



Online Planroom Log On Verification Information

Planroom Portal Information


Log on <http://pdm.tciaec.com/portal>

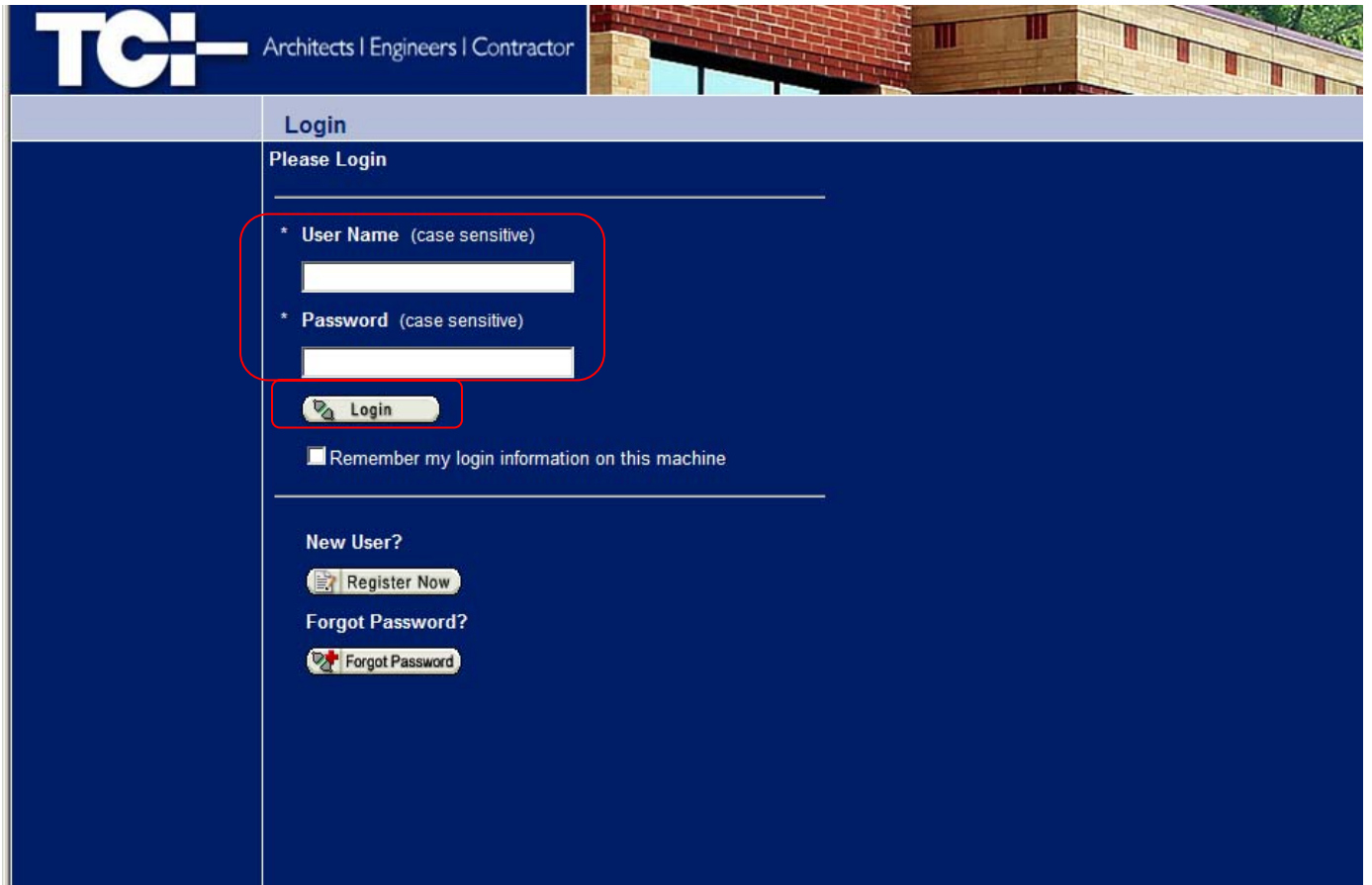
User Name : _____

Password : _____

You will receive an email containing a link to log on to the Portal.

Click on the link and you will be taken to the Portal Log In screen.

Enter in the Username as supplied to you in your email. To obtain your password click the  button and your password will be emailed to you.



The screenshot shows the TCI Portal Login page. The header features the TCI logo and the text "Architects | Engineers | Contractor". The main content area is dark blue and contains the following elements:

- Login** section with the heading "Please Login".
- Two input fields: "* User Name (case sensitive)" and "* Password (case sensitive)".
- A "Login" button with a key icon.
- A checkbox labeled "Remember my login information on this machine".
- A "New User?" section with a "Register Now" button.
- A "Forgot Password?" section with a "Forgot Password" button.

