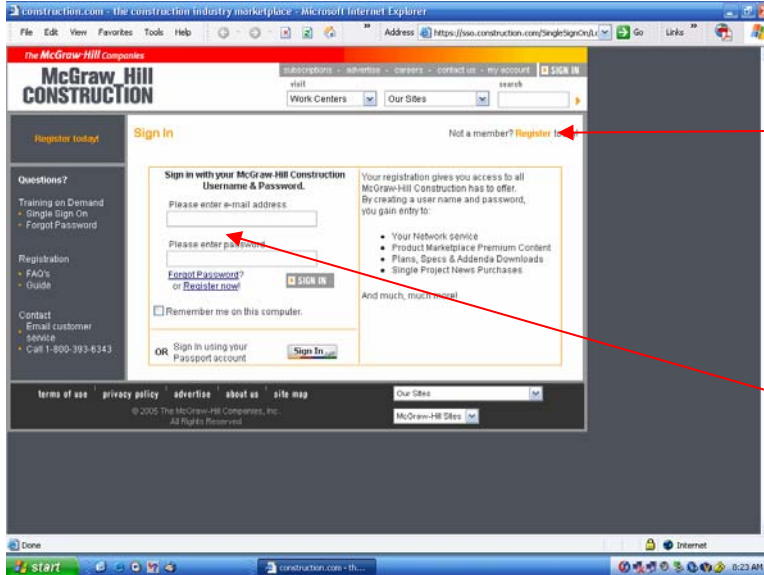


Guide 1 – Registering and Logging Into The Plan Room

A Step By Step Guide for New Sub Contractors and Suppliers

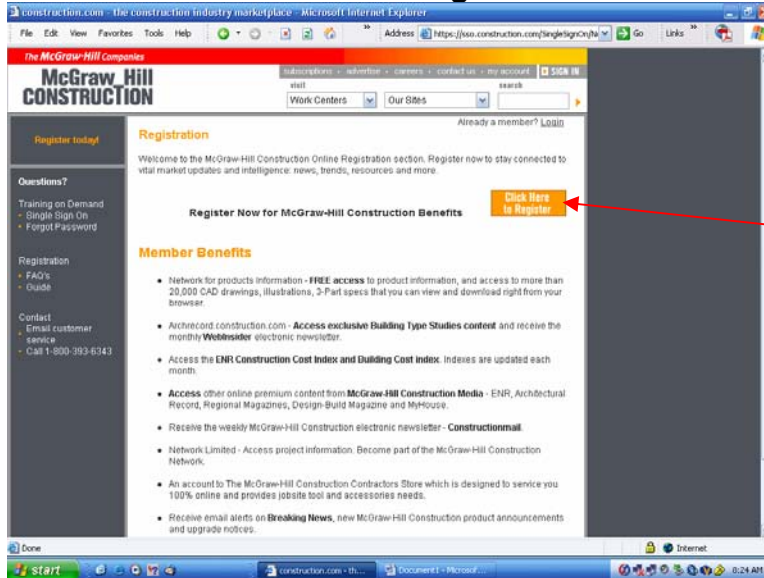
STEP 1 – Goto: www.network.construction.com



If you have never registered before click here (the word "Register" colored orange). Registering is **FREE**.

If you have already registered or you are already an MHC Dodge user, enter your email address and password and log in as normal. Go directly to **STEP 5**.

STEP 2 – Advance To The Registration Form



Click here to continue the registration process.

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STEP 3 – Fill Out Registration Form In Full

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McGraw Hill CONSTRUCTION

Registration

Please take a moment to provide us with the information requested below. Our [terms of use](#) and [privacy policy](#) are available online.

*** Required fields:**

Create a Username & Password:

* e-mail Use your e-mail address as your sign-in name. Confirmation of your registration and information you need to get started will come via e-mail to the address you provide.

* Retype e-mail

* Please create a password Your password must be at least 8 characters long and must contain one Numeric Character as well as one Mixed Case character. Your password cannot contain spaces. An example of a valid password is "my1Password".

* Retype Password

* Secret Question for Password Reset

Favorite pet's name?

* Answer

Please tell us about yourself:

* First Name MI * Last Name

Fill out the registration form in full. Every field in the form with an "*" is required information. Be sure to scroll down to the bottom of the page.

STEP 4 – Registration Form (Continued)

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Phone Ext

Fax Ext

Please tell us about your company:

* Company Name

* Firm Type

* Role in Industry

Type of Projects (select all that apply)

Commercial Licensed/Registered

Industrial Architect

Institutional Engineer

Single-Family Operator

Multi-Family / Low-Rise

Multi-Family / High-Rise

Firm Revenue # of Employees # of Active Projects Annually

Avg Project Size # of Engineers on staff # of Architects on staff

Yes, I would like to receive offers from third party construction / design industry partners.

