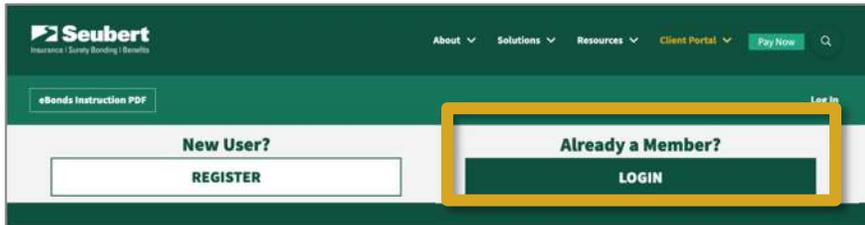
eBonds Dashboard Guide (Registered Users Only)

Revised March 2023



Start by logging in at: seubert.com/client-area/ebonds

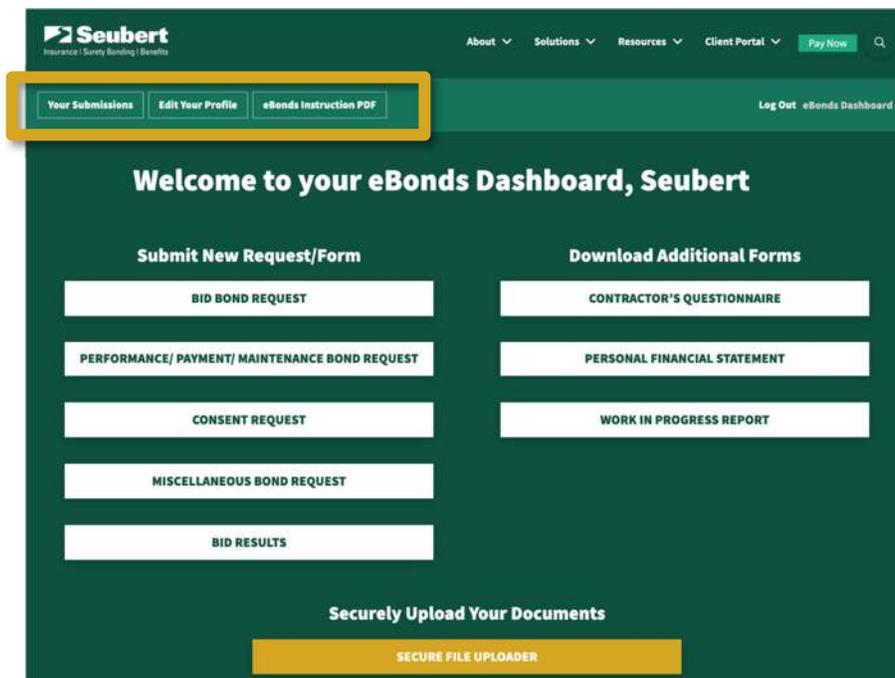
- **Tip:** We recommend saving our page (seubert.com/client-area/ebonds) as a favorite on your preferred browser
- You can get to this page from the **Client Portal** menu dropdown and selecting **eBonds**



- If you forget your password or need to change it, go to the Registered Users login screen and select **Reset Your Password** (or [click here](#))

Navigating Your Personalized Dashboard

- At the top of your personalized eBonds Dashboard, you will see three buttons:
 1. **Your Submissions** = table of your past submissions with **ability to convert requests**
 2. **Edit Your Profile** = ability to update or modify your user information
 3. **eBonds Instruction PDF** = quick access to these instructions



New Submissions

1. **Click** on the desired form:
 - **Bid Bond Request**
 - **Performance/Payment/Maintenance Bond Request**
 - **Consent Request**
 - **Miscellaneous Bond Request**
 - **Bid Results**
2. **Fill in** your information
3. Click **Submit**
4. You'll receive a **confirmation email** from ebonds@seubert.com that contains a complete record of the submission

Editing Your Company Profile

- o To add, edit or delete basic company information, click **Edit Your Profile** at the top of your eBonds Dashboard (or you can scroll until you see **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

Clicking the button above will open a new window to edit details. After you've saved your changes, you can refresh this page to view any updates.

Account Management

New Password [Set New Password]

Sessions [Log Out Everywhere Else]
You are only logged in at this location.

Additional Personal Info

Company Name [ABC Company]
Please enter your Company's Legal Name

Contractor - Contact Person [Wendy Bright]
Please enter your Contractor - Contact Person

Contractor - Address [123 Any Lane]
Please enter your Contractor - Address

1. Click on the gold button and a new window will open containing your Profile page
2. Enter or edit your information and click **Update Profile**, and then close the window
3. Refresh your **eBonds Dashboard** page to see the changes made to your Company Profile

Select 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

Select an Option [v]
 Select an Option
 ABC Company
 XYZ Company
 Address (Required)

Convert Existing Bid Bond Request to submit Bid Results or Request Performance/Payment/Maintenance Bond

- You can retrieve a previously submitted Bid Bond Request Form for up to 90 days
 1. Make sure you are **logged in**
 2. Click on the **Your Submissions** button at the top 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

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

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

Duplicate a Previous Bid Bond Request

- You also 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 to a new **Bid Bond Request**

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

- **Tip:** Use this feature if you are submitting multiple bids to a particular Obligor
- **Important Reminder:** Remember to update the **Contract Estimate, Job Title & Description, and any other applicable field before you submit!**

Convert a Performance/Payment/Maintenance (P/P/M) Bond Request to a New Consent Request

- You can also convert a previously submitted P/P/M Bond Request Form
 1. Make sure you are **logged in**
 2. Scroll to the bottom of your **eBonds Dashboard** and locate the desired P/P/M Bond Request
 3. Select **Consent Request**, and the details of your P/P/M Bond Request will populate the **Consent Request**

Performance/Payment/Maintenance Bond Requests					
Displaying 1 - 1 of 1					
Submission #	Date Submitted	Contractor	Obligee	Project Name	Convert to Consent
PPM00029	04/29/2022	Houdini's Magical Construction Co.	State of West Virginia	Renovations to Camp Dawson Regional Training Institute	Consent Request

Tech Support

- If you are having any difficulties with our eBonds system, please reach out to **Wendy Bright**, Director of Surety Operations, at wbright@seubert.com or **412-223-1419** or **412-734-4900**.
- To ensure timely delivery of emails, we also recommend you add ebonds@seubert.com to your safe sender list

If you have any questions or concerns, please contact any member of the [Seubert Bond Team](#) for help.