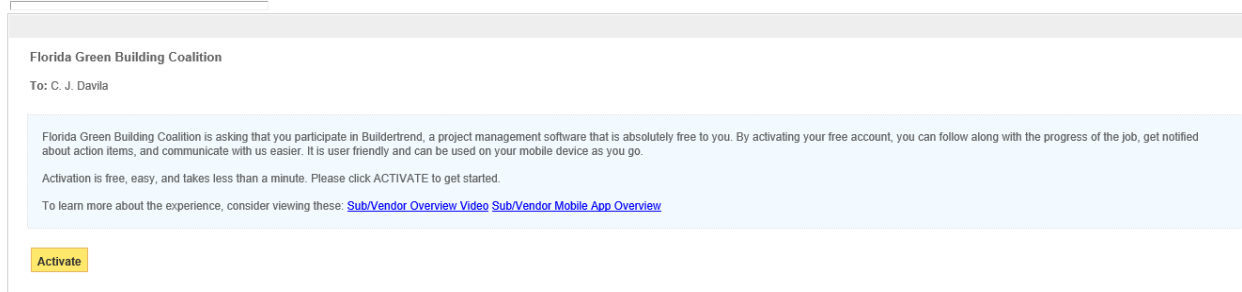


BUILDERTREND DIRECTIONS FOR CERTIFYING AGENTS

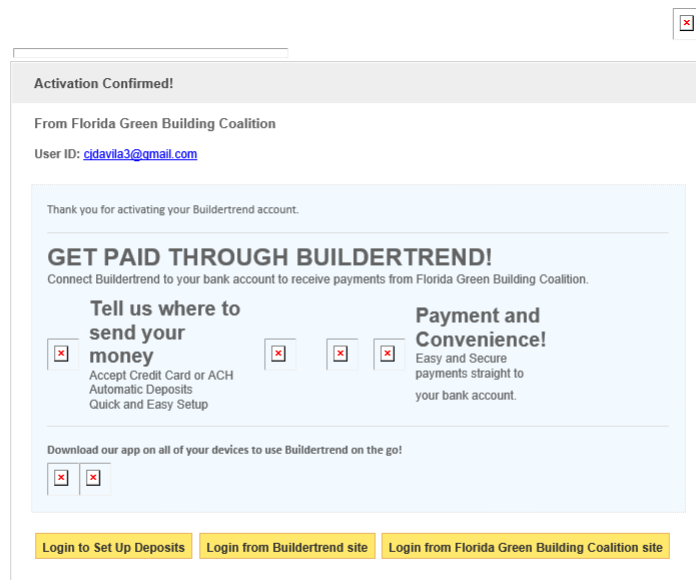
Once you contact Mary, you will receive an email requesting an activation.



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Click on the Activate link

You will be prompted to either create a password and an account, or you may use your current Buildertrend account if you have one. Once you have an account set up you will receive an email confirmation.



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Once the individual job has been paid for, you will receive an email stating that new items have been assigned you.

✕

New items assigned to you on 1 CJ CA Test by Florida Green Building Coalition

Summary

1 To-Do View Job

Details

1 To-Do:

Title:		View Details
Deadline:	Tue, Jul 13, 2021	

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Click on the view job tab.

🏠
Project Management ▾
Files ▾
Messaging ▾
Financial ▾
? ▾ ⚙️ ▾

View Contact Info

Florida Green Building Coalit

Jobs Menu ▾

2 CJ CA Test

2 CJ CA Test

All 2 Listed Jobs

1 CJ CA Test

2 CJ CA Test

Email Inbox

Your Inbox (0) new message(s)

Recent Change Order Activity

Date	Title
None approved in the last 30 days	

Current Weather

Saint Petersburg, FL 33701 Tuesday, July 13 2021

Current Conditions: Sunny

☀️
81°
F | C

Feels like: 88°F
Winds: 7 mph
Humidity: 88%

Your Extended Forecast

Tue, Jul 13	Wed, Jul 14	Thu, Jul 15
☁️ 55%	☁️ 61%	☁️ 31%

Recent Bill/PO Activity

Status	Title	Lien Waiver Status	Payments	Price	Amount Received
None assigned in the last 30 days					