Red boxes highlight the User Name and Password input fields, and the Login button.

Click the 'Login' button

The following screen will display.

NOTE: the message that states that ‘Your Login Name will be changed to your email address’. This is a default message.

TCI Architects | Engineers | Contractor

Welcome to the Verification Process

Verify Your Information

Please check your information to make sure it is accurate
NOTE: Your Login Name will be changed to your email address

Personal Information Edit

Michael Smith
michaelsmith@yahoo.com

12345 West 201st Street
Suite 501
Milwaukee, WI 56493

Phone:
Fax:
Mobile:

Company Headquarters Edit

Smith and Smith, LLC
12345 West 201st Street
Suite 501
Milwaukee, WI 56493

Phone:
Fax:

Contact Office Location Edit

Milwaukee, WI Location
12345 West 201st Street
Suite 501
Milwaukee, WI 56493

Phone:
Fax:

Send Me Invitations For:

<input type="checkbox"/> 01 General	<input type="checkbox"/> 06 Wood & Plastic	<input type="checkbox"/> 10 Specialties	<input type="checkbox"/> 14 Conveying
<input type="checkbox"/> 02 Site Work	<input type="checkbox"/> 07 Thermal/Moist	<input type="checkbox"/> 11 Equipment	<input type="checkbox"/> 15 Mechanical
<input type="checkbox"/> 03 Concrete	<input type="checkbox"/> 08 Doors/Windows	<input type="checkbox"/> 12 Furnishings	<input type="checkbox"/> 16 Electrical
<input type="checkbox"/> 04 Masonry	<input type="checkbox"/> 09 Finishes	<input type="checkbox"/> 13 Special Const	<input type="checkbox"/> 17 Data Com
<input type="checkbox"/> 05 Metals			

We Provide Services in: Edit

Work Service Area

Page 1 of 0 (0 items)

Job Duties / Responsibilities:

- Administrator
- Bidding (I submit bids)
- Estimating (I receive bids)
- Executive
- Finance/Prequalification

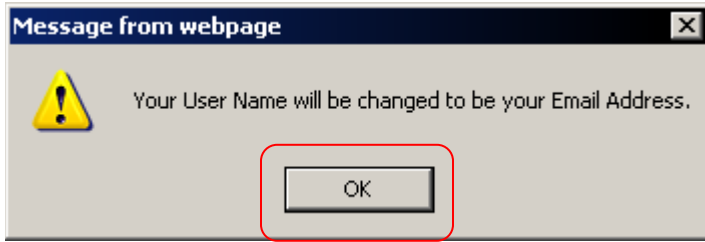
Share my info on the PDM Global Contact Directory

Continue * Your Login Name will be changed to your email address

This screen will ask you to verify your information. Please take a moment to look through the information and make sure that it is correct. If something needs to be changed, click on the ‘Edit’ button next to the information that needs to be changed.

After the information has been reviewed, click on the ‘Continue’ button.

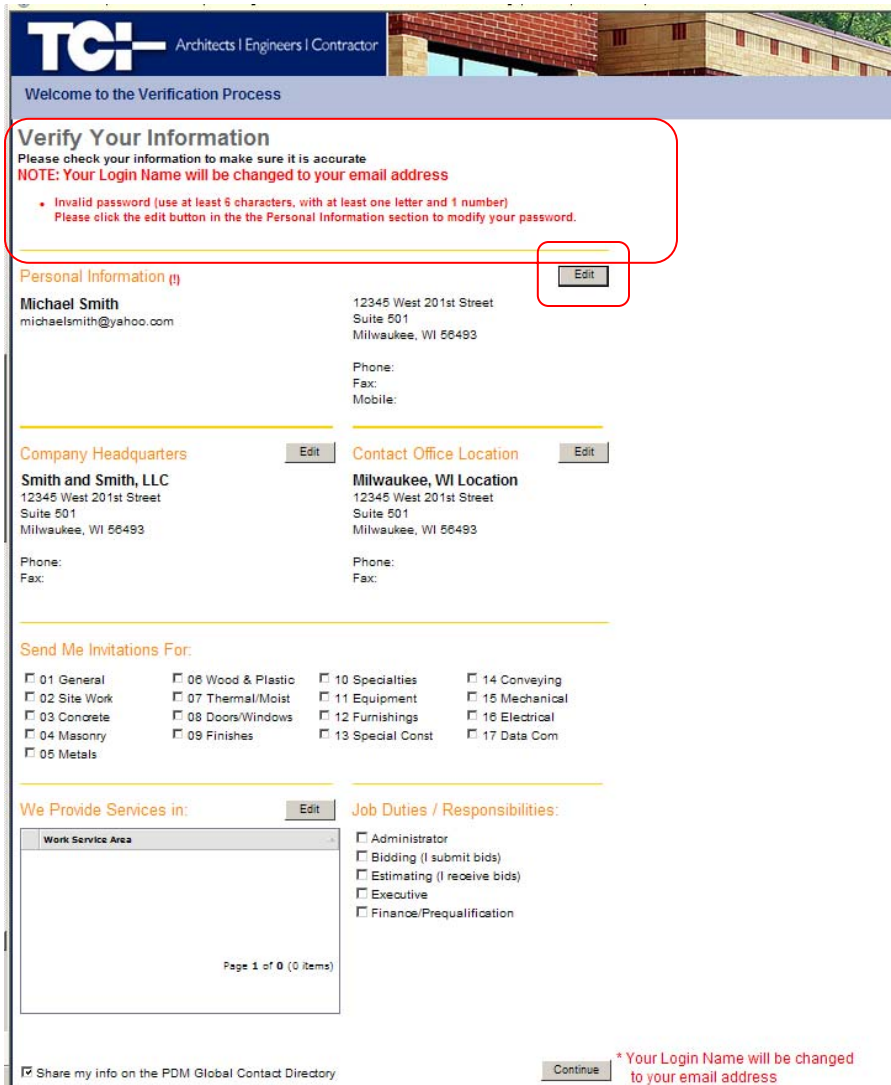
Note the message that states that your Username will be changed to your email address. The following message will display.



