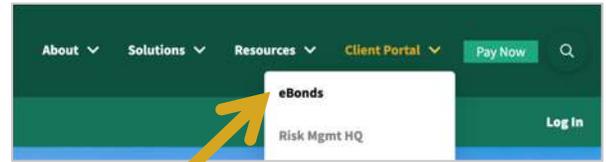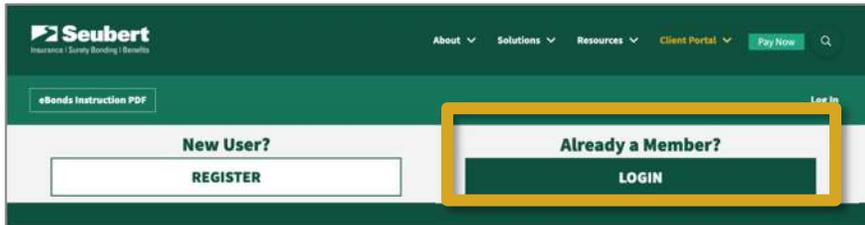# eBonds Dashboard Guide (Registered Users Only)

Revised March 2023

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

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

- o 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

- o 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
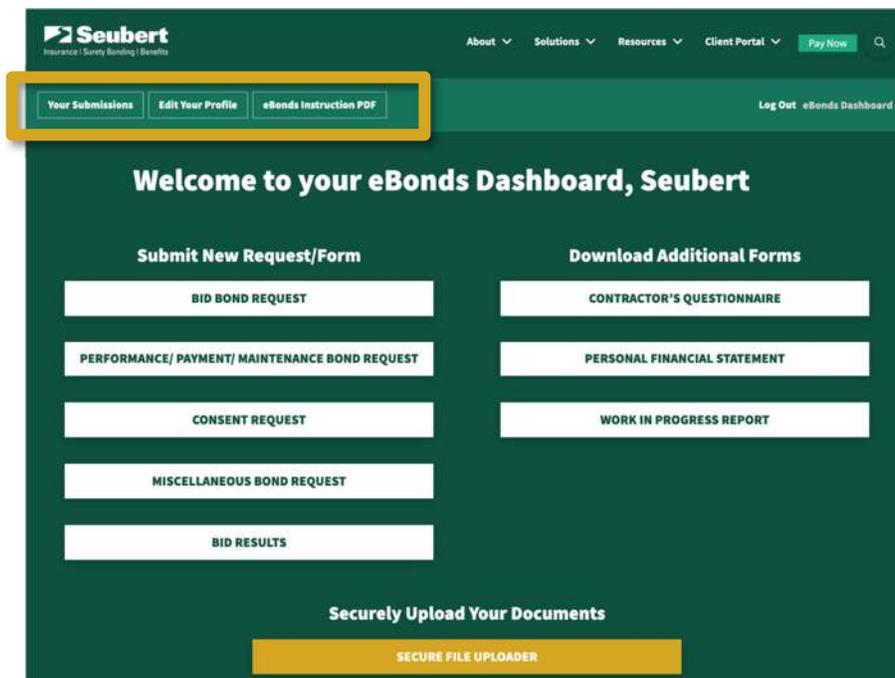
New Submissions

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**)

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

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

- o 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

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

Duplicate a Previous Bid Bond Request

- o 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**

- o **Tip:** Use this feature if you are submitting multiple bids to a particular Obligee

- o **Important Reminder:** Remember to update the Contract Estimate, Job Title & Description, and any other applicable field <mark>before you submit</mark>!

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

- o 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

- o 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**.

- o 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.