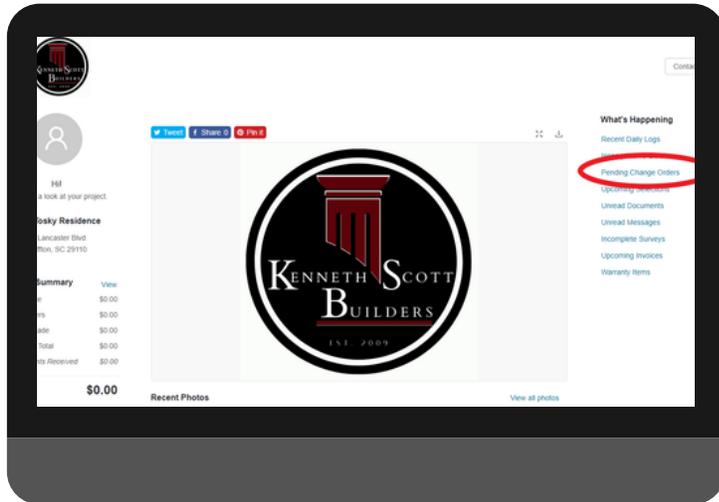


# How To

## SUBMIT A CHANGE ORDER

All change requests will be formally requested via your Buildertrend homepage. Below is a step by step direction for completing a change order request.

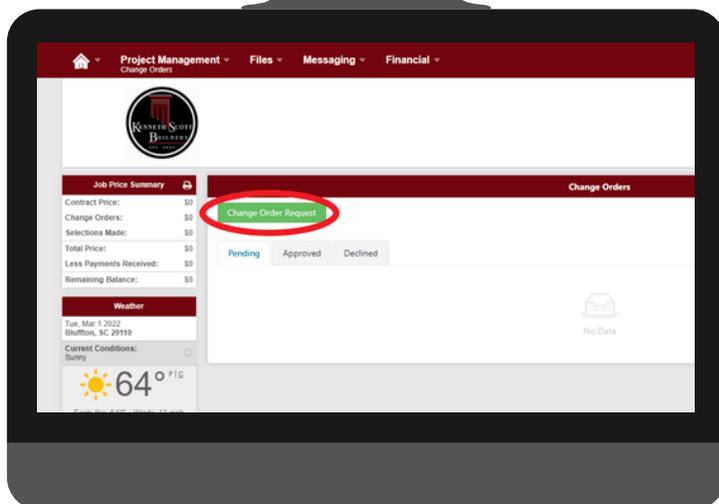


### STEP 1

Start at your owner summary homepage. Located on the right side of your homepage there will be a list of clickable items.

CLICK ON "Pending Change Orders"

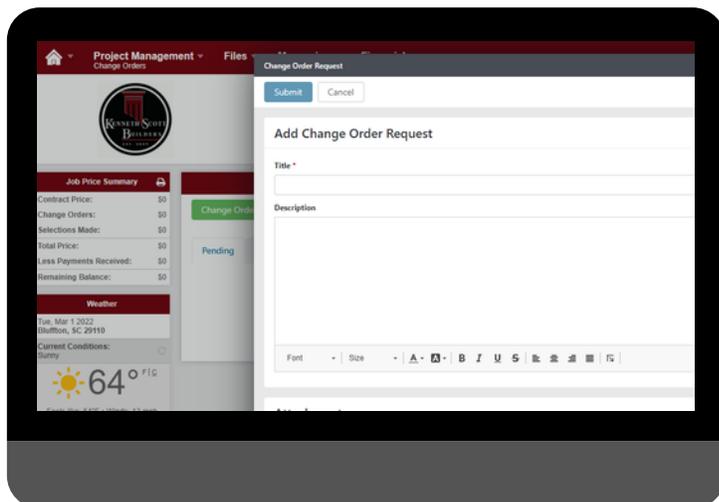
CLICK



### STEP 2

Once your new window opens you will be on your Change order page.

CLICK ON "Change Order Request"



### STEP 3

A new box will open on page which will be your formal change order request form. Fill out request form with details.

CLICK ON "Submit"



The request will notify the KSB team and the team can begin executing/ researching request.

*\*\*You will be notified if request has been approved or denied\*\**