



GUIDE FOR SUBCONTRACTORS

1. LOGIN

- a. Login to your Paskr site
- b. [www.paskr.com/GC company name](http://www.paskr.com/GC_company_name)

Record your secure Log In information here: If you should forget, Click on the blue link 'Forgot your login?' found on the login page to answer your secret question. Your login information will be emailed to you.

Username: _____

Password: _____

These instructions can be found on your Paskr dashboard after you log in. Click the Help button next to 'Project Status' on the blue bar.

2. INVITATION TO BID

- a. You will receive an invitation via email from 'Webmaster@Paskr.com'.
- b. After opening it, you may view project documents by following the blue 'Click Here' link or
- c. Click the blue 'yes' or 'no' to respond. Responding 'yes' will take you to a link to log in and bid or view, print, or download drawings.
- d. When you are ready to submit your bid, return to original email from Webmaster... and click on the blue 'Click Here' link.
- e. After logging in, click the blue 'View this Bid form in the filing cabinet' > **Click here to bid on this job.**
- f. Fill in Bid Amount & Days to Complete.
- g. Type in all exclusions and bid notes in the appropriate boxes.
- h. **Submit Quote**
- i. You may log back in to alter your bid until the bid date/time has elapsed.

3. FINDING A PROJECT

- a. After logging in, projects are organized by status: Bidding, Pending, Will Start Soon, or In Progress. To view specific project information choose the status from the **Project Status** drop down.
- b. Click on the name of the project in blue.

4. VIEWING AND USING DRAWINGS

- a. **Filing Cabinet>Drawings**
- b. Download
 - i. Check all from the orange bar or place a check in the boxes of the drawings you need
 - ii. Download Checked Files from the orange bar
- c. View
- d. Rotate
 - i. Right click on drawing
 - ii. Choose Rotate
- e. Print
 - i. Right click on drawing
 - ii. Choose print
 - iii. OK
- f. Enlarge a particular area
 - i. Right click on drawing
 - ii. Choose Marquee Zoom
 - iii. Place + at one corner of desired area
 - iv. Hold left click while you drag to opposite corner
 - v. Release
 - vi. Print enlarged area
 1. Right click on drawing
 2. Choose Print
 3. Choose Current view
 4. OK
- g. Email drawing – will not be stored in Paskr
 - i. Click on envelope in upper left corner
- h. Email drawing – This method will send an email through Paskr with a link to the drawing you chose. The message along with any response will be stored in **Paskr > Msg Center > Drawings**
 - i. **Filing Cabinet > Drawings**
 - ii. Click Send Email next to the drawing you want to attach
 - iii. Add to Subject line so your message can be easily found later.
 - iv. Include a message.

5. UPON BID ACCEPTANCE

- a. You will be notified via Webmaster at Paskr through email that you have been issued a Purchase Order or Subcontract to sign. Follow the blue link in the email to login and sign to accept. You may also view and print the purchase order or contract.

6. RESPONDING TO RFP's

- a. You will receive notification through email that there is an RFP for you to address. Follow blue link to log in and **view > price**.
- b. To correspond with project manager prior to pricing, click Send Email

7. SUBMITTALS

- a. To send electronic submittals in pdf format
 - i. Click the link in the Submittal request from your GC *or*
 - ii. Log into Paskr > select job status and job > **Filing Cabinet > Submittals**
 - iii. Select the blue status text 'Pending' > **Browse** > select pdf from your hard drive > **Submit**
 - iv. Select the submittal print date from the drop down box

8. RFI's

- a. Submitting
 - i. You may submit an RFI to the project manager
 - 1. **Filing Cabinet > RFI** > Follow instructions on screen
- b. Responding to an RFI
 - i. You will receive notification via Webmaster at Paskr through email that your response is requested on an RFI.
 - ii. Click on the blue link, 'Click Here' to log in
 - iii. **Filing Cabinet > RFIs**>Click on blue subject link
 - iv. If you would like to clarify or submit any correspondence other than answering the RFI, click Comments for discussion.
 - v. Only when you are ready to close out the RFI click **Answer RFI**

9. RESPONDING TO A CHANGE ORDER

- i. You will receive notification via Webmaster at Paskr through email that a change order has been signed by the project manager.
- ii. Click on the blue link found in the email to login, view, respond to or sign the change order.

10. SUBMITTING A PAY APPLICATION – Subcontractors only

- a. Go to www.paskr.com/GC Company name to log in.
- b. **Project Status > In progress > choose project > Filing Cabinet>Billing**
- c. You must sign your subcontract and any change orders prior to submitting a bill
- d. If the GC has required, you will need to submit a schedule of values (Custom Billing) prior to submitting your first bill:
 - i. **Click Here > follow the instructions on the page. Note: Schedule of Values is to include base contract amount only.** Change orders will be added to your billing as they are approved.
 - ii. The project manager will be notified, will review, and approve or request modifications. You will be notified via email in any case.
- e. If the GC has required, you will need to submit a material vendors schedule of values sheet:
 - i. **Click Here > follow instructions on the page.**
- f. **> Add New Bill > enter invoice number and bill amount under correct cost codes > Preview New Bill**
- g. If needed, click **edit**. If correct click **submit**.
- h. **Sign Lien Release > I agree**
- i. From the next screen, you may print, save or email a pdf of the pay application.
- j. You will receive notification via email whether the application has been approved or needs editing.
- k. Log in through the blue link in the email to edit and submit revised bill.

If you need assistance please call the Paskr help desk at 615.212.3036.