



Bond Management System

Quick Start Guide

Greetings,

Before using the Bond Management System, please read the following helpful hints. A more extensive user guide and frequently asked questions (FAQ) are available with more specific instructions. These documents can be found at:

[BMS Public User Guide \(pdf\)](#) or [BMS FAQs \(pdf\)](#)

- 1) Internet Explorer: BMS has been designed to be used in Internet Explorer versions 6 through 9. Unexpected results may occur or the application may not function at all if other internet browsers Firefox 8 # or O .
- 2) Navigation in BMS: Navigate using the functions within BMS: The BMS system does not always respond to the browser back/forward arrows or other functions specific to Explorer. Navigate BMS using the 'back', 'return' and 'cancel' keys within the BMS application.
- 3) Saving before Navigating: The BMS does not save data that has been entered automatically. Please remember to hit the save button at the bottom of the page before navigating away from any page to prevent loss of data that you have entered.
- 4) Cutting and Pasting of Text: Most users prefer to create their proposals using a word processing program outside of the BMS. When finished and ready to cut and paste into BMS, check the character counts for the cell you are entering information into and make sure they do not exceed the character limits. If you take a moment to save a copy of the file as a "Plain Text" document all of the formatting will be removed so that you will be able to easily copy and paste into the BMS.
- 5) File Attachment Sizes: When using BMS, you can upload attachments while creating a proposal, entering a communication or submitting an invoice. Keep in mind that there is a 50mb limit for each attachment upload in the BMS. Reducing image resolutions, zipping files, and saving files as certain file types can help you save space to get the most out of 50mb.
- 6) For Additional Help: Contact the BMS Administration staff. Our goal is excellent customer service, so please don't hesitate to call or email the BMS Administrators if you experience any problems. We are here Monday through Friday during normal business hours to assist you with any technical problems you may have.

We appreciate all customer feedback and suggestions, so if you have any questions or concerns please let us know.

Thank you,

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