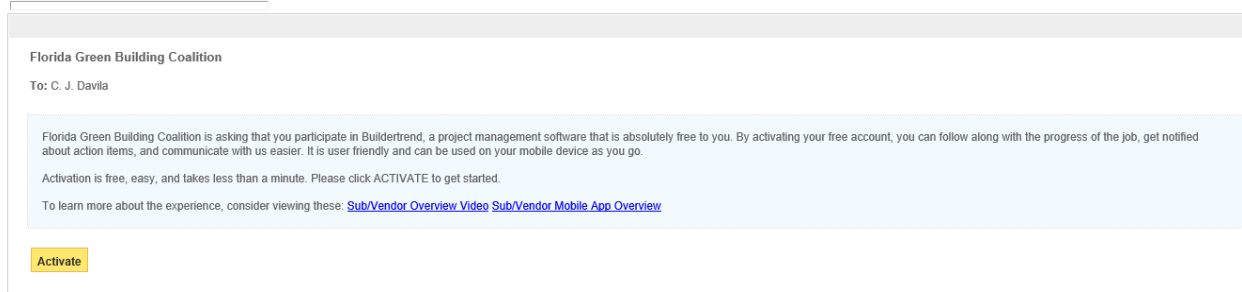


BUILDERTREND DIRECTIONS FOR CERTIFYING AGENTS 2025

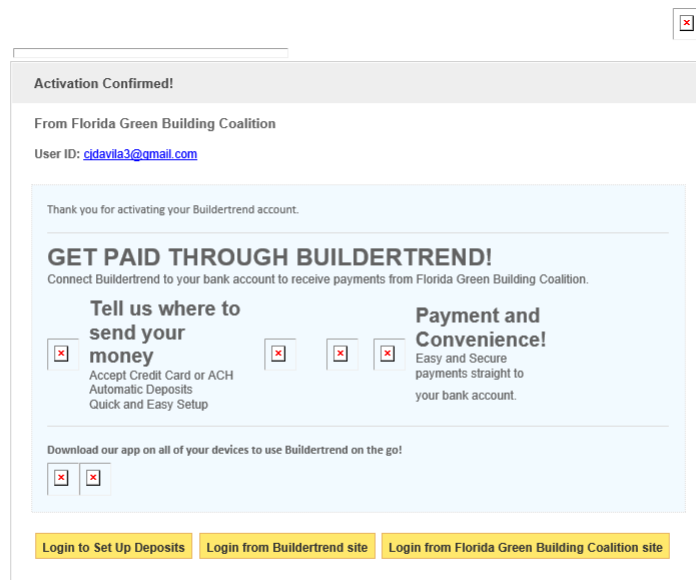
Once you contact Mary, you will receive an email requesting an activation.



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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:
Deadline: Tue, Jul 13, 2021 View Details

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Click on the view job tab.

