

Seubert eBonds Instruction Guide

Click on a topic or page number to quickly jump to a specific section

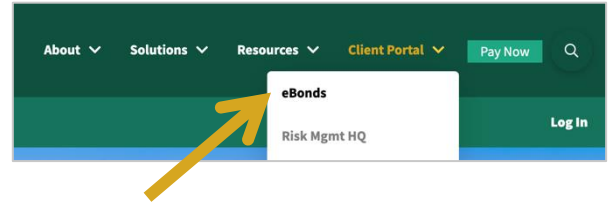
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Accessing Seubert's eBonds Portal

Our custom eBonds submission portal can be accessed online from any smart device.

To access our portal, navigate to: seubert.com/client-area/ebonds



- You can get to this page through the **Client Portal** menu dropdown and selecting **eBonds**
- **Tip:** Save or bookmark our page (seubert.com/client-area/ebonds) as a favorite on your preferred browser
 - For optimal performance, we recommend utilizing [Chrome](#), [Firefox](#), [Safari](#), or [Edge](#)

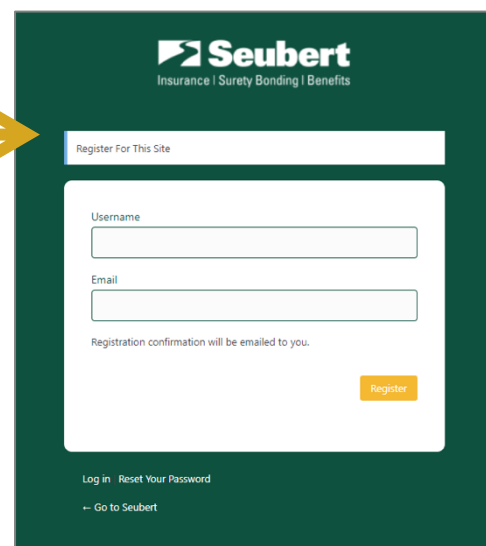
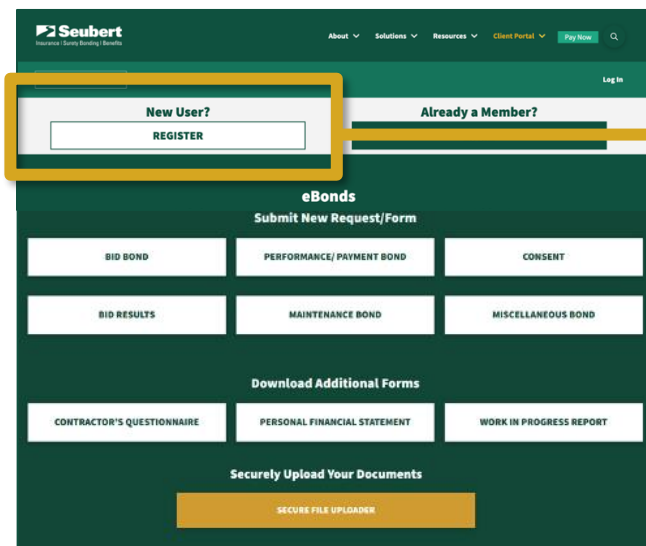
Becoming a Registered eBonds User

Registered User Benefits

- Select a Company Profile for bond request/bid results submissions
- View lists of your submissions
- Duplicate a Bid Bond Request
- Convert a Bid Bond Request into Bid Results or Performance/Payment Bond Request
- Convert a Performance/Payment Bond Request into a Maintenance Bond Request or Consent Request
- Convert a Maintenance Bond Request into a Consent Request
- Convert a Consent Request into a Maintenance Bond Request

Start Your Registration

1. 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 email will be sent from ebonds@seubert.com, click the link to securely set a password
4. Click **Login** and you will be redirected to your personalized **eBonds Dashboard**



How to Reset Your Password

Resetting Your Password

- 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](#))
- Enter the **email address** associated with your eBonds account and click **Get New Password**
- You will receive an email message with instructions on how to reset your password



