CONNEX SIGN UP OR LOGIN

In order to download plans and proposals and for electronic bidding with BidVault, a ConneX login on the eGram website at
https://egram.co.scott.mn.us
is required.

For additional information contact:

Program Specialist
Scott County
Transportation Services Division
600 Country Trail East
Jordan, MN 55352
Office: (952) 496-8043
Email:
transportation@co.scott.mn.us

Helpful web addresses:

ConneX: https://connex.mn.uccs.com
eGram: https://egram.co.scott.mn.us

Rev 1/3/19

CONNEX
SIGN UP OR LOGIN

for Scott County
Transportation Services Division
Construction Projects

Scott County
Transportation Services Division
600 Country Trail East
Jordan, MN 55352

CONNEX SIGN UP OR LOG IN OVERVIEW

Contractors and consultants can use ConneX to manage their own company details, user accounts, passwords and eApproval PINs from a central location. Contractors and consultants can then use this information to request access to local government agencies they work with. In order to download plans and proposals and for electronic bidding (with BidVault) on the eGram website, a ConneX login is required.

SIGN UP

TO SIGN UP IF YOUR ORGANIZATION DOES NOT ALREADY HAVE AN ACCOUNT CREATED

Go to https://connex.mn.uccs.com. Click on Sign Up to create an organization and sign up for a user account **if your organization does not already have an account** created. Follow the guided interface to set up an account/organization and read the notes under each step for extra information or guidance. Note: The initial person to sign up for your organization automatically becomes the founder (see Who is the Founder of an Organization) section.

TO SIGN UP IF YOUR ORGANIZATION ALREADY HAS AN ACCOUNT CREATED

If your organization already has an account created, you will just need to sign up to "join" your organization and get a user account. Note: The initial person to sign up for your organization automatically became the founder (see Who is the Founder of an Organization) section.

ACCOUNT REQUEST ACCEPTANCE E-MAIL

An automatic e-mail will be sent from notifications@connex.mn.uccs.com when/if your request has been approved. You will receive a separate email from each County/City e-Gram server request.

MANAGE ACCOUNT INFORMATION

MY ACCOUNT

Log into your account using your User ID and password and click on the My Account tab to edit your details. Note: You cannot change your user ID or user account name. All other user account information can be changed.

MY ORGANIZATION

Log into your account and click on the My Organization tab to edit organization details. Note: If security is turned "ON", not all users will have access to this tab (see Manage Users) section.

MANAGE eGRAM REQUESTS

Send requests for access to eGram servers. The request status will change to 'pending' after a request has been sent, and 'approved' once the eGram owner approves the request. Note: Your company does NOT need to resend the request if additional users are added or changes are made. Once a request is approved, it will be approved for anyone that logs on in your organization.

WHO IS THE FOUNDER OF AN ORGANIZATION

The founder is the person/user account who initially created the organization on ConneX. This person also has administrative rights and can add and approve additional user accounts for the organization, as well as perform other administrative tasks. The founder may not be removed from the organization; however the founder may pass this designation to another user account within your organization (see Deleting an Organization) section.

MANAGE USERS

You may add new user accounts to the organization, accept/reject user requests, and manage user account details. Please note: the initial person who signed up your company automatically becomes the founder (see Who is the Founder of an Organization) for more information. You can edit and/or set up user approval RIGHTS. If a user account has approval rights, he/she will be issued a PIN number. This is also where you can RESET the PIN if it is forgotten. You can also DISMISS users who no longer work for your organization.

DELETING AN ORGANIZATION

The individual who initially created the organization (otherwise known as the 'founder') can delete the organization after all user accounts have been removed. If the 'founder' chooses to deactivate his/her account, he/she can choose another member to take over 'founder' rights.