Home
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

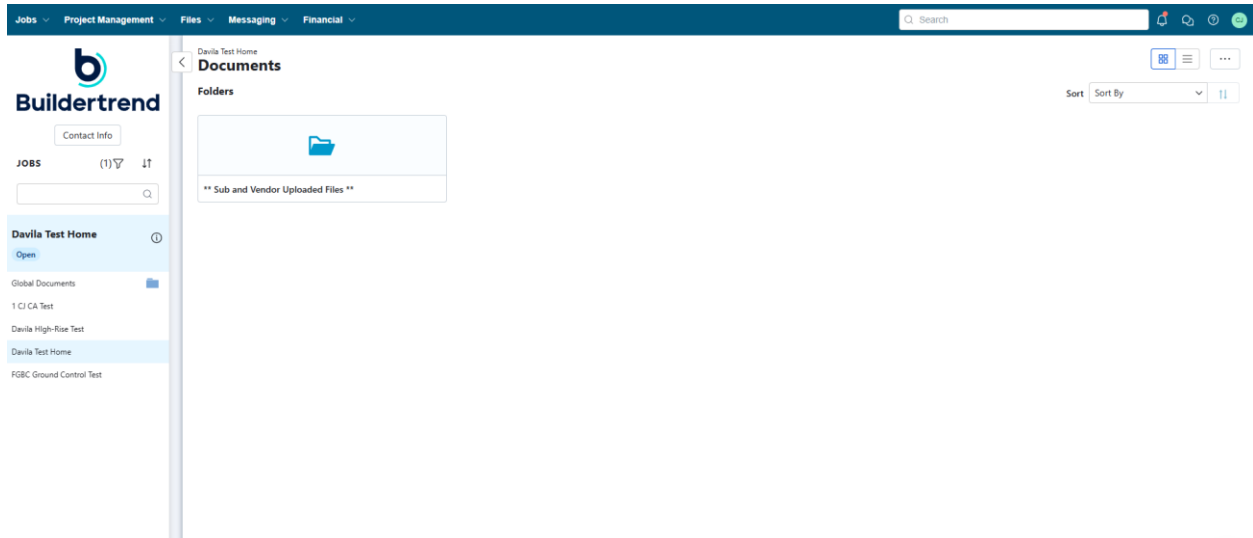
Work Schedule Snapshot

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

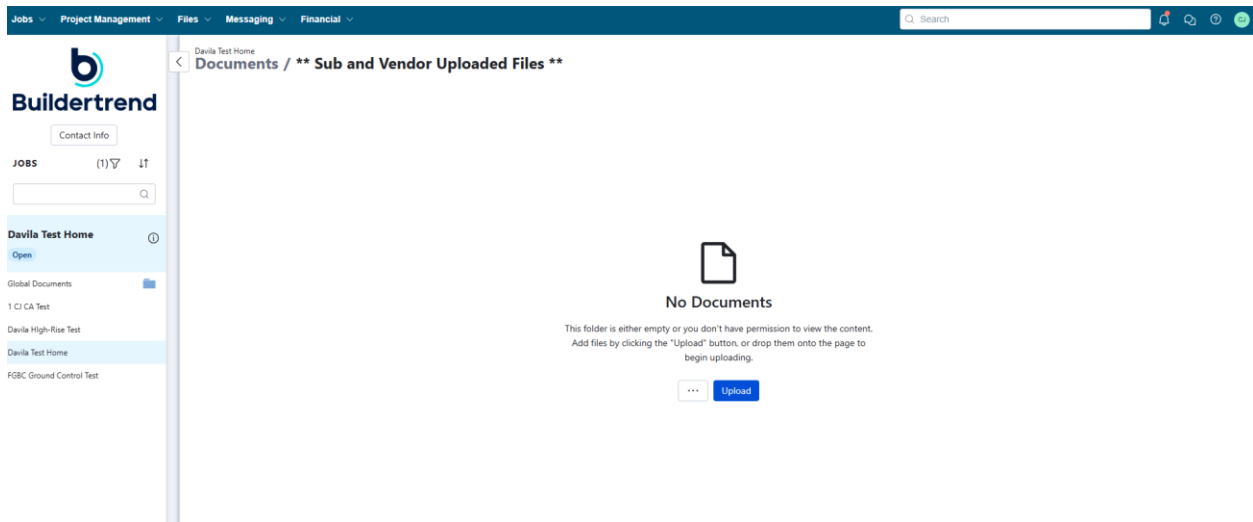
RFIs

New RFI Waiting for Your Response

