



## Quick Start Guide How to Get Your Documents to Plan Express

Go to [www.planexpress.net](http://www.planexpress.net)

Enter your **Username** and **Password** on the right side of the screen

Go to the **Tool** tab

Click on **Create/Update Project**

If you are sending hard copies and want the originals returned, fill in the project information, indicate in the Special Instructions field "Please return originals.", and choose **Free FedEx Pickup**.

If you need to send electronic files, fill in all project information (**\* = required**) and any special instructions and choose **Interactive Project Upload Tool** in the lower right hand corner of the screen.

The next screen allows you to **Add Files**.

Click on the **Browse** button to locate the file on your computer. Verify files selected for upload – clicking "**UPLOAD**" to relocate the files to "**UPLOADED FILES**" box

Once you have uploaded the file(s) and they are listed in the **Filename:** box, classify the file type you are sending (**DRAWINGS, SPECIFICATIONS, or UPLOAD ORDER**). Once file type is selected click "classify files" to name the files in your filename box.

When the file is loaded and the file type is selected, click the **Upload** button to the right (maximum upload is 100 mb per file). Compressed ZIP files work well with this because you need to upload one file at a time.

The items you have chosen to upload will appear in the **File List** at the top of the page.

When your file/files have all been uploaded to this page and you see them listed in the **File List**, choose **Finished Uploading**.

The **Project Upload Complete** screen will appear. Your request to have your project posted in your plan room has been received with the documents and now has become a work order for the Plan Room Processing department.

Record Your Confirmation# in case you have questions about the new project prior to it being posted.

For assistance, please contact our Customer Service department via email at [customerservice@planexpress.net](mailto:customerservice@planexpress.net) or via phone at 866-404-2614.