Your To-Do's

New To-Do Hide To-Do's Over 30 Days ▾

<input checked="" type="checkbox"/>	Title	Priority	Job	Due
<input type="checkbox"/>	A project has been created for you.		2 CJ CA Test	Tue, Jul 13

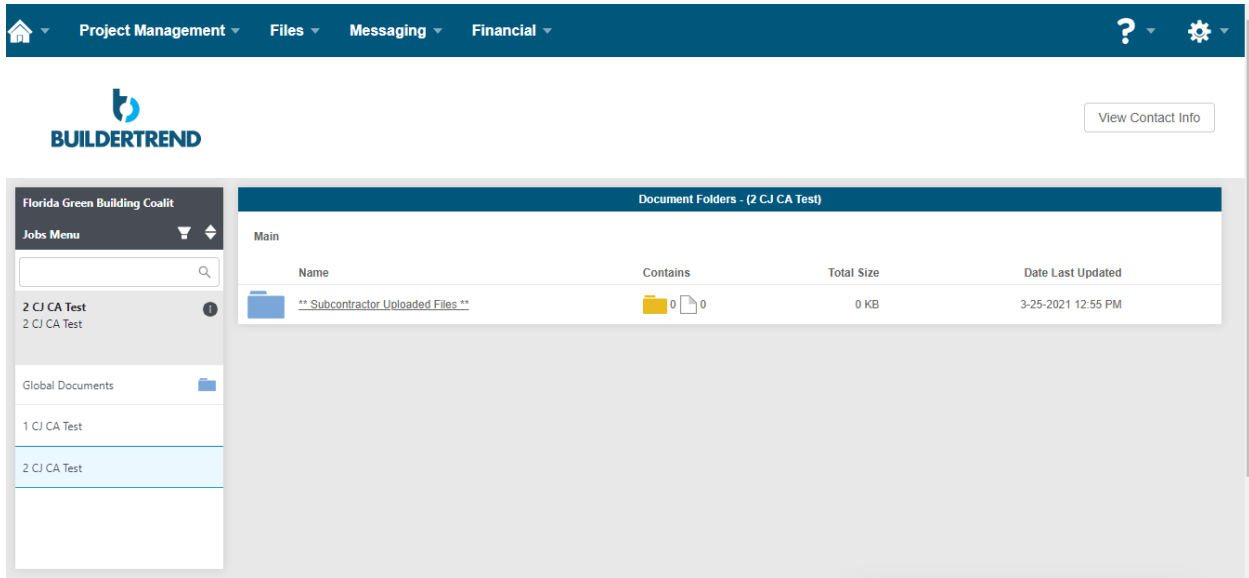
Work Schedule Snapshot

Status	Title	Job
