



PORTAL USER GUIDE

New User Registration Process

These instructions are for new user registration on the TCI Online Planroom. As a new user, you will need to be given access to the TCI Portal. To begin, click on the **Register Now** button.

TCI Architects | Engineers | Contractor

Login

Please Login

* User Name (case sensitive)

* Password (case sensitive)

Login

Remember my login information on this machine

New User?

Register Now

Forgot Password?

Forgot Password

The following screen will display.

TCI Architects | Engineers | Contractor

End User License Agreement

Please accept the License Agreement below to continue

Please read and agree to the following service agreement to continue with the registration process:

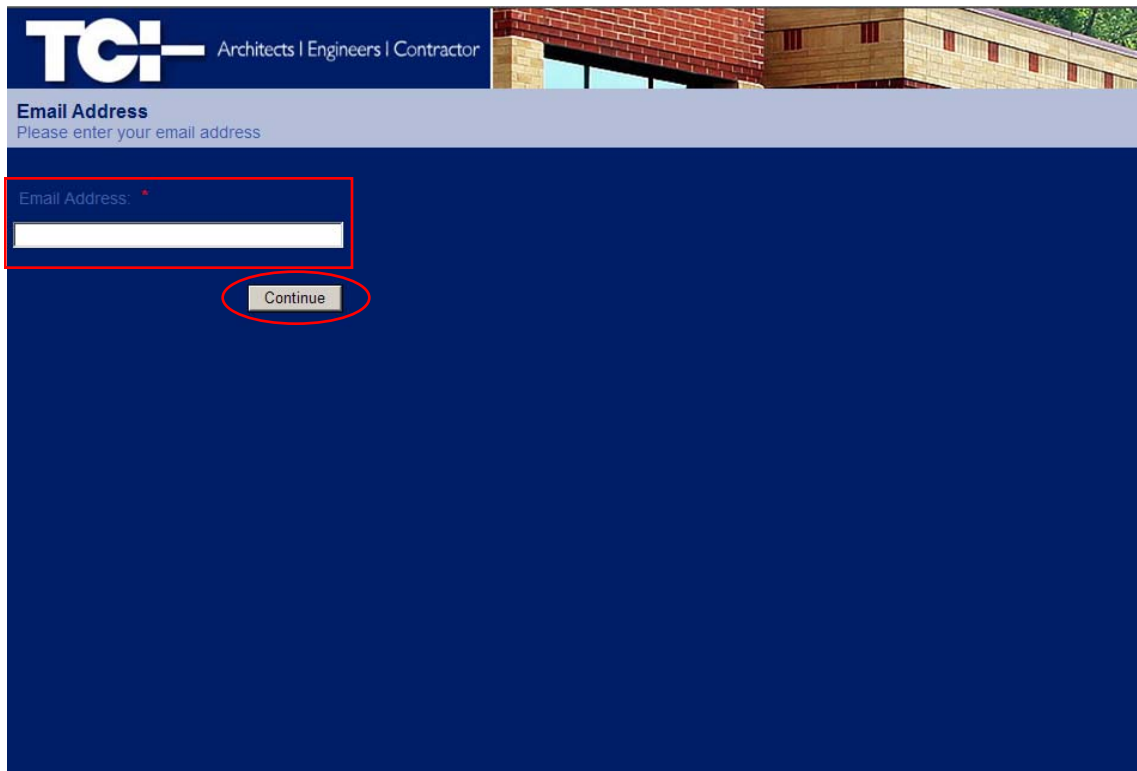
Plan Room Terms of Use

1. The information that you provide, including personal information, is confidential and non-reproducible. TCI grants you the permission to use and view the data subject to these Terms of Use.
2. You may not modify, copy, transfer, reformat, reproduce, publish, or use, create derivative works from, transfer, or display information received, whether through, including, the use of, or removal from the Plan Room (the "Information") in any form without TCI's prior written permission. You may download a copy of documents that are posted for your personal use as described. You may not reproduce, alter or cause to be altered or altered, any copyright, trademark, trade dress, service mark, or service mark information or logo appearing on any form or document.
3. You have the right to quit the Plan Room at any time by clicking on the "Logout" button.
