



Instructions to View Plans and Specifications On ACI's On-Line Plan Room

- **New Users** need to register to receive a log in name and password before they can access plans and specs (turnaround time for receiving your log-in password is approx. 15 minutes)
- **Pre-Registered Users** need only enter the username and log-in information previously provided
- You may receive update notices, view and download plans and specs free of charge. For hardcopies or printing, please see the price sheet when you first get into a bid folder or contact BPXpress directly for information (510) 559-8299.
- In order to open or download full-sized plan sheets – you need to follow the instructions shown below. If you click on the photo of the plan sheet or any of the links to the right of the plan sheet photo and download, you will only access a minimized version of the plan sheet that will not be to scale.
- If you have registered for the plan room, you will be notified of any addenda or new projects via the email with which you registered.

Directions for downloading multiple plan sheets or documents from on-line plan room

- Click box at top left to select all electronic plan sheets (if you want to select all plan sheets), or click boxes to the left of those individual documents you wish to download
- Add to Cart
- Check Out
- Download (from drop box)
- Continue
- Purchase
- At bottom click to download
- Download Files
- Save to your folder of choice

If you have any technical issues or log-in problems with the on-line plan room or would like to purchase hardcopies or request pricing for downloads, etc. we suggest that you contact BPExpress directly at (510) 559-8299.

If you have estimating/scope questions, please call Erik Andresen, Estimator at (510) 234-4200 ext. 15 or bids@altenconstruction.com.

If you have any questions regarding an ETA of plans and specs on the on-line plan room, etc. please contact Karin Romeo at (510) 234-4200 ext. 26 or bids@altenconstruction.com.