

Frequently Asked Questions By Contractors

1. How do I view projects on www.aeplans.com? *
Login to www.aeplans.com and fill out the short registration to receive your User ID. Download and install the free MaxView MaxReader viewing software and the AEPlans Download Manager project organization software. At this point, you are now ready to view documents in the public section of www.aeplans.com. A project code is required to view projects posted to the private section.
2. How do I download documents? *
Login and select a project under one of the States. There are selection tabs on the Project Information page to download all documents or individually select the documents that you require, by checking the box to the left of the document description. Please keep in mind that you must acknowledge the software agreement terms where you agree that you are responsible for viewing all documents in the project before the documents may be downloaded. Once the documents are selected and moved to your order cart, and you have agreed to the terms, the download manager will complete the download process.
3. Can I print the documents in my office?
Yes, a full complement of printing tools is available to print documents at any print scale. Open the project in your Internet Download Manager and print through the MaxView software application
4. Can I order paper copies from my local reprographer, plan room or builders exchange?
Yes, on the Order Page of the AEPlans website, you can select an outside service providers and an email will be sent to them with your paper order request. The reprographer has the ability to download the documents and print to serve their customer needs. These third party providers are required to meet all redistribution guidelines listed on the website.
5. Can I measure items and do screen based take off?
Yes, projects are enabled for Secure MaxTakeOff for screen takeoffs, which includes linear and area measurements, and counting items with persistent data save and export capabilities. Register on the website for a free training session.
6. How much does it cost to use your service?
It's free to all interest parties and includes personalized technical support.
7. How do I know about prime bidders and other interested parties?
On the project information page an interested parties and prime bidders list, with contact information for all companies listed, is available.
8. How do I receive addenda notifications?
Once you have visited a project on www.aeplans.com, you are listed as an interested party and will automatically receive an e-mail notification of the addendum directing you to the project information.

* AEPlans User Guide is available on the login page of www.aeplans.com

www.aeplans.com