



# SANTA MARIA VALLEY CONTRACTORS ASSOCIATION, INC.

2003 N. Preisker Ln., Ste. A, Santa Maria, CA 93454 • (805) 925-1191 • (805) 922-2983

There is an annual fee of \$150 to SMVCA members, to cover operating costs.  
A one-week trial period will be available at no charge to any members interested in trying out the service.

## ONLINE PLAN ROOM INSTRUCTIONS

<http://onlineplanservice.com>

**Step 1:** Fill out the Member / User Information Form fax it to the SMVCA office at 805-922-2983. (Please be sure to limit User Name to 25 characters and Password to 15 characters, **all** lower case, letters and numbers only).

**Step 2:** You will receive a 'confirmation' email from online plan service, with a link to the Online Plan Room, click on the link.

**Step 3:** Now that you're at the Online Plan Room, from the menu tabs, click on "SETTINGS/INFO", a drop down menu will appear, click on "INSTALL SOFTWARE". Select the program software that you want to use by clicking and downloading it to your Device. Locate and click on the downloaded install file and follow instructions to complete installation.

**Step 4:** To view and search projects go to 'BIDDING' to view bidding projects.

**Step 6:** Click on the name of the project that you are interested in viewing and the project details will appear.

**For a more detailed and extensive guide and instructions to the Online Plan Service please use the following training videos.**

LOGIN AND SETTINGS: <http://cdnops.onlineplanservice.com/videos/1loginsettingsinfo.mp4>

SAVED SEARCHES: <http://cdnops.onlineplanservice.com/videos/2savedsearch.mp4>

BIDDING PROJECTS: <http://cdnops.onlineplanservice.com/videos/3biddingprojectsview.mp4>

PROJECT DETAILS: <http://cdnops.onlineplanservice.com/videos/4projectdetails.mp4>

DOCUMENTS: <http://cdnops.onlineplanservice.com/videos/5documents.mp4>

PREBID AND POST BIDS: <http://cdnops.onlineplanservice.com/videos/6prebidpostbid1.mp4>

**NOTE:** If you click on a folder to view plans, specs, etc. and a blank screen comes up, call our office at 805-925-1191. If we can't figure out how to fix the problem, you will need to contact OST Technical Support at (866) 362-7247.

***Each participating member is allowed up to a maximum of 10 users.***



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**MEMBER INFORMATION**

Company Name:



Address:

City:

State:

Zip:

Phone:

Fax:

Email:

Web Site:

Contact Person:

Contractor's License #:

**USER INFORMATION**

User Name:   
(25 characters max.)

Password:   
(15 characters max.)

Email:

Employee Name:

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User Name:   
*(25 characters max.)*

Password:   
*(15 characters max.)*

Email:

Employee Name:

**USER INFORMATION**

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*(15 characters max.)*

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