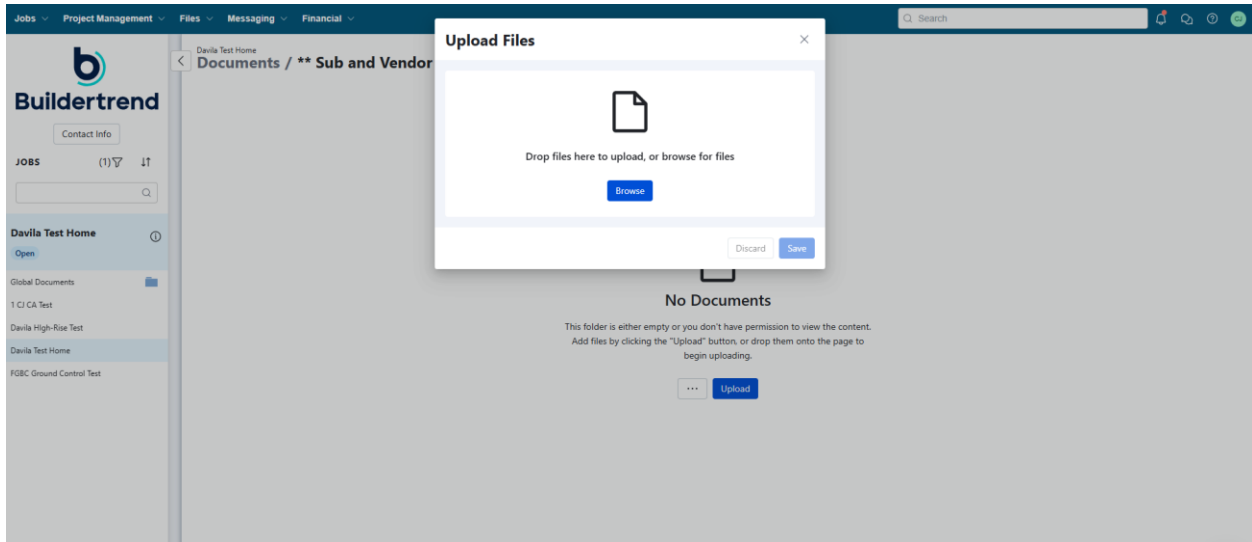
You will be taken to your Buildertrend dashboard. Click the specific job to upload documents.



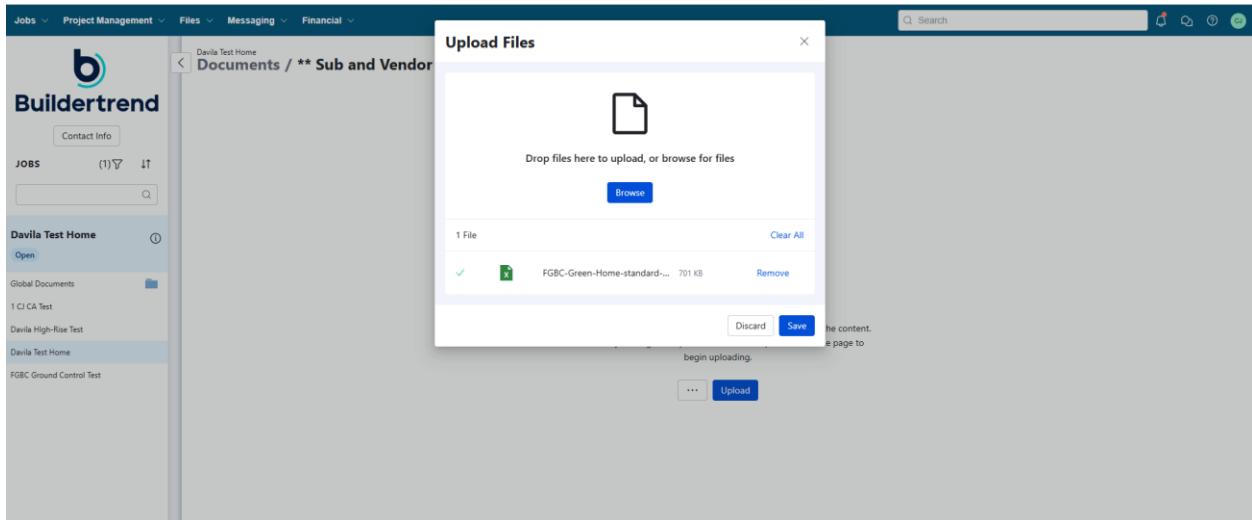
Then click files dropdown, click documents. You will be taken to the preceding screen.