None running or scheduled over the next 30 days		

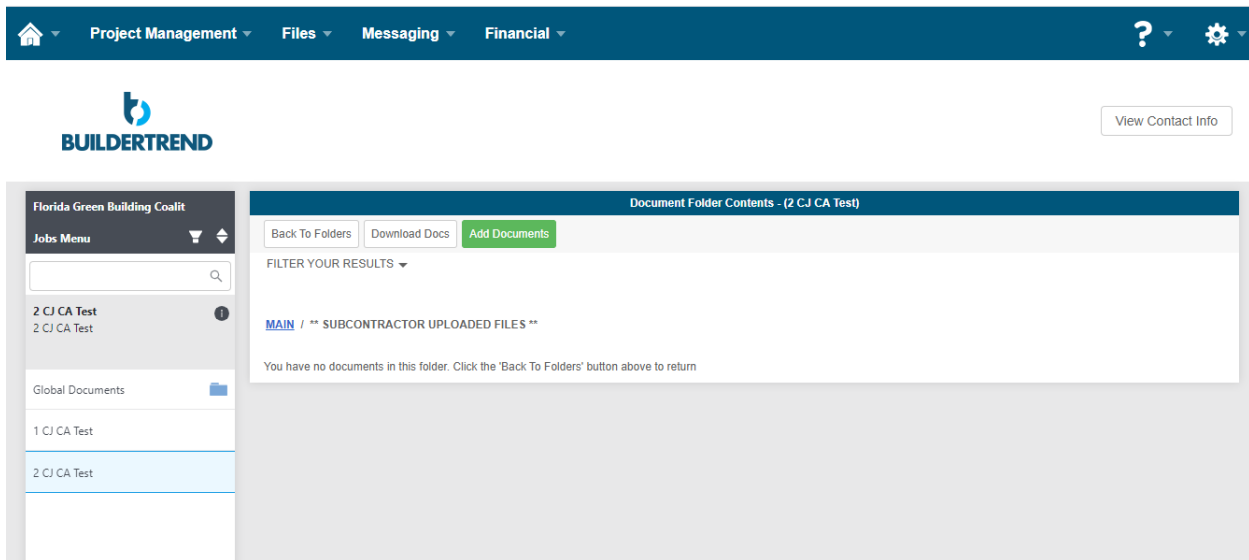
RFIs

New RFI Waiting for Your Response ▾

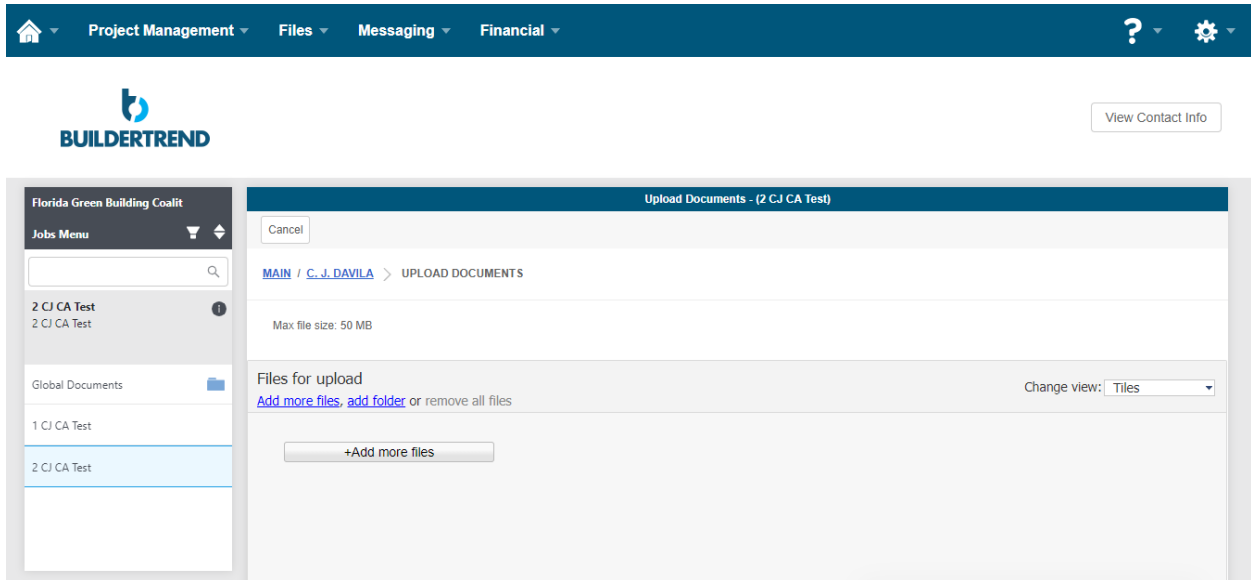
You will be taken to your Buildertrend dashboard. Click the specific job to upload documents.