Additional Information

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 call her at **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
- For optimal performance, we recommend utilizing [Chrome](#), [Firefox](#), [Safari](#), or [Edge](#)

Office Closures & Alerts

- Office closures and other important announcements will be communicated at the top of our eBonds Dashboard pages for all users
- Occasionally, a member of Seubert's Surety Bonding Leadership Team will reach out via email to share important information and alerts – if you ever have a question about a communication you've received, please feel free to reach out to a member of your Service Team or call our main reception line at 412-734-4900

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

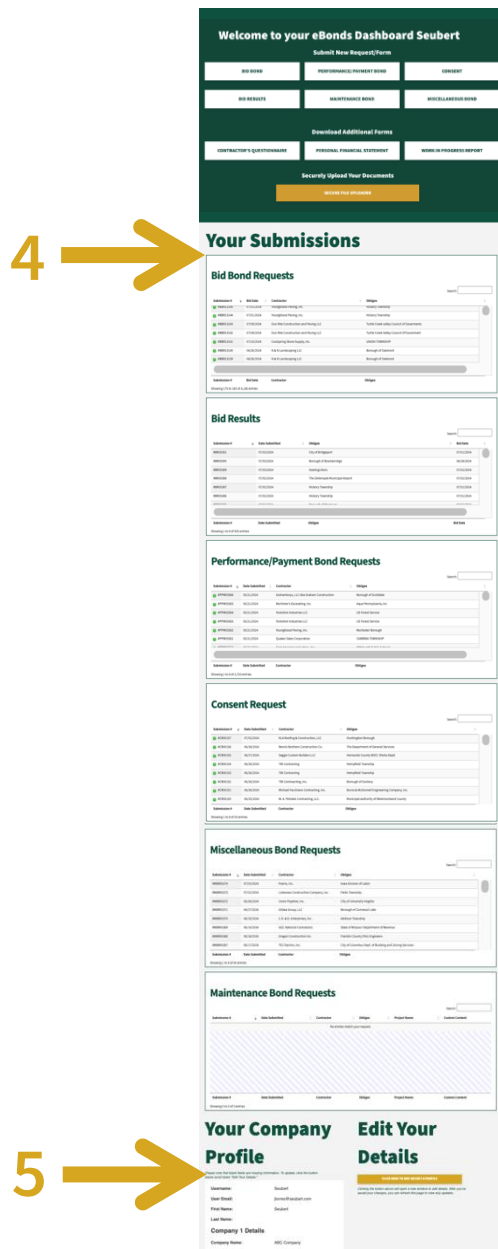
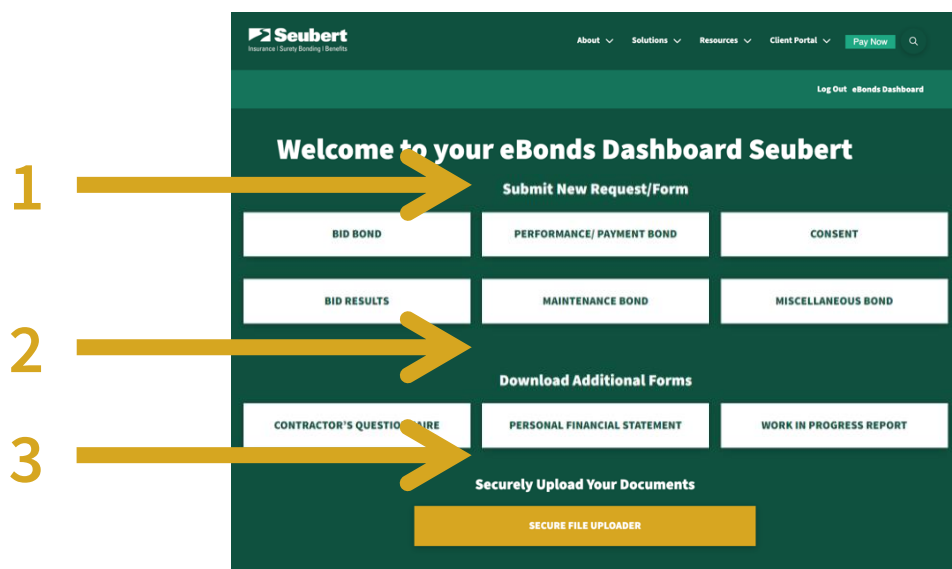
eBond Registered Users Dashboard Guide