Click on 'OK'.

The following screen will display. Note the red text informing of an error.

The red exclamation point will notify you as to where the error with the login is occurring. In the screen shot below the password is invalid.



Click on the grey 'Edit' button next to the 'Personal Information' The following screen will display.

TCI Architects | Engineers | Contractor

Verification Process - Verify your contact information
Please verify the following information is correct

VERIFY YOUR PERSONAL INFORMATION
Please verify the following is your correct information

NOTE: Your user name will be changed to your email address

Contact Personal Information

First Name *	Last Name *	Middle Name
Michael	Smith	
Work Number *	Fax Number	Mobile Number
Title		
Address 1 *	Address 2	Zip Code *
12345 West 201st Street	Suite 501	58493
City *	State *	Country *
Milwaukee	Wisconsin	UNITED STATES

Global/Local Password Information

NOTE: Your user name will be changed to your email address

Login Name/Email Address
(read only) *

michaelsmith@yahoo.com

Password *	Password (re-enter) *
*****	*****

Cancel Finish

Make the necessary changes to your Password.

Be sure that the new Password you choose meets the following criteria:

- The new Password **MUST** be a **MINIMUM** of 6 characters long
- The new Password **MUST** contain a **MINIMUM** of one letter
- The new Password **MUST** contain a **MINIMUM** of one number

Be sure to type the same Password in the 'Password' and 'Password (re-enter)' boxes.

Also verify any information with a red '*'. This is required information. If a field with a red '*' is not filled in, complete the field prior to moving on to the next step.

After the information has been modified, click on the 'Finish' button.

The following screen will display.

TCI Architects | Engineers | Contractor

Welcome to the Verification Process

Verify Your Information

Please check your information to make sure it is accurate
NOTE: Your Login Name will be changed to your email address

Personal Information Edit

Michael Smith
michaelsmith@yahoo.com

12345 West 201st Street
Suite 501
Milwaukee, WI 56493

Phone: 555-555-5555
Fax: 555-555-5556
Mobile:

Company Headquarters Edit

Smith and Smith, LLC
12345 West 201st Street
Suite 501
Milwaukee, WI 56493

Phone:
Fax:

Contact Office Location Edit

Milwaukee, WI Location
12345 West 201st Street
Suite 501
Milwaukee, WI 56493

Phone:
Fax:

Send Me Invitations For:

<input type="checkbox"/> 01 General	<input type="checkbox"/> 06 Wood & Plastic	<input type="checkbox"/> 10 Specialties	<input type="checkbox"/> 14 Conveying
<input type="checkbox"/> 02 Site Work	<input type="checkbox"/> 07 Thermal/Moist	<input type="checkbox"/> 11 Equipment	<input type="checkbox"/> 15 Mechanical
<input type="checkbox"/> 03 Concrete	<input type="checkbox"/> 08 Doors/Windows	<input type="checkbox"/> 12 Furnishings	<input type="checkbox"/> 16 Electrical
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Job Duties / Responsibilities:

