

Invitation-to-Bid Quick Start Guide page 1 of 4

Welcome to iSqFt the nation’s largest network of online Plan Rooms and Private Construction Offices. Our site gives contractors easy, 24-hour access to a wide range of upcoming projects, complete with plans and specs.

You have been granted access to iSqFt through a General Contractor’s Invitation-to-Bid. Use this document to help you quickly learn the process for accessing our site and navigating to view the projects that you have been invited to bid along with the associated plans, specifications and addenda that are available for you to view, download and print.

To get started follow these simple directions:

1. Go to the Invitation to Bid email you were sent from the General Contractor and click on the link at the bottom of the email to go directly to that project’s details.

Alternatively

- 1a. You can log in directly to the site by going to www.isqft.com and clicking on the [User Login](#) button in the upper right hand corner of the screen.

- 1b. Since you are responding to an **Invitation to Bid** that you have received from a General Contractor, you will need your User Name and Password that is on the invitation.

It is normally found in the upper-right portion of the document as shown.

CSI Code	Code Description
12490	Blinds
Accept All	Decline All

To immediately indicate your interest to bid, click on the links above or [click here](#) to select individual codes.

To view plans and specs online and order prints for this project,
[Click Here.](#)

For help accessing this project, please refer to <http://www.isqft.com/support> or call us at 800.364.2059.
Project ID: 530798 Powered by: 



User Login [GO >>](#)

Phone Number: 513-645-8004 **Fax Number:** 513-645-8005

Attention: Tim Taylor
Company: CST Demo Account
Date: Monday, November 13, 2006 3:00 PM EST.

our company has been issued an invitation to bid on the project identified below for iSqFtTria onstruction Office.

PROJECT	
LOCATION	
BID DATE	
START DATE	TBD
OWNER	Ennis Independent School District
PROJECT CONTACT	Jeremy Hogan - Estimator
DESCRIPTION	New ground-up junior high school, all trades needed including site work subs.

User Name: XXX-123-XXX
Password: XXX-123-XXX

SI Code	Code Description
2490	Blinds
Accept All	Decline All

To immediately indicate your interest to bid, click on the links above or [click here](#) to select individual codes.

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1c. Enter your User Name and Password exactly as it is shown on the invitation, including any dashes.

Click the **Enter** button to finish the log-in process.

2. If this is your first visit to iSqFt.com, you will need to update your contact information and install some plug-ins. The next few steps will walk you through these actions.

The first step is to update your contact information in the box that appears immediately after logging-in and click the **Update Profile** button. Completing this information will update your user profile for the General Contractor that invited you.

3. Next you will encounter the User License Agreement page. Please review the agreement and then click **Accept** to proceed.

Secure 

User Login

Username:

Password:

Save my username on this computer.

Welcome to iSqFt!

Before you can access project information, please update your profile.
Once you have completed Step 1 and Step 2, click Update Profile at the bottom of the page to proceed.

Step 1
Please update your company information.
Note: All fields (except email) are REQUIRED

First Name: Last Name:

Company:

Address:
Suite:

City:

State:

Zip:

Phone (513):

Fax:

Email:

Step 2
Please specify the type of work your company performs from the list of CSI Trades in the divisions below. This will help general contractors know what type of work you perform when they send invitations to bid on projects. **Note:** You must select at least one detail level CSI code. Selecting only a Division level code will not let you proceed.

- 01 GENERAL REQUIREMENTS
- 02 SITE CONSTRUCTION
- 03 CONCRETE
- 04 MASONRY
- 05 METALS
- 06 WOOD AND PLASTICS
- 07 THERMAL AND MOISTURE PROTECTION
- 08 DOORS AND WINDOWS
- 09 FINISHES
- 10 SPECIALTIES
- 11 EQUIPMENT
- 12 FURNISHINGS
- 13 SPECIAL CONSTRUCTION
- 14 CONVEYING SYSTEMS
- 15 MECHANICAL
- 16 ELECTRICAL
- 17 TECHNOLOGY AND COMMUNICATIONS SYSTEMS

A [] indicates that a detail level code has been selected for that division. (Note: the checkmarks will not change until you update the project info in Step 3)

If your primary area of work is not trade specific, please click here

Step 3
[Click HERE](#) to Update profile and continue to project information.
For technical support call 1-888-768-4569

PLEASE READ THE ENTIRE AGREEMENT BELOW TO CONTINUE. PLEASE INDICATE YOUR ACCEPTANCE BY CLICKING THE "ACCEPT" BUTTON AT THE END OF THE AGREEMENT.

Charges are NOT incurred during the TRIAL PERIOD. Fees will be charged upon completion of the FULL REGISTRATION process only.

Charges are NOT incurred by Users receiving invitations to bid only from private Construction Offices. Fees will only be charged to those Users when, and if, they choose to subscribe to an Internet Plan Exam.

This agreement includes language that strengthens the protection of proprietary rights on behalf of contract owners, and describes compliance responsibilities for The Telephone Consumer Protection Act as recently amended.

