# 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.
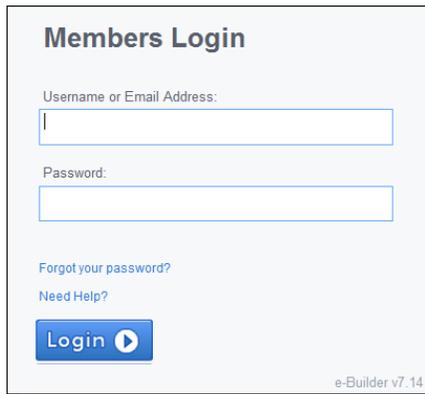
3. Enter your user name and temporary password.
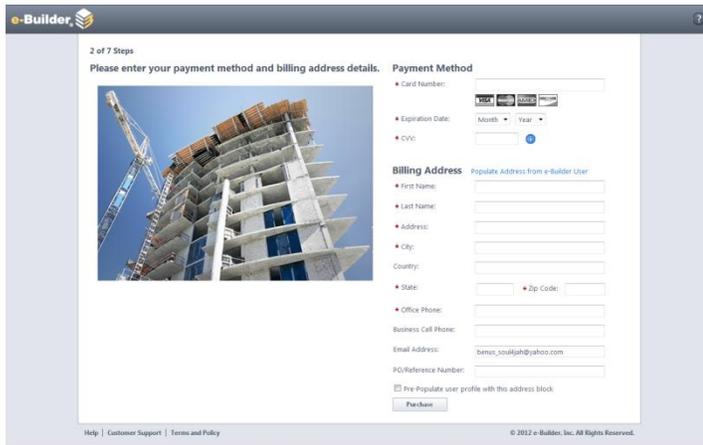4. Click **Login**. The License Information page displays.
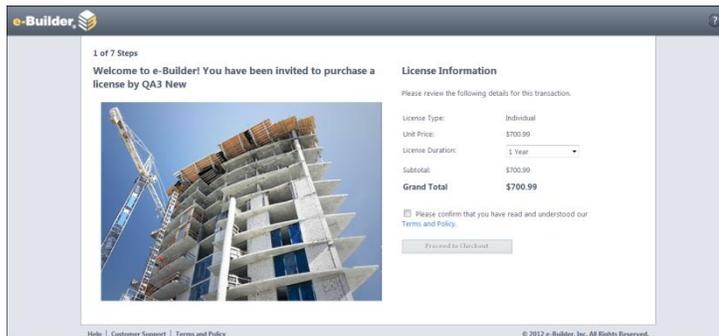
5. Review license information.

   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.

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.


14. Complete all required fields, and then click **Save Changes**.
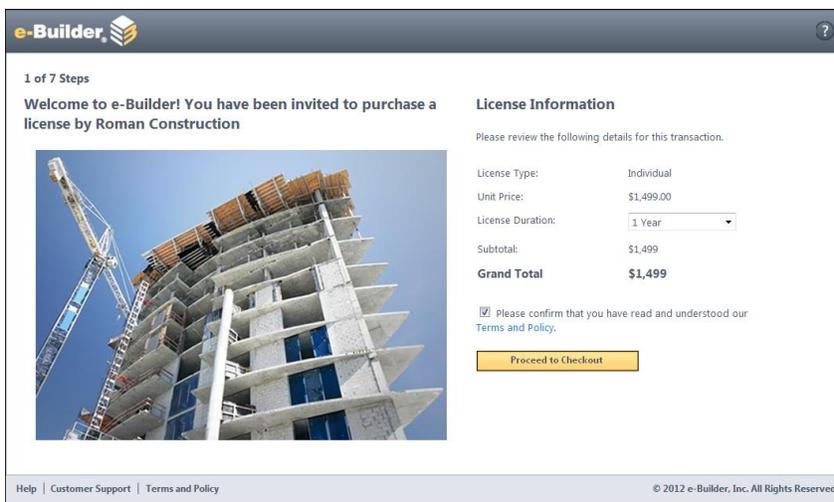
Renew e-Builder License

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.

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.
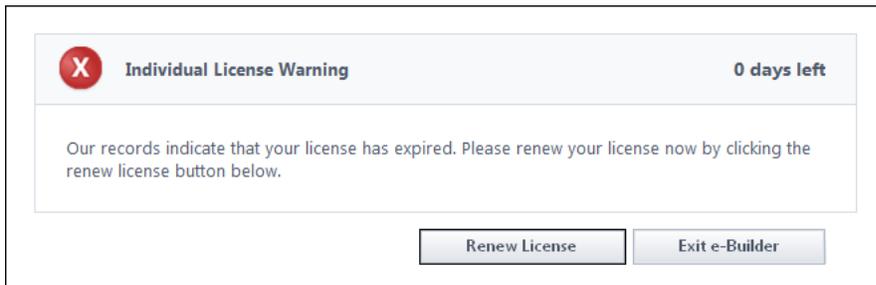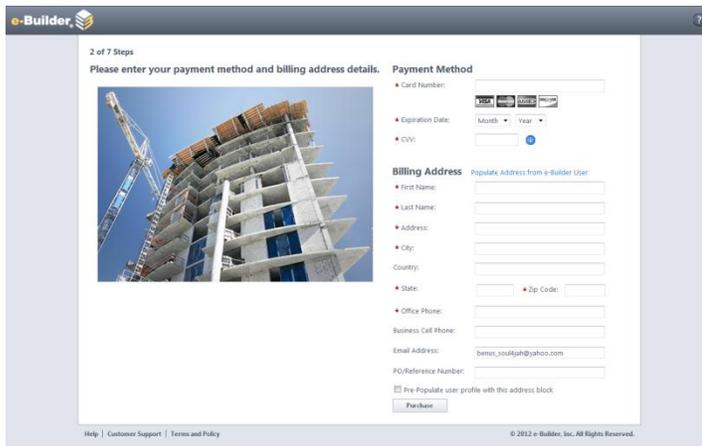

When you choose to renew your license, you are redirected to the License Information page, from which you can follow the steps below to renew you individual license and access e-Builder.

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.

5. Enter credit card information.

6. Click **Purchase**.

7. Review purchase summary, then click **Continue to e-Builder**. The e-Builder Home page displays.