4. You may use the Plan Room for personal use only. You have not part of a network through the Plan Room at which copies or updates to any part of the Plan Room are made, which is not part of the Plan Room. You are responsible for the security of the Plan Room, and you agree to indemnify and hold TCI harmless, with the exception of the Plan Room's liability, for any loss or damage, including the liability of others, arising out of or from the use of the Plan Room, including the liability of others, arising out of or from the use of the Plan Room, including the liability of others, arising out of or from the use of the Plan Room.
5. The Plan Room, including the Plan Room, is provided by the Plan Room's operator and the Plan Room's operator is not responsible for any loss or damage, including the liability of others, arising out of or from the use of the Plan Room, including the liability of others, arising out of or from the use of the Plan Room.

I Accept

Please read through the TCI 'Plan Room Terms of Use' and click the 'I Accept' button when ready to proceed.

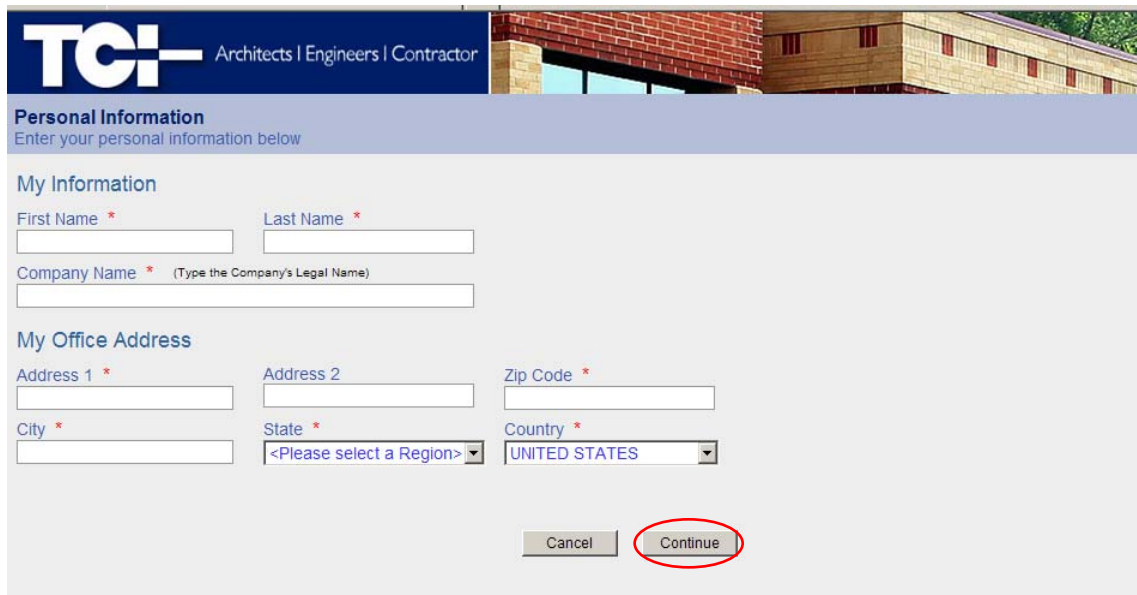
The following screen will display.



The screenshot shows the top of a web form for TCI Architects | Engineers | Contractor. The header is dark blue with the TCI logo and text. Below the header is a light blue bar with the title "Email Address" and the instruction "Please enter your email address". The main form area is dark blue. A white text input field for "Email Address" is highlighted with a red rectangle. Below it, a "Continue" button is circled in red.

