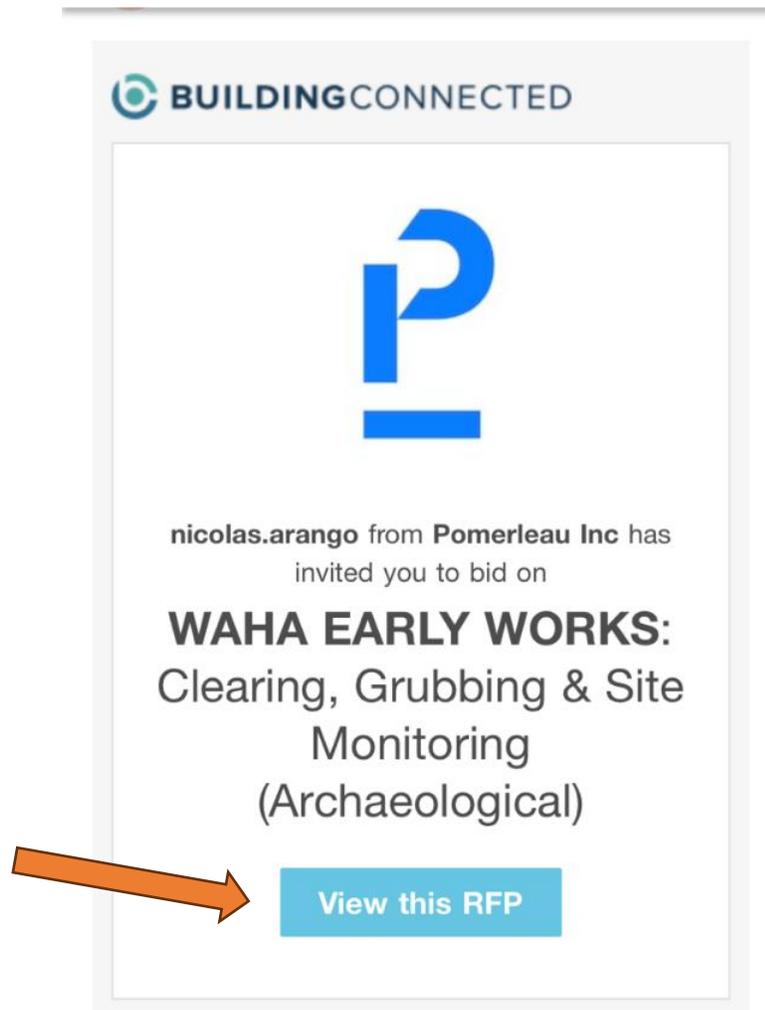


HOW TO ACCESS RFP DOCUMENTS ON BUILDINGCONNECTED

1 EMAIL INVITE

You will receive an email invitation for each Bid Package published. Click on “View this RFP”.



2 CREATE AN ACCOUNT

If you don't already have an account, create one with the email address provided to Pomerleau.

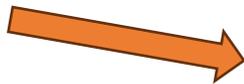
Join BuildingConnected with Autodesk ID

 **Create Account Using Autodesk ID**

[Already have an account?](#)

Create account

Email

I agree to the [Autodesk Terms of Use](#) and acknowledge the [Privacy Statement](#).

CREATE ACCOUNT

Once your Autodesk ID is created, you will need to complete your profile for BuildingConnected. You will also receive an email to verify your email address for your newly created Autodesk ID.

In BuildingConnected, continue by searching for the company you work for.

2.1 If your company appears in the search results.
Select your company name. If not, continue to section 2.2

What's the name of your company?

Company Name

Bob's Demolition		
	Bob's Demolition 6 offices	6 EMPLOYEES
	Rob's Demolition 1 office	1 EMPLOYEE
	Bubbas Demolition 1 office	1 EMPLOYEE
	Turbo Demolition 1 office	2 EMPLOYEES
	Gas Demolition 1 office	1 EMPLOYEE

Don't see your company?

+ Create new company



Click "Next: Office Details".

What's the name of your company?

Company Name

 Bob's Demolition 6 offices	6 EMPLOYEES
---	-------------



Next: Office Details

Back

Select the office that you are a part of or click "Enter a new office location" at the bottom if you don't see your office. Click "Finish Account Profile".

 Bob's Demolition
6 offices

Office Name



Miami, FL Miami, FL	1 EMPLOYEE
New York, NY New York, NY	1 EMPLOYEE
San Francisco, CA 900 Mission Street, San Francisco, CA 94105	3 EMPLOYEES
Sydney, NSW Sydney NSW	1 EMPLOYEE

Don't see your office?

+ Enter a new office location

Back

2.2 If you are unable to find your company in the search results Click “Create new company”.

What's the name of your company?

Company Name

Bob's Demolition		
	Bob's Demolition 6 offices	6 EMPLOYEES
	Robs Demolition 1 office	1 EMPLOYEE
	Bubbas Demolition 1 office	1 EMPLOYEE
	Turbo Demolition 1 office	2 EMPLOYEES
	Gas Demolition 1 office	1 EMPLOYEE

Don't see your company?

 [+ Create new company](#)

Enter your company information including company name, office address, work performed, labor and enterprise type (if any) then click “Next: Finish Account Profile”.

Work performed/Trades*

Adding work performed will supercharge your experience on BuildingConnected

Labor Type

Enterprise Type(s)

 [Next: Finish Account Profile](#)

[Back](#)

Enter your job title, work number, and a profile photo then click “Get Started.”

Please add a few details to your profile, Henry

Your job title

Your work number

 United States of America 1

Ext.

Add a profile photo

 Upload a photo to encourage your clients and vendors to reach out and follow up with you

Get Started!

[Back](#)

3 VIEW FILES FOR BID IN BUILDINGCONNECTED AND DOWNLOAD ALL FILES

To start, open the bid for which you’d like to view files. Click on the “Files” tab.

Click on the “Download All” button to start the download. The download will start immediately after selecting “Download All.”

Client Files Read-only [Download All - 341.9 MB](#)

Name	Publish to project	Size	Date Modified
<input type="checkbox"/> 1-Drawing-Files	Publish folder	108.3 MB	10/21/2021 at 2:44 PM PDT
<input type="checkbox"/> 2-Specifications	Publish folder	7.0 MB	10/21/2021 at 2:44 PM PDT
<input type="checkbox"/> Bid-Set	Publish folder	226.4 MB	10/21/2021 at 2:44 PM PDT
<input type="checkbox"/> Spec Section	Publish file	170 KB	5/20/2022 at 11:07 AM PDT

The download will start immediately. A zip file will be downloaded to your computer. Open the zip file to access the files using your computer's zip file opener.

Please note that the size limit for file downloads at one time is 4.5 GB. If the files are too large, the button will be grayed out and there will be a note that “Your files are too large to download all at once”. In these cases, please select a smaller bunch of files to download at one time using the instructions above.

4 REPEAT FOR OTHER PACKAGES

If you would like to view the other packages, repeat this process. Go back to the email invitation and click on “View this RFP”.

Note: If you have any questions or concerns, please reach out to:

Waha.information@pomerleau.ca