The Agreement was last updated on June 30, 2005
Full REGISTRATION AGREEMENT

1. INTRODUCTION

This Subscription Agreement is entered into by Construction Software Technologies, Inc. ("CST"), a Delaware corporation, having its principal place of business at 4800 Lake Forest Drive, Suite 502, Blue Ash, Ohio 45242, and you, the "User". The term "User" refers to the person who registered to use the system and their associated business entity by clicking the "accept" button at the bottom of this agreement, and consenting to use iSqFt.com. User represents that he or she is at least 18 years old and is a legal entity in the commercial construction industry and agrees to abide by the following terms and conditions.

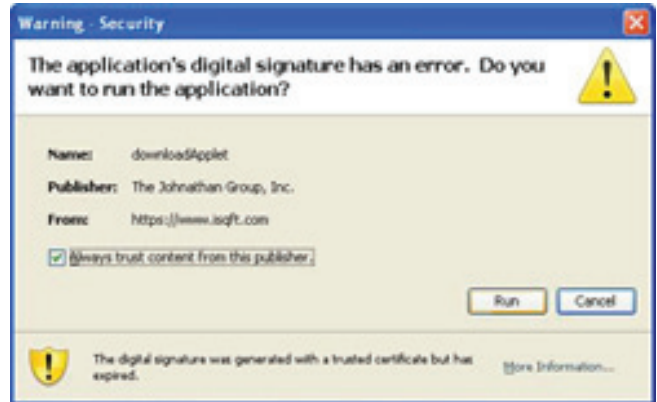
2. ACCEPTANCE

By clicking to enter compliance with the terms of this agreement, CST will allow User to subscribe to and use CST's iSqFt.com Web site (the "Site"). Once upon full

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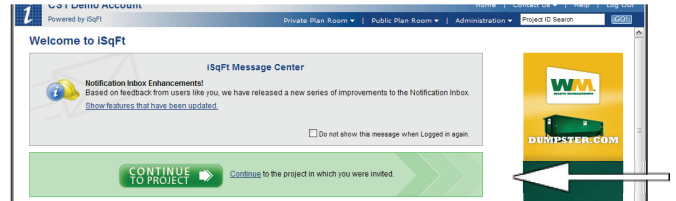
4. Next you will encounter the following pop-up screen. It is necessary for you to hit the **Run** button in order to download plans and specs on the site.

If you don't want to see this message every time you log-in, click **More Options** and check the option that reads - Always run software from "The Johnathon Group, Inc." and then hit **Run**.



5. There are multiple ways that you can access project(s) that you have been invited to. You can click the link at the bottom of the email that you received, or you can access the project directly from the Home page.

From the Home page, click on the link inside the box to view that project(s) details.

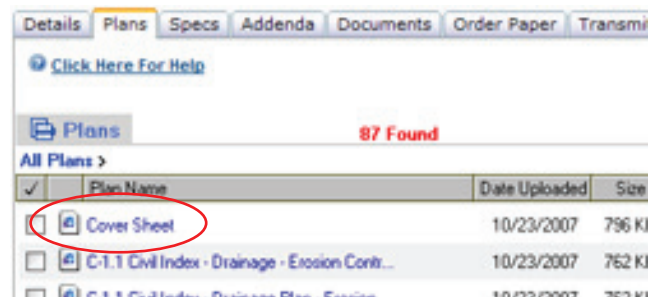


6. The Details page of the project has all of the pertinent information about the project, including design team information, job description and document information.

To access the plans for specifications of a project, click on either the **Plans** or **Specs** tab along the top of the page.



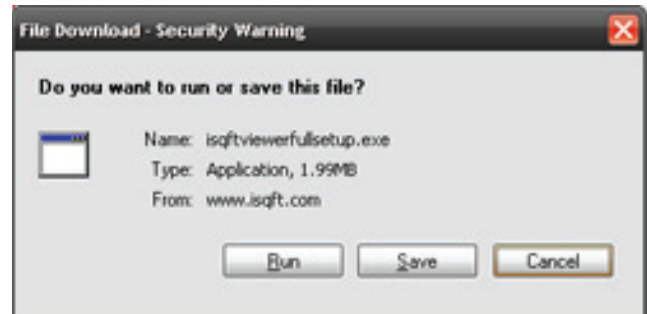
7. From the list of plans that appear simply click on any of them to view that particular plan.



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8. If this is your first time viewing a plan you will need to install the iSqFt plan and specification viewer.

Once you click on the plan the following pop-up box will appear. Click **Run** and let this file install from its current location. There is no need to save it to your local computer.



9. Next, click the **Setup** button.



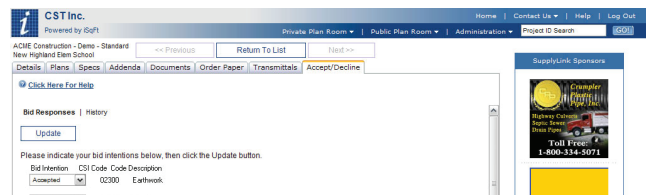
10. When the program is done installing, click the **Finish** button.



11. Now, the plan will open in the viewer that you have just installed. Plans are highly compressed for fast downloads. From here you can view, zoom, annotate, copy, download to your computer and even print to scale right from your screen.



12. Clicking the Accept/Decline tab allows you to indicate your intention to bid on the project. The general contractor values your feedback even if your intention is to Decline the invitation.



If you still need more information of further instructions about anything highlighted above, or any of the other viewing features, such as the keyword search feature for specs, call iSqFt Technical Support at 1-888-768-4569.