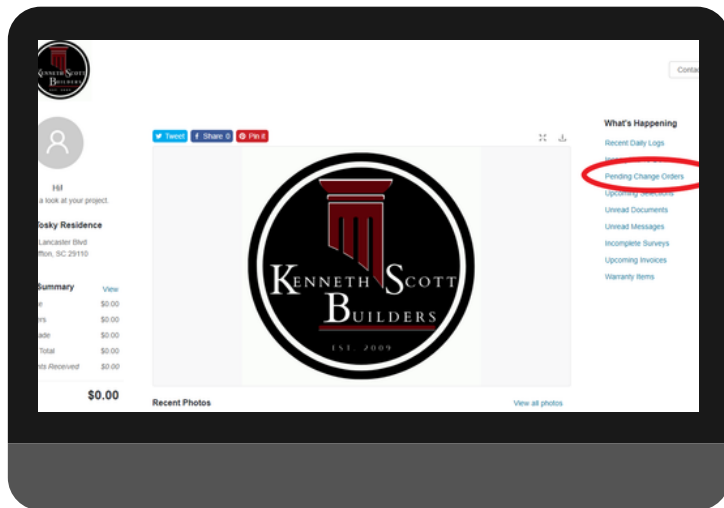


How To

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.

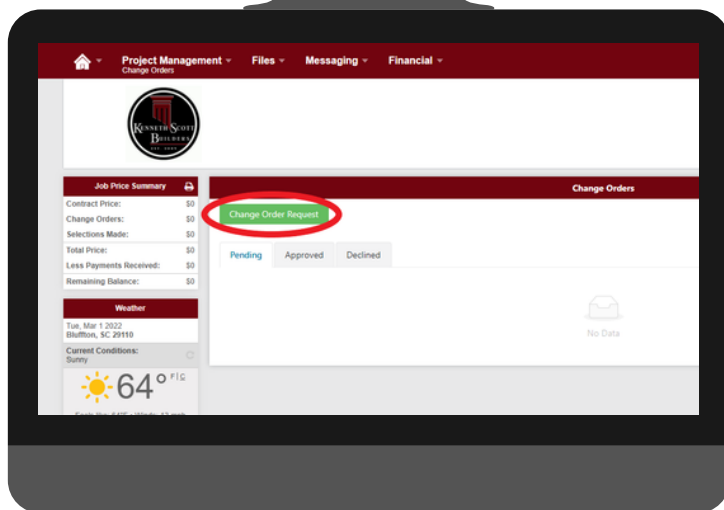


STEP 1

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



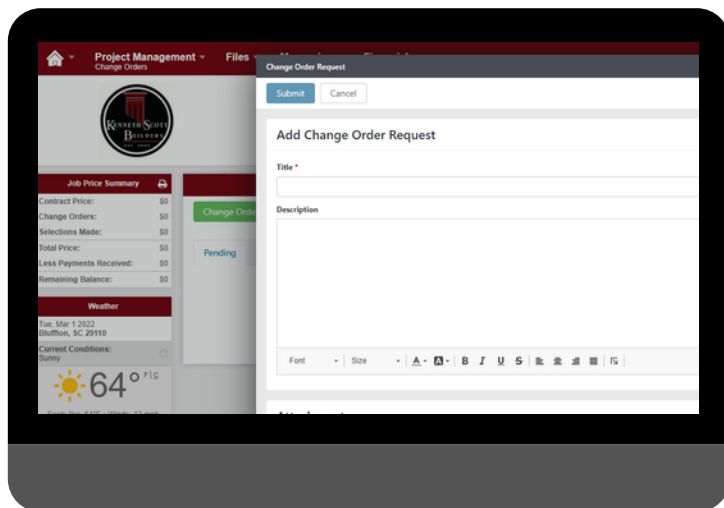
CLICK ON "[Pending Change Orders](#)"



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