

## User's Guide

1. Contact the lead estimator by clicking on the email address provided at the bottom of the job listing at [www.uwmarx.com/bidding/](http://www.uwmarx.com/bidding/). Request the link to the on-line plans for that specific job.
2. The lead estimator will then forward the email version of the Invitation-To-Bid which contains the link to our online plan room.
3. Click on the link at the bottom of the Invitation (i.e. "All Trades-All Documents") to access McGraw-Hill's on-line plan room.
4. If you have not used this service before, click on the link "Register Now!" Complete this form by entering all contact information. This service is free of charge to all our subcontractors.
5. Click on the tab "Plan room". You should see all of the projects that you have been invited to bid on by U.W. Marx.
6. In order to view documents that you download, you will first need to download the Dodge Viewer program. Click on the tab "Main Menu". In the left-hand menu, go to the "Tools" section and click on "Get plans viewer". Download the executable file and install on your computer.
7. If you need further assistance logging on or assistance navigating the on-line plan room, call the Lead Estimator at 518-272-2541 or call McGraw-Hill's Help Line at 1-800-393-6343.

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