Enter in a **valid email address**. This email address must be a valid and monitored email address as all future notifications relating to the project will be sent via email to the email address registered here. This email address will also become your User Name. Click on the 'Continue' button when ready to proceed.

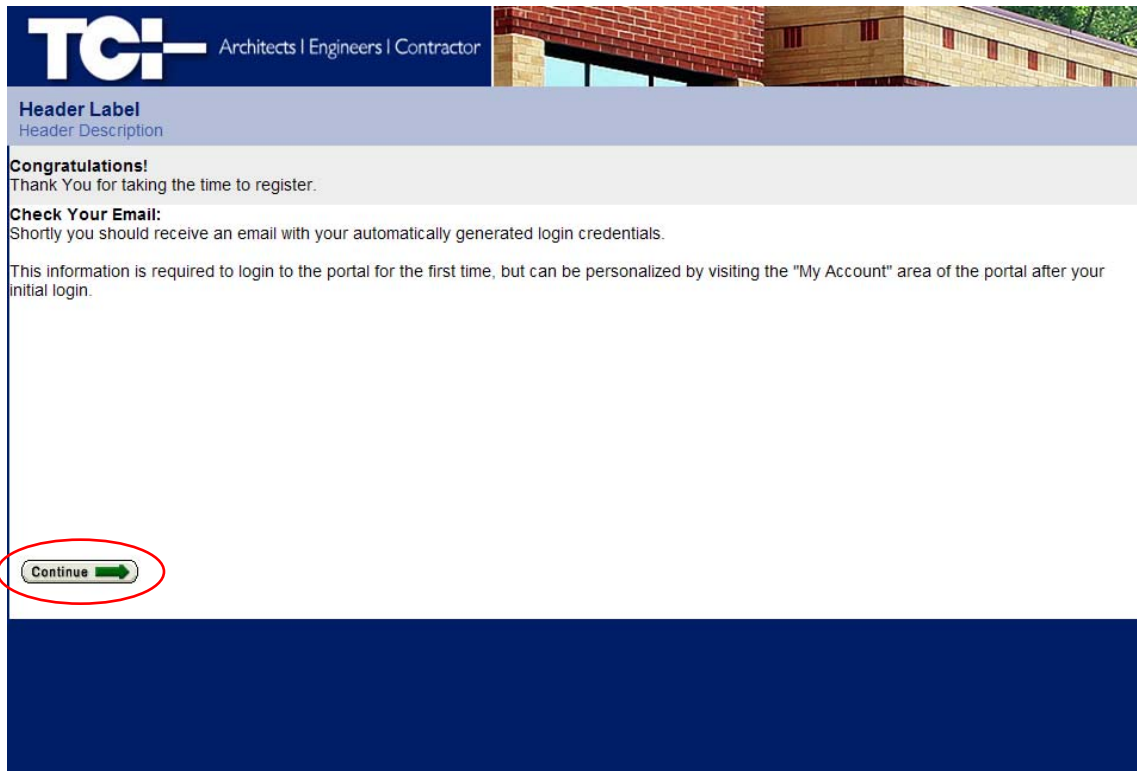
The following screen will display.