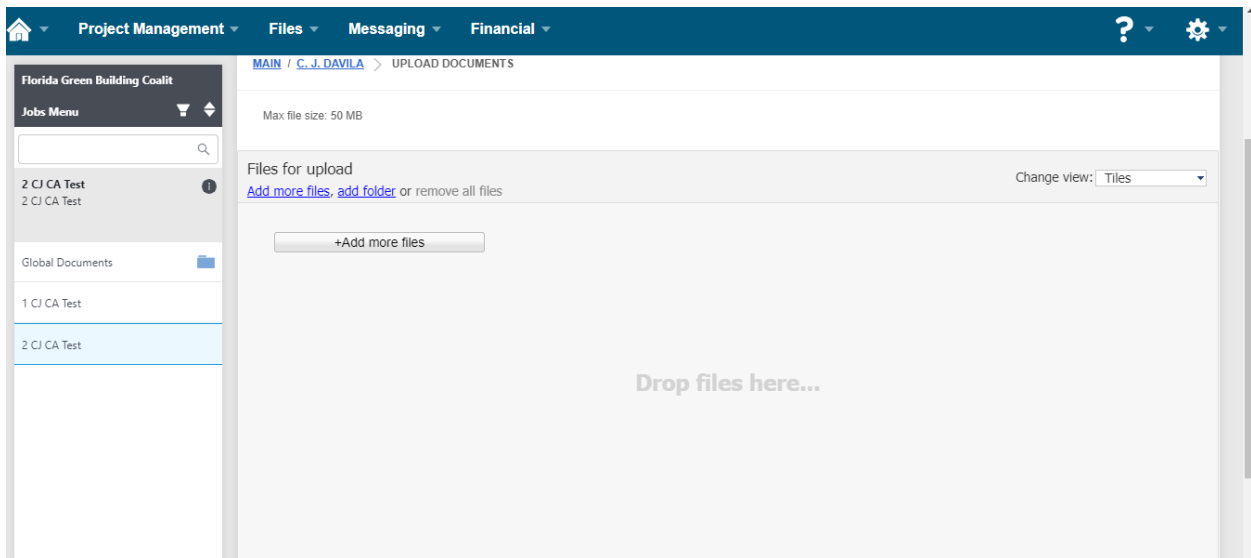
Then click files dropdown, click documents. You will be taken to the preceding screen.



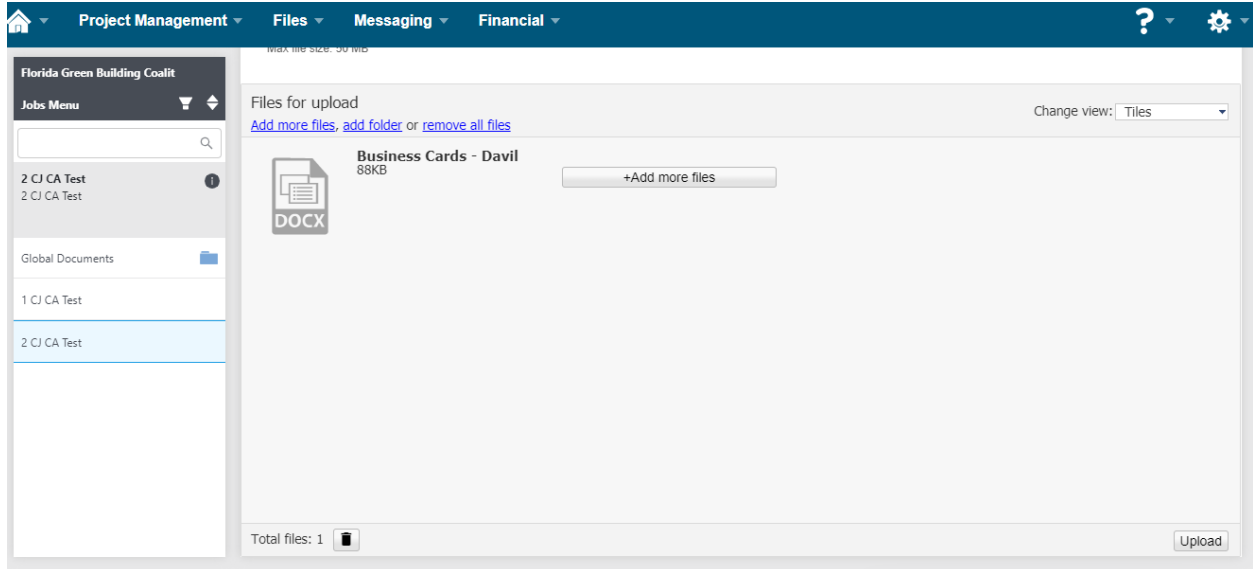
Click on subcontractor uploaded files and you will be taken to the preceding screen. Click on the green button to add documents.