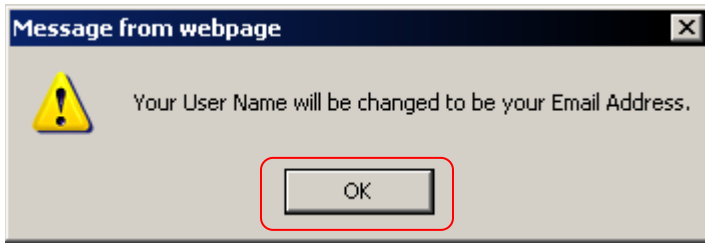
- Administrator
- Bidding (I submit bids)
- Estimating (I receive bids)
- Executive
- Finance/Prequalification

Share my info on the PDM Global Contact Directory

Continue * Your Login Name will be changed to your email address

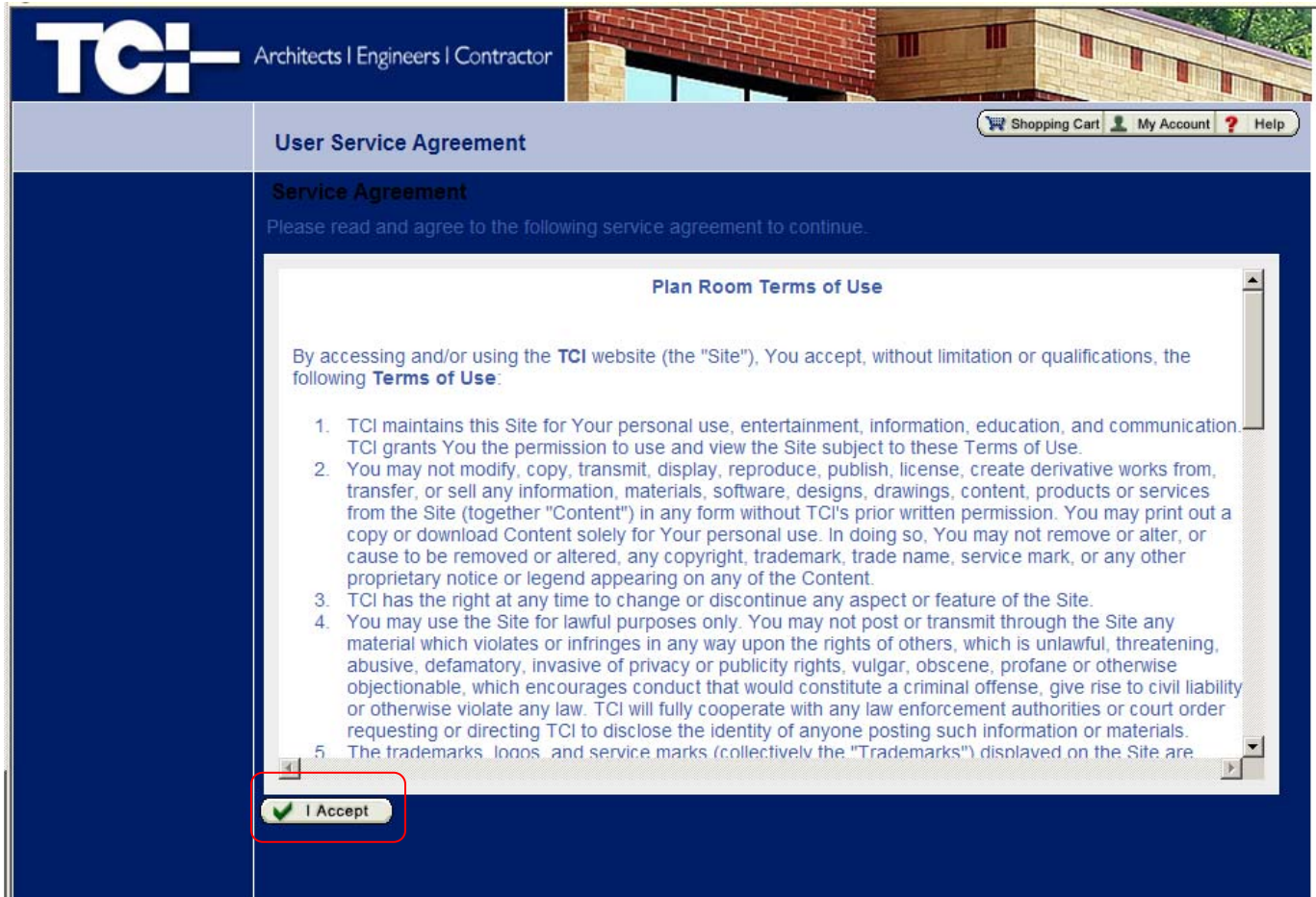
Click on the 'Continue' button.

The following screen will display.



Click on the 'OK' button.

The following screen will display. You must agree to this User Service Agreement to continue.



Click on the 'I accept' button.

You have now completed the verification process and will be able to access the project information.