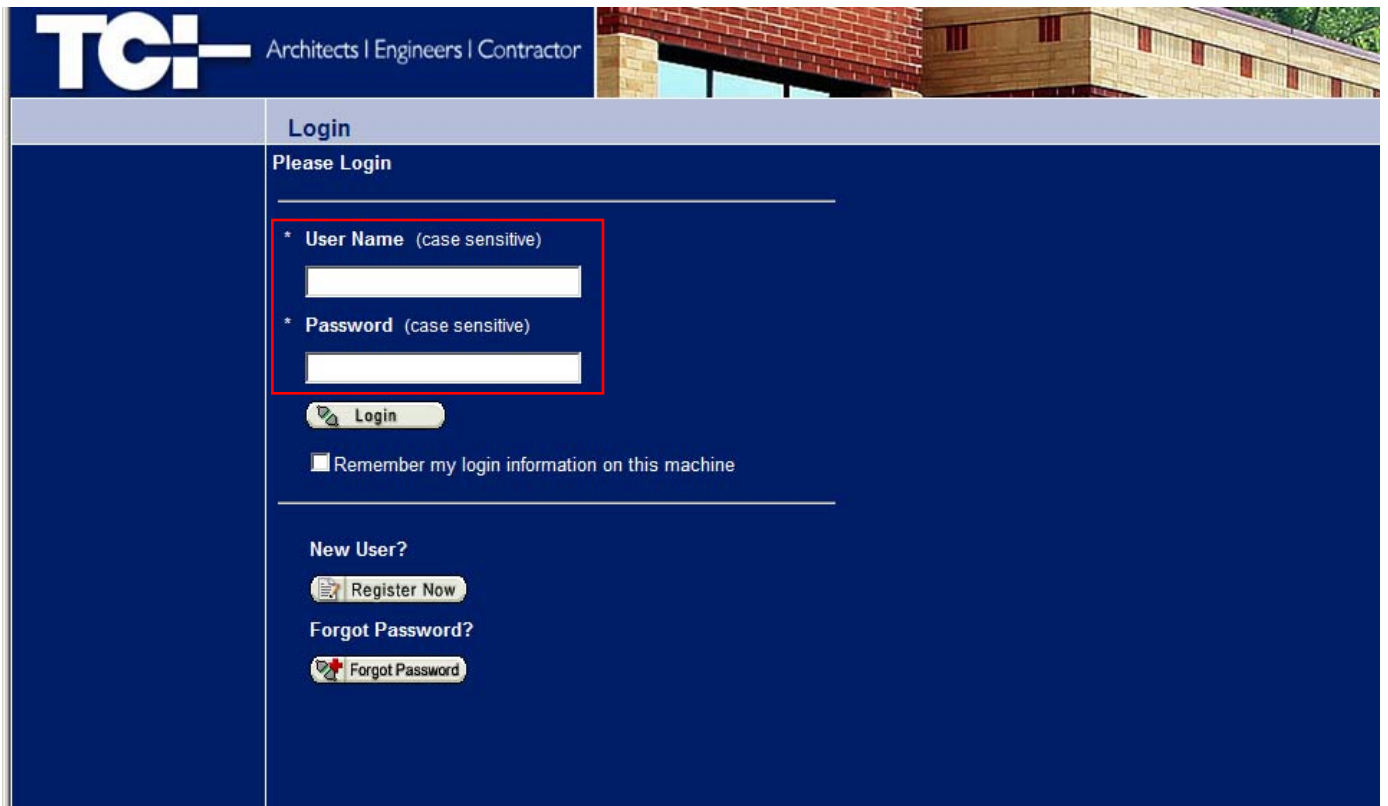
The screenshot shows the "Personal Information" section of the registration form. The header is dark blue with the TCI logo and text. Below the header is a light blue bar with the title "Personal Information" and the instruction "Enter your personal information below". The main form area is light gray. It contains several input fields: "My Information" section with "First Name" and "Last Name" fields; "Company Name" field with a note "(Type the Company's Legal Name)"; "My Office Address" section with "Address 1", "Address 2", and "Zip Code" fields; and "City", "State" (a dropdown menu with "<Please select a Region>" as an option), and "Country" (a dropdown menu with "UNITED STATES" as an option) fields. At the bottom, there are "Cancel" and "Continue" buttons, with the "Continue" button circled in red.

Fill in the fields as shown. Note that any field with a red '*' must be filled in. Click on the 'Continue' button when ready to proceed.

The following screen will display.



Click on the Continue button. The following screen will display.



Enter in the User Name and Password sent to you in the New User registration email and click the 'Login' button. Based on user permissions you will only see the projects you have been granted access to. To obtain access to specific projects please contact TCI.