



CAPITOL BLUEPRINT

We would like to thank you for your interest in the Capitol Blueprint Online Planroom. The following instructions are to assist new users in creating a company profile and user ID.

IF YOU WISH TO VIEW PLAN HOLDER LIST OR VIEW PLANS ONLY

You may go directly to the public jobs tab on our planroom located at <http://www.capitolblue.com/planroom>. Select the job and view your selection.

IF YOU WISH TO PLACE AN ORDER

You will need to create a company profile and user ID with password. This procedure will only take a few minutes and will be necessary only once. Your company may already exist on the planroom, so please verify this information before creating a duplicate company (see "TO GET STARTED" below). If within your company you have multiple users needing access to your company account, additional contacts may be created within your company record. Do not create a company profile for each user.

PLEASE NOTE: The person that creates your company profile on our planroom, the user ID created will be considered by the system as the "Company Administrator". The "Company Administrator" is the person allowed to add additional users to your company profile or make any changes to your company profile.

TO GET STARTED

Go to <http://www.capitolblue.com/planroom> and choose the "Log On" option located on the left side of your screen. This will prompt you for a user ID and Password. If your company has not been created or you are not sure if it has been created, choose the "Create New Company" option to the right of the User ID selection. You will be prompted to enter your company name. Enter the first few letters of your company name and click "Search".

IF YOUR COMPANY IS LISTED

Select this Company and you will be able to see the user's currently created for your company. If your Company exists, go to the person listed as your Company Administrator (first person listed). Have this person "Log On" the planroom and create you as an additional user.

IF YOUR COMPANY IS NOT LISTED

Select "Create New Company". The first screen will be the company profile, complete all required information (marked with Red asterisk) choose "Submit". The next screen will be User information. Complete required information (marked with Red asterisk) and choose "Submit". Remember if you are the person creating the company for the first time, the user ID and password selected is considered the Administrator. Your company administrator will need to add any additional users within company.

Once your company and users are setup you may order plans. If you need any assistance with functions of the planroom you may contact us at (501)376-2446 or (800)482-5890.