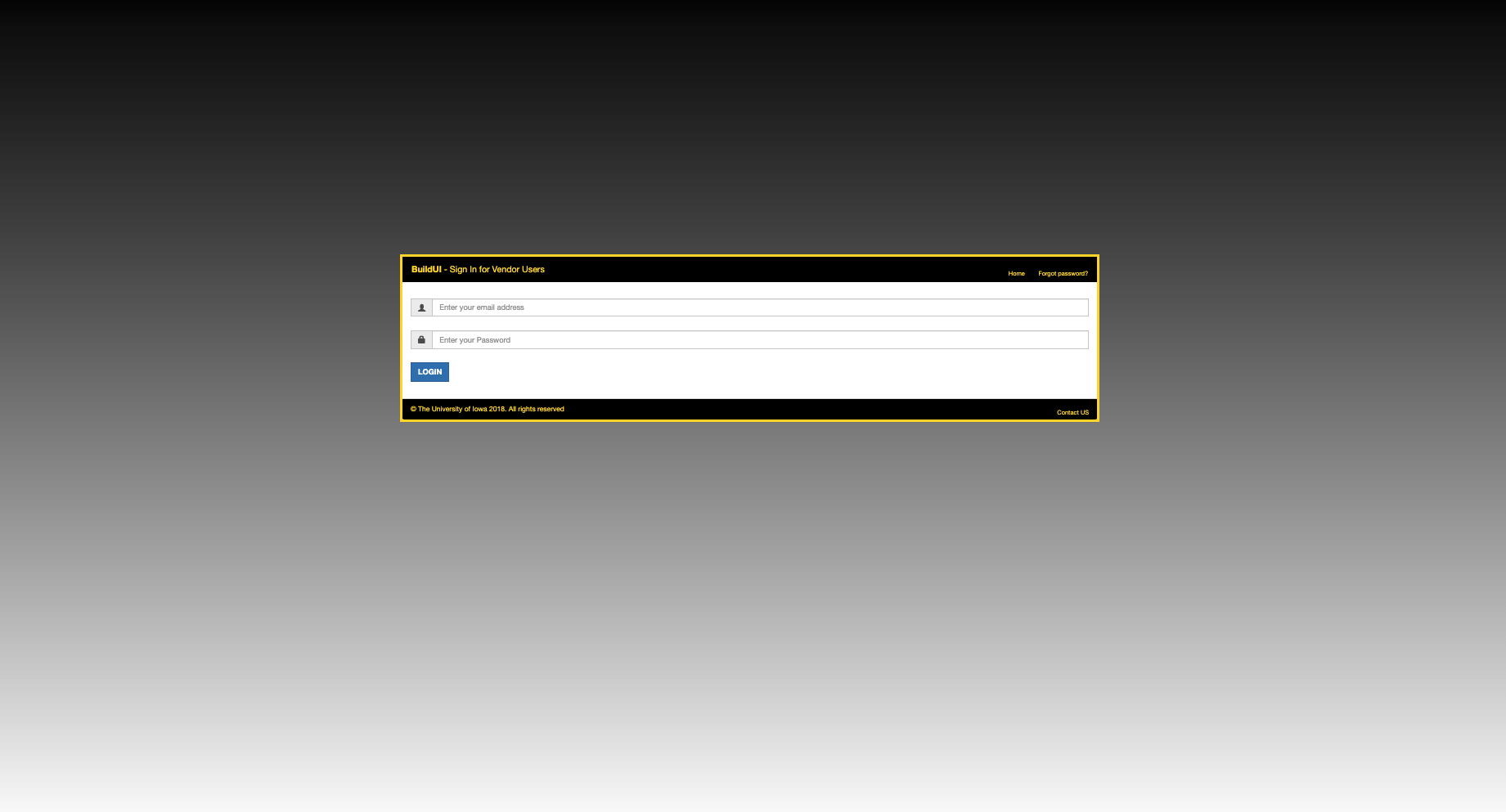
Begin by logging into your BuildUI Account. (If you do not have an account, please contact \_\_\_ for assistance.)



Projects that have been assigned to you will be listed on the “Home” Page. Select the project you would like to upload Project File Information.

If you do not see a project listed that you should have access to, please contact the UI PM on the project and they will add you to the project team in BuildUI.

Graphical user interface

Description automatically generated with medium confidence

Select “Project File Information” under “Menu” on the right side of the screen. (If you do not see “Project File Information” under menu options, please reach out to your UI PM or CM to allow permissions).

Graphical user interface, text

Description automatically generated

Select the category that you would like to view. Categories that have previously uploaded information will be shown in bold font (Here, **Design** category contains project file information). For this example we will select “Design” to view and download DD Review Meeting Minutes.

Graphical user interface, text, application

Description automatically generated

Click on the submission you wish to view. *Please note: only submissions marked with a “Y” in the Primary column are considered final versions ready for distribution to the project team.*

Timeline

Description automatically generated with medium confidence

Review the information of the submission and select “Attachments” to view the applicable documents.

Graphical user interface, application

Description automatically generated

Click on the file you wish to open and/or download.

Graphical user interface, application

Description automatically generated

The file will automatically download in your browser or open a new window to preview before downloading. Select “close” to return to the Project File Information main screen.

Graphical user interface, application

Description automatically generated

*If you have any questions pertaining to this process, please contact your UI project PM or CM.*