

Plan Room Registration Instructions

To be an active bidder with High Construction, your registration is required.
Don't miss out on a chance to bid!

- ✓ Go to www.highconstruction.com
- ✓ Click on **Plan Room** located on the top right of the screen
- ✓ Click **Register Now** and follow the on-screen instructions. At the prompt, open your email inbox to receive your Username and Password. Save this information for future use.
- ✓ Click on the **link** in the email to be directed to our plan room. **Login** with your Username and Password.
- ✓ Click on the **My Account** button on the top right of the screen, then **Update Profile Information**
- ✓ Complete all of the fields found on the **My Information** tab. Be sure to **Assign CSI Codes** to your company or you will not be active in our database: click on "Add/Edit", select the codes for your trade, click on "Add CSI" and then "Save".
- ✓ The **Preferences** tab allows you to personalize your plan room visit.
- ✓ Always **Save** after making any changes to your account
- ✓ It is your responsibility to keep your account information current with any change of address, contact person, etc.



If you are selected to receive an invitation to bid, please read through the invitation details and then promptly RSVP as instructed.

- ✓ The Project Password is located on the invitation; without it, you cannot access the project documents. Plans and specs are readily available online by ordering a full-size hardcopy print or electronically downloading the prints to your computer.

Please direct any plan room questions or comments
to High Construction's estimating team at (717) 293-4496