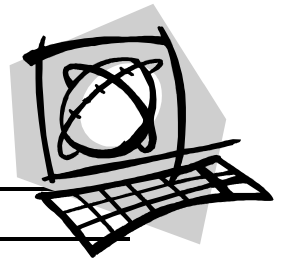




# VCE Online Planroom (OPR) Subscription Sign Up



Company Name \_\_\_\_\_  
 VCE OPR Contact Name \_\_\_\_\_  
 Company Address, City, Zip \_\_\_\_\_  
 Phone Number (      ) \_\_\_\_\_ FAX (      ) \_\_\_\_\_  
 VCE OPR contact E-mail: \_\_\_\_\_  
 (PLEASE WRITE CLEARLY! We will E-mail your user information)

**CHOOSE YOUR CUSTOM PASSWORD:** \_\_\_\_\_ (or we will assign one for you)

**SPECIAL VCE MEMBER OFFER!!** Other California Builders Exchanges have Online Planrooms too! You can log onto their Planrooms and access their plans for only **\$200.00 per Planroom, per year\***. Subscribe here. *We can invoice you for the VCE OPR but payment must be included for subscription to these other Planrooms.*

- |   |   |
|---|---|
| <input type="checkbox"/> Sacramento Builders Exchange           | <input type="checkbox"/> Shasta Builders Exchange                   |
| <input type="checkbox"/> Nevada County Contractors              | <input type="checkbox"/> Placer County Contractors Assoc.           |
| <input type="checkbox"/> Builders Exchange of Stockton          | <input type="checkbox"/> El Dorado Builders Exchange                |
| <input type="checkbox"/> Humboldt Builders Exchange             | <input type="checkbox"/> Reno Builders Exchange                     |
| <input type="checkbox"/> Solano-Napa Builders Exchange          | <input type="checkbox"/> North Coast Builders Exchange              |
| <input type="checkbox"/> Contra Costa Builders Exchange         | <input type="checkbox"/> Marin Builders Association                 |
| <input type="checkbox"/> Builders Exchange of the Central Coast | <input type="checkbox"/> Builders Exchange of Santa Clara           |
| <input type="checkbox"/> Kern County Builders Exchange          | <input type="checkbox"/> Valley Builders Exchange (Modesto)         |
| <input type="checkbox"/> San Diego Source                       | <input type="checkbox"/> *Fresno Builders Exchange (\$500/yr)       |
| <input type="checkbox"/> Salinas Valley Builders Exchange       | <input type="checkbox"/> Santa Maria Valley Contractors Association |
| <input type="checkbox"/> Builders Exchange of Alameda           | <input type="checkbox"/> Santa Cruz County Builders Exchange        |

**Amount Due:** \_\_\_\_\_ (*\$150 for VCE OPR &/or \$200 for each additional Exchange*)

Payment method – please check one:

**Check included** \_\_\_\_\_ **Invoice me (VCE OPR only)** \_\_\_\_\_ **Bill my (circle one) VISA/MasterCard** \_\_\_\_\_

Accountholder name \_\_\_\_\_  
 Card# \_\_\_\_\_ Expiration (mo/yr) \_\_\_\_\_  
 Authorization signature \_\_\_\_\_

**USER AGREEMENT:** I understand that I must be a member in good standing. If I cancel my VCE membership, or have my membership suspended for cause, my username and password will also be disabled. I do not have to subscribe to the VCE OPR in order to subscribe to other Planrooms. Additionally, I understand that it is against VCE policy to share my login information with anyone outside of my company. Violation of this policy may result in a \$150 fine and/or a 1-month suspension of my online account.  
*Refunds are not available for any unused portion of my Online Planroom subscription(s).*

➤ **Some virus software, Internet browsers, etc. may interfere with the operation of the online planroom.**

I am aware of the fees, system requirements and membership requirements.

Signature: \_\_\_\_\_

**Fax or mail to**  
 Valley Contractors Exchange, Chico  
 951 E. 8<sup>th</sup> Street, Chico, CA 95928 Fax (530) 343-3503

revised 12-16-08

<b>FOR OFFICE USE ONLY</b>	
VCE Member # _____	[ Invoice # _____ Check # _____ Credit Card Processed _____ ]
Date Emailed User Name and Password _____	
Update: Access (Membership) _____	Access (Online Subs) _____ E-mail Group _____ Fax Group _____

# TIPS and TRICKS

To access the Online Planroom (OPR) go to [www.vceonline.com](http://www.vceonline.com) and click the “Log in to our Online Planroom” link on the main page.

## To view Plans & Specs:

- **Install the plan viewing software, On-Screen Takeoff (OST):** Once in to the OPR go to “Install Software” on the left side of the screen and follow the steps.
  - TIP: Save the .EXE file to your desktop and double-click it to install the program after download.
  - TIP: During install, you will not have a Client ID # - ignore it.
  - TIP: When indicated, make sure the “Sample” or “Projects” database box is checked.
- To view Specs: If not already on your computer, download Adobe Acrobat Reader.

## Handy Tools To Use:

- **Project Info Search** - You can ‘browse’ all available bidding projects (or archived, up to 1-year old) or ‘search’ for specific projects using certain criteria (project number, project name, bid date, project location, etc.).
  - TIP: In any given list of jobs, you can sort any column that offers you a hand icon when you hover over the top of it.
- **Browse Projects** - Clicking on a project title from a list takes you to its ‘detail page’ where you can see all the pertinent info for that job.
- **Planholders List** - Scroll to the bottom of the Details Page and you can see the Planholders List for the project.
  - TIP: Tabs allow you to look at available lists from other Exchanges.
  - TIP: After a project has bid, the Bid Results will be added below the Planholders List.
- **View Activity** - Click “View Activity” from the “Tools” box on the detail page and you can see who else online has been looking at a project.
  - TIP: Click on a column head to sort the list – sorting by Company Name makes it easier to see the repeats.

## COMPUTER REQUIREMENTS

➔ All you need is a computer with the following minimum computer requirements:

- Windows 2000 Service Pack 4 or XP – Home or Professional
- Pentium 4 – minimum 1.5 GHz
- 512 MB RAM
- 64 MB Video Card (256 MB Dedicated RAM)

## Browsers & Virus Protection:

➔ Some tools within the OPR may not function optimally with non-Internet Explorer browsers such as Firefox and Mozilla.

➔ Internet Explorer 7 is compatible with OST 3 but for versions before OST 3.5, you will need to install a patch. The patch can be found at [www.gsbe.net/IE7/](http://www.gsbe.net/IE7/). IE7 is NOT compatible with OST 2.7.

➔ Some virus software, Norton and McAfee that we know of but possibly others, interfere with the Online Planroom and On-Screen Takeoff. You may need to add the OPR IP address as a secure site within the anti-virus settings.

## **The fine print:**

Valley Contractors Exchange will do everything possible to assure accuracy of project details and trouble-free use of the Online Planroom. However, neither VCE, nor any third party licensors, make any guarantees or warranties as to the accuracy or completeness of, or results to be obtained from, accessing and using the service, nor any material that can be accessed (via a direct or indirect hyperlink or otherwise) through the service. We will not be liable to the user or anyone else for any inaccuracy, delay, interruption in service, error or omission, regardless of cause, or for any damages resulting therefrom.

In other words, the process of getting plans and specs to your private computer is complex. There are many steps and systems and people involved. That means more opportunity for hiccups – many of which are out of our control. Also, program interaction in computers is sometimes tricky so we cannot make any guarantees that any of your existing programs won't interfere with the VCE-OPR.