



User Guide

What is BidScout? Background/Introduction

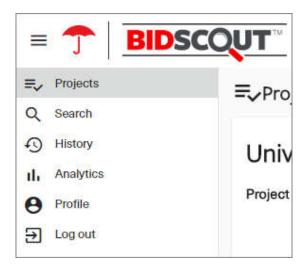
For Contractors – BidScout is a web portal designed to help contractors bid smarter and faster by identifying project opportunities based on a contractor's individual preferences and improving the bond request workflow.

Based on your company's location, type of work and profile preferences, BidScout identifies potential projects and presents them in an informative manner with related analytics. As a result, you will be able to make more informed decisions about which projects to bid. Once you've identified a project to bid, you can complete the bond request online.

For Agents - BidScout is a tool created to provide you with a smoother bond request workflow. You will receive detailed electronic bond requests, as well as timely bid results for projects identified in BidScout. More functionality is planned for the future.

Navigation

The navigation menu is located on the left side of the page. From there, you can navigate to different areas of the site. If you wish to minimize the navigation menu, click on the three horizontal lines located beside the Travelers umbrella.



Profile

Profile contains the following sections – Personal Information, Agency Contacts, Preferences, and Operating Territory.

Personal Information

In addition to the company name, the user's name and email address are listed here. Please contact your agent or Travelers underwriter if changes are needed.



Address Book

Under Address Book, for now you can add, edit, or delete contacts by clicking on "Change". Click on to add a contact, including the contact's first and last names, email address, and phone number. Click on to delete a contact. After adding or deleting a contact or making any other changes to the profile, be sure to click Save Changes at the top or bottom of the page.

Preferences

Your preferences determine which projects are displayed in the Projects page as well as the default for the Marketplace Analytics. By clicking the Change button on the right side of the page, you can modify Job Size, Owner Types, and Project Types.



Job Size

Job Size is the estimated project value. Initially, the minimum Job size will be set to \$0 (zero dollars), and the Maximum Job Size will be Unlimited.

Owner Types

Owner Types are split into four categories: Private, State/Provincial Government, Federal/Military, and Local Government. Initially, <u>all</u> Owner Types are selected by default. Select or deselect the Owner Types to adjust which projects appear in the Projects page.

Project Types

Project Types are broken into the following categories: Civil and Utilities, Transport, Residential, Commercial, Community, Industrial, Educational, Government, and Medical. Initially, all Project Types are selected by default. You can select/deselect the Project Types or use the search bar to look for a Project Type in the list.

Operating Territory

Operating Territory is a map showing the regions in which your company is currently or has been operational. The Operating Territory defaults to locations of your prior