Logging in as a Registered User

- Navigate to our portal at: seubert.com/client-area/ebonds
- Click **Login** under “Already a Member?” and enter your credentials

Navigating Your Personalized Dashboard

- Your eBonds Dashboard is broken down into five sections:
 1. **Submit New Request/Form**
 2. **Download Additional Forms**
 3. **Securely Upload Your Documents**
 4. **Your Submissions**
 5. **Your Company Profile**



Entering a New Submissions

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

Adding/Editing Your Company Profile

- To add or edit basic company information, scroll below your eBonds Dashboard and the Your Submissions section, and click **Edit Your Profile** towards the bottom of the page

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

Account Management
New Password: Set New Password
Sessions: Log Out Everywhere Else
Additional Personal Info
Company Name: ABC Company
Contractor - Contact Person: Wendy Bright
Contractor - Address: 123 Any Lane
Contractor - City: Pittsburgh

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

Utilizing a Company Profile

- Click on your desired form from your **eBonds Dashboard**
- Select **"Use Existing Company"** at the top of the form
- A drop-down 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
 Select an Option
 ABC Company
XYZ Company
Address (Required)

Accessing a Previous Submission (Duplicate or Convert)

- Our portal will retain your submissions for varying durations, depending on the type of request/form
- Registered users can easily duplicate, convert, or submit a supplemental request on past submissions
- See the breakdown below for details on each type of submission:

Submission Type	Historical Access	Actions Available After Submission
Bid Bond Requests	180 days	<ul style="list-style-type: none"> • Duplicate (Tip: ideal for multiple bids to the same Obligee) • Convert to Bid Results • Convert to Performance/Payment Bond Request
Bid Results Form	90 days	<ul style="list-style-type: none"> • N/A
Performance/Payment Bond Requests	3 years	<ul style="list-style-type: none"> • Convert to Consent Request • Convert to Maintenance Bond Request
Maintenance Bond Requests	90 days	<ul style="list-style-type: none"> • N/A
Consent Requests	1 year	<ul style="list-style-type: none"> • Convert to Maintenance Bond Request • Convert to an additional Consent Request
Miscellaneous Requests	90 days	<ul style="list-style-type: none"> • N/A

- To take advantage of this feature, make sure you are **logged in** to Seubert’s [eBonds portal](#)
 1. Scroll to the “**Your Submissions**” section of your dashboard, locate the desired request, and click on the green plus sign icon (“+”) next to the Submission Number
 - **Tip:** Use the search bar to locate a past submission quickly, or filter by a particular heading
 2. Select an available action from the drop-down, and your previously submitted information will populate
- **Important Reminder: Update all applicable fields before you submit!**

The screenshot shows the 'Your Submissions' dashboard. At the top right, there is a search bar with the text 'Test' and a magnifying glass icon. Below the search bar is a table titled 'Bid Bond Requests' with columns for Submission #, Bid Date, Contractor, and Obligee. The first two rows of the table are highlighted. The first row has a green plus icon next to the submission number #BBR11627. Below the table, there is a section for 'Job Title & Description' with the text 'Test' and 'Date Submitted 04/17/2024'. Below this, there is a dropdown menu with three options: 'Duplicate', 'Convert to Bid Results', and 'Convert to Performance/Payment Bond Request'. Three yellow arrows point to these options. At the bottom of the table, there is a row for submission #BBR11621. The footer of the table indicates 'Showing 4 to 12 of 24 entries'.