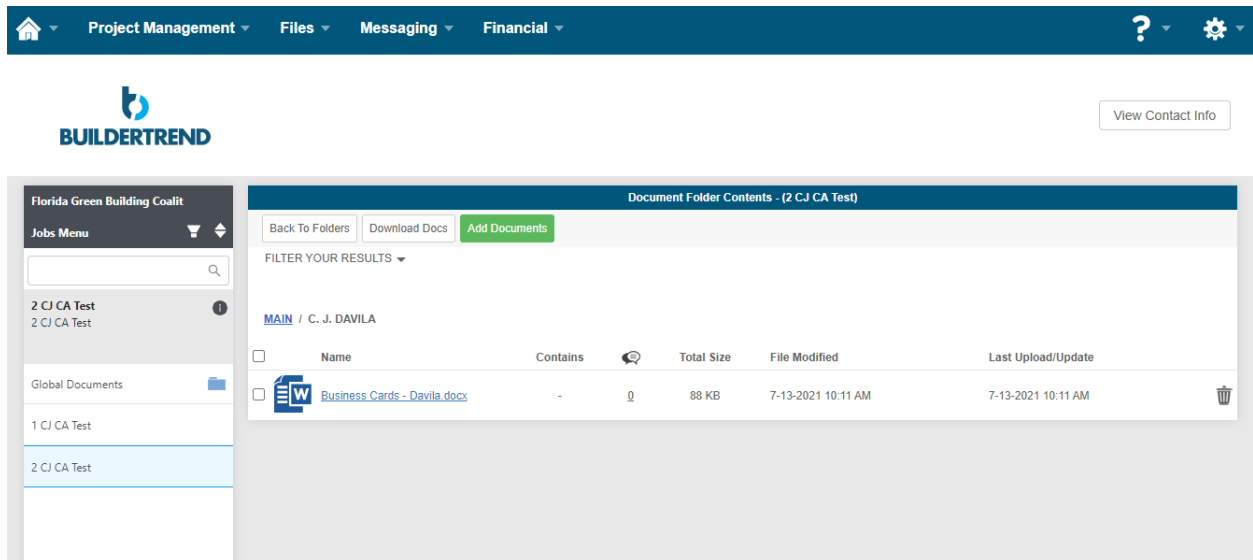
Click on the +add more files button.



To add files, simply drag and drop the files into the box. Or you can hit +add more files once more to bring up your computer files. You can then search for files and double click on files to attach.



Once you have uploaded all of the files for the specific job you will need to click the upload button on the lower right-hand side.



The folder contents will then appear. Please double check that all of your documents have been uploaded and that there aren't any missing. If there are additional items to add, simply click the add documents button to add additional documents. Once all documents have been uploaded an email will be generated alerting Mary that you have new documents for her to review.

A new document has been added by C. J. Davila on job 2 CJ CA Test

From C. J. Davila

Date: 7-13-2021
Job: 2 CJ CA Test
Folder: C. J. Davila

File: [Business Cards - Davila.docx](#)

[View Details](#)

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