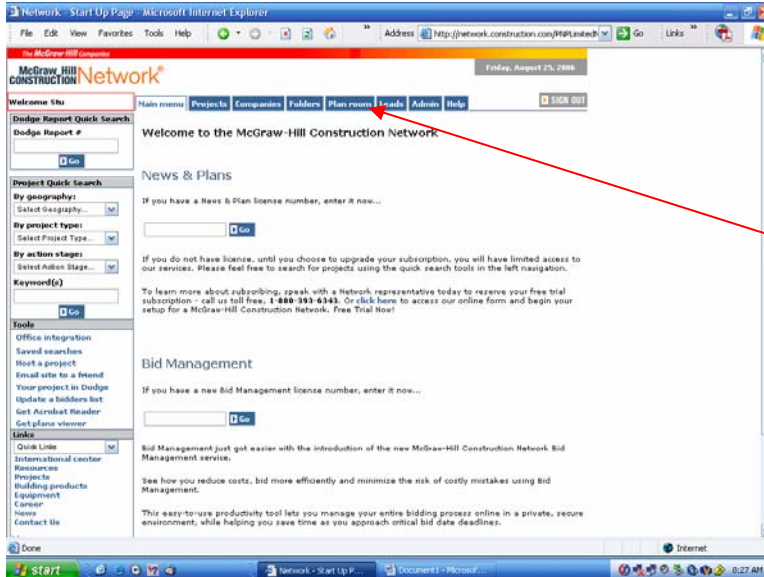
By clicking 'continue', you accept the terms and conditions as outlined in our [user agreement](#).

Once you have filled out the form and scrolled to the bottom, click "Continue"

Guide 1 – Registering and Logging Into The Plan Room

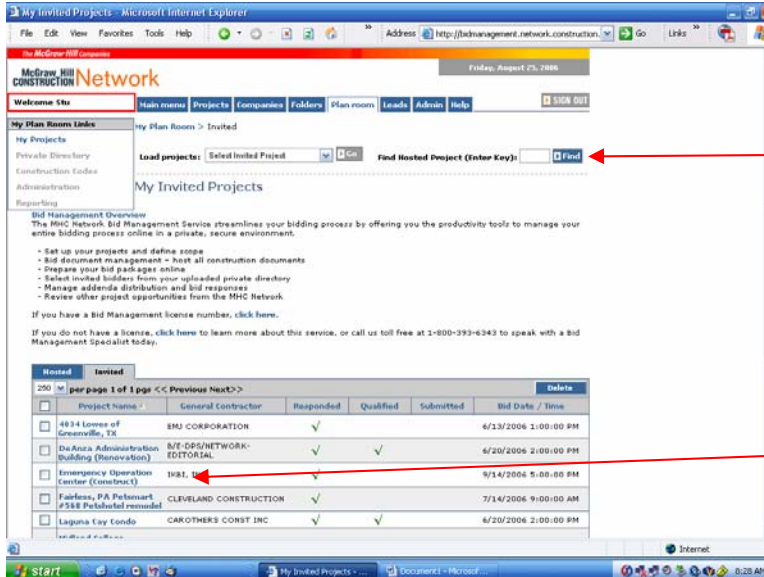
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STEP 5



After completing **STEP 4**, you will automatically log into the Construction Network and your screen will look like this. You will not need to enter any license information. Just click on the “Plan Room” tab. (Note: screen may look slightly different for existing Dodge customers, but tabs are the same)

STEP 6



If you have been given a project key you may enter it here and then click “Find” to enter the project that you have been invited to look at. (Note: The Project Key will be listed on your invitation to bid)

Projects that you have been directly invited to, or that you have already looked at will be listed in this table. Click on the Project Name to view details and bid documents.

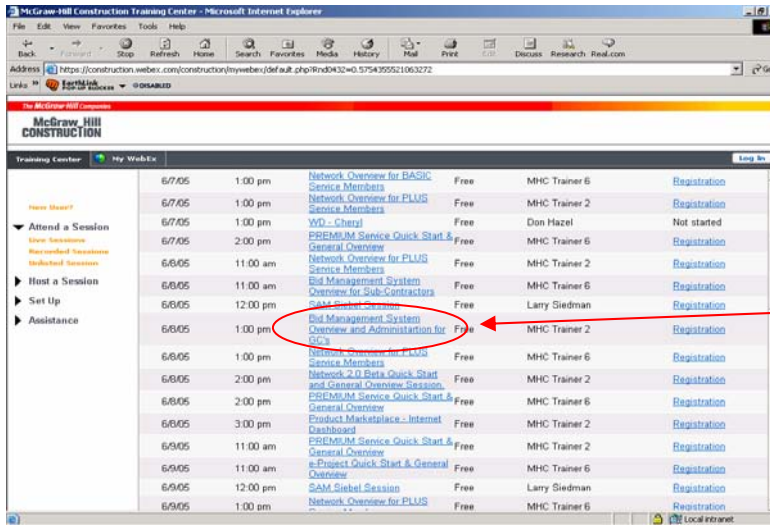
Guide 1 – Registering and Logging Into The Plan Room A Step By Step Guide for New Sub Contractors and Suppliers

If you need technical support please call McGraw Hill Construction’s toll-free sub contractor support line at: **800-474-1874**

This line is available Monday thru Friday from 7:00 AM to 6:00 PM (EST).

You may also want to take advantage of free **WebEx** training sessions, which are held weekly by going to:

<http://construction.webex.com>



Look for a session called “Bid Management System Overview for Sub Contractors”

Lastly, you may access an On-Line information by going to:

<http://www.construction.com/bidmanagement>