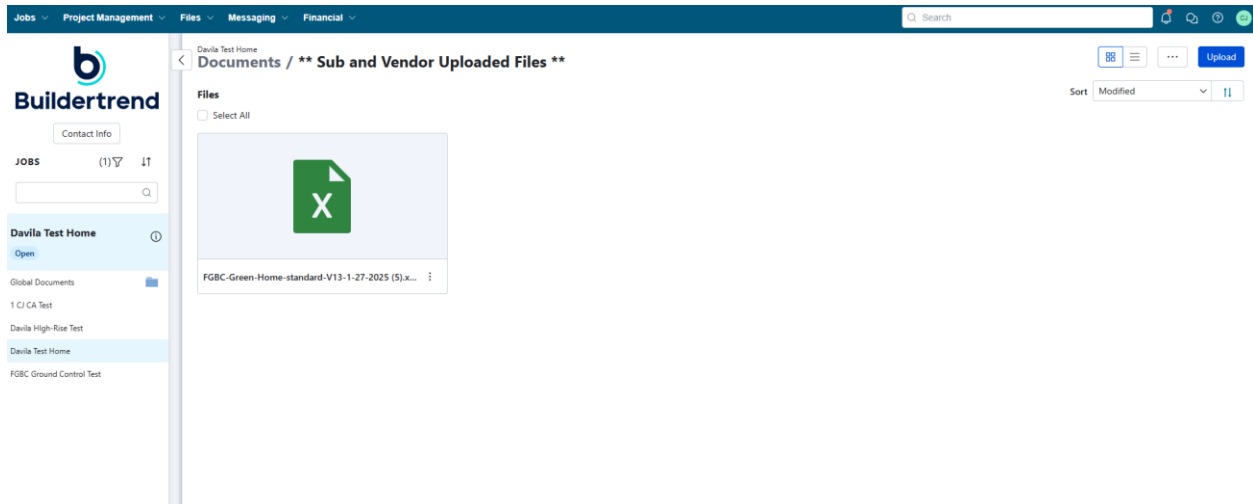
Click on Sub and Vendor Uploaded files and you will be taken to the preceding screen. Click on the upload button to add documents.



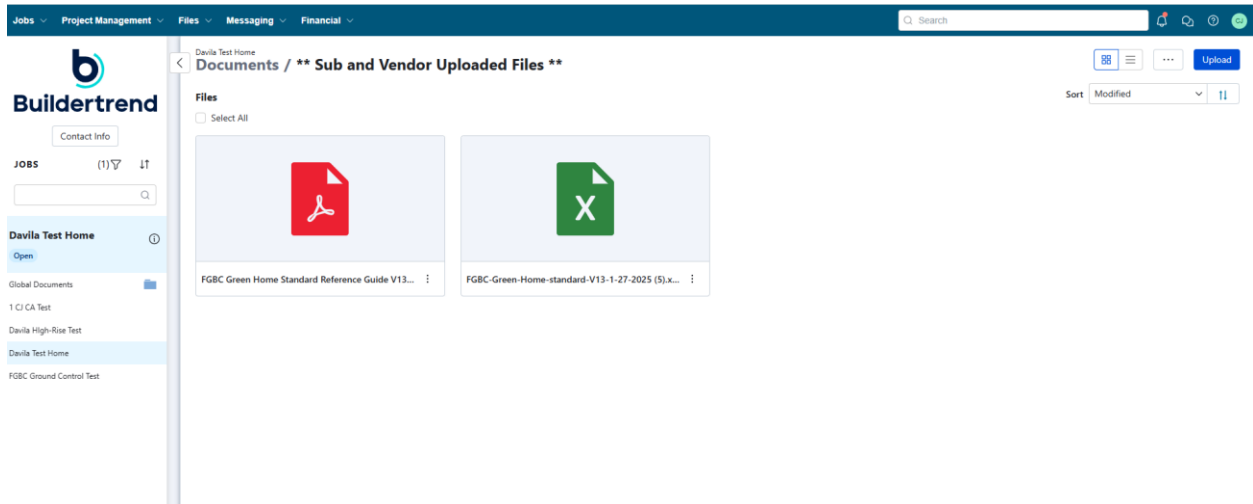
Drag and Drop files to upload, or you can upload from your computer via the Browse Computer Button. For multiple submissions, click all of the documents and then drag them all at once to the folder.



Once Files have been added click the Save Button.



To add additional Documents, click on the upload Button



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 upload button to add additional documents. If you are zipping your files, please upload the project checklist separately. 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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