## e-Builder Individually Licensed User Guide

You have been added as an individually licensed user in e-Builder, our capital program management software! To access this tool and begin working, please complete the account registration and purchase your license by following the steps below.

**Note:** An electronic reference of the information provided in this guide is also available online at www.e-builder.net/help/Individually\_Licensed\_User\_Reg.htm.

## **Complete e-Builder Account Registration**

You will receive an email regarding your new e-Builder membership. Enclosed will be your user name and temporary password. Follow the steps below to complete your account registration.

- 1. Open the new account notification email from e-Builder.
- 2. Click the enclosed link. The e-Builder Members Login page displays.

Members Login	
Username or Email Address:	
Password:	
Forgot your password? Need Help?	
Login <b>D</b>	
	e-Builder v7.14

- 3. Enter your user name and temporary password.
- 4. Click Login. The License Information page displays.

1 of 7 Steps		
Welcome to e-Builder! You have been invited to purchase a	License Informat	ion
license by QA3 New	Please review the following	g details for this transaction.
	License Type:	Individual
	Unit Price:	\$700.99
	License Duration:	1 Year •
Martin and the second s	Subtotal:	\$700.99
	Grand Total	\$700.99
	Please confirm that y	ou have read and understood our
	Terms and Policy.	
	Proceed to Checks	aut.

5. Review license information.

**Note**: License duration is set to 1 Year by default. Click the drop-down menu to choose a longer duration.

6. Click the Terms and Policy link to review e-Builder's terms and policy.

- 7. Select the Terms and Policy check box.
- 8. Click **Proceed to Checkout**. The Payment Method page displays.

2 of 7 Stens		
Please enter your payment method and billing address details.	Payment Metho	d
	Card Number:	
		VEA CONTRACTOR
A second s	• Expiration Date:	Month • Year •
	+ cvv:	•
	Billing Address	Populate Address from e-Builder User
	* First Name:	
	+ Last Name:	
	* Address:	
	* City:	
	Country:	
	* State:	• Zip Code:
	+ Office Phone:	
	Business Cell Phone:	
	Email Address:	brous souldah@vahoo.com
	PO/Reference Number	
	IT pre-Populate uner pr	offia with this address block
	Bushing	one mer des sources anon

- 9. Enter credit card information.
- 10. Click Purchase.
- 11. Review purchase summary, then click **Continue to e-Builder**.
- 12. Read the terms of use, and then click **I Agree**. A confirmation email with a summary of your purchase and shipping information has been sent to your email address. The Update User Profile page displays.
- 13. At a minimum, complete all required fields, and then click **Save**. The Change Password/Security Questions page displays.

Builder,	<u>کار اور اور اور اور اور اور اور اور اور ا</u>		0
	7 of 7 Steps You are required to change your password at this time.	Change Password	
		Carrent be the same as your user name, first name, last name, or company name. Carrent: Proc. Confirm Name.	
		Security Questions	
		Question 1: Please select a question	
		Answer:	
		Question 2: Please select a question •	
		Answer:	
		Question 3: Please select a question	
		A Annuan	

14. Complete all required fields, and then click **Save Changes**.

## **Renew e-Builder License**

Individual license subscriptions are valid on an annual basis and licenses can be purchased for multiple years. 30 days prior to the license expiration date you will receive an expired license warning message when you attempt to log in to e-Builder. A counter will alert you of the number days left in your subscription.

Individual License Warning		30 days left
Our records indicate that your licens	e will evoire on 10.12.2012. Diesse ren	autoria li anazari
today.	e will expire on 10.13.2012, Please ren	ew your license

For 30 days, this message will display every time you log in to e-Builder until your subscription expires; at which point you will have the option to renew or exit the system.

Individual License Warnin	ng 0 days left
Our records indicate that your licer renew license button below.	nse has expired. Please renew your license now by clicking the

When you choose to renew your license, you are redirected to the License Information page, from which you can follow the steps below to renew you individual license and access e-Builder.

e-Builder 📚	_	?
Welcome to e-Builder! You have been invited to purchase a license by Roman Construction	License Informat	<b>tion</b> ng details for this transaction.
	License Type: Unit Price: License Duration: Subtotal: Grand Total I Please confirm that y Terms and Policy. Proceed to Checke	Individual \$1,499.00 1 Year \$1,499 <b>\$1,499</b> <b>\$1,499</b> you have read and understood our
Help   Customer Support   Terms and Policy		© 2012 e-Builder, Inc. All Rights Reser

1. Review license information.

**Note**: License duration is set to 1 Year by default. Click the drop-down menu to choose a longer duration.

- 2. Click the Terms and Policy link to review e-Builder's terms and policy.
- 3. Select the Terms and Policy check box.
- 4. Click **Proceed to Checkout**. The Payment Method page displays.

2 of 7 Steps		
Please enter your payment method and billing address details.	Payment Metho	d
	* Card Number:	
	Expiration Date:	Marth • Year •
	+ CVV;	
	Billing Address	Populate Address from e-Builder User
	* First Name:	
	+ Last Name:	
	* Address:	
	* City:	
	Country:	
	* State:	• Zip Code:
	+ Office Phone:	
	Business Cell Phone:	
	Email Address:	benus_soul4jah@yahoo.com
	PO/Reference Number:	
	E Pre-Populate user pr	ofile with this address block
	Purchase	

- 5. Enter credit card information.
- 6. Click **Purchase**.
- 7. Review purchase summary, then click **Continue to e-Builder**. The e-Builder Home page displays.