



eBuilder User Guide



New User Registration and Log-in



Design Review

Collaboration

*Approved Construction
Plan Set*



Getting Started..... 3

 eBuilder User Guide Audience3

 eBuilder Video Tutorials3

 eBuilder Technical Support3

Accessing Your New e-Builder Account 4

 Register in e-Builder4

Getting Started

The City of Miami strives to be a **Service City** every day by streamlining our internal processes; making it easier to register, pay, and receive city services. We introduce eBuilder, a project management system designed to make city processes easier, faster, and available from your home or office computer at any time.

eBuilder User Guide Audience

This guide is intended for individuals who have a working knowledge of the City of Miami's project lifecycle.

eBuilder Video Tutorials

Please visit the **City of Miami's Technology eLearning Hub** on YouTube or Vimeo. Click the links listed below or search for eBuilder on YouTube or Vimeo.

*Note: Videos are in progress.

- **Vimeo:**
[New User Video Tutorial](#)

eBuilder Technical Support

Please email eBuilder system questions or issues to the eBuilder Technical Support team:

Email: ebuilder@miamigov.com

Accessing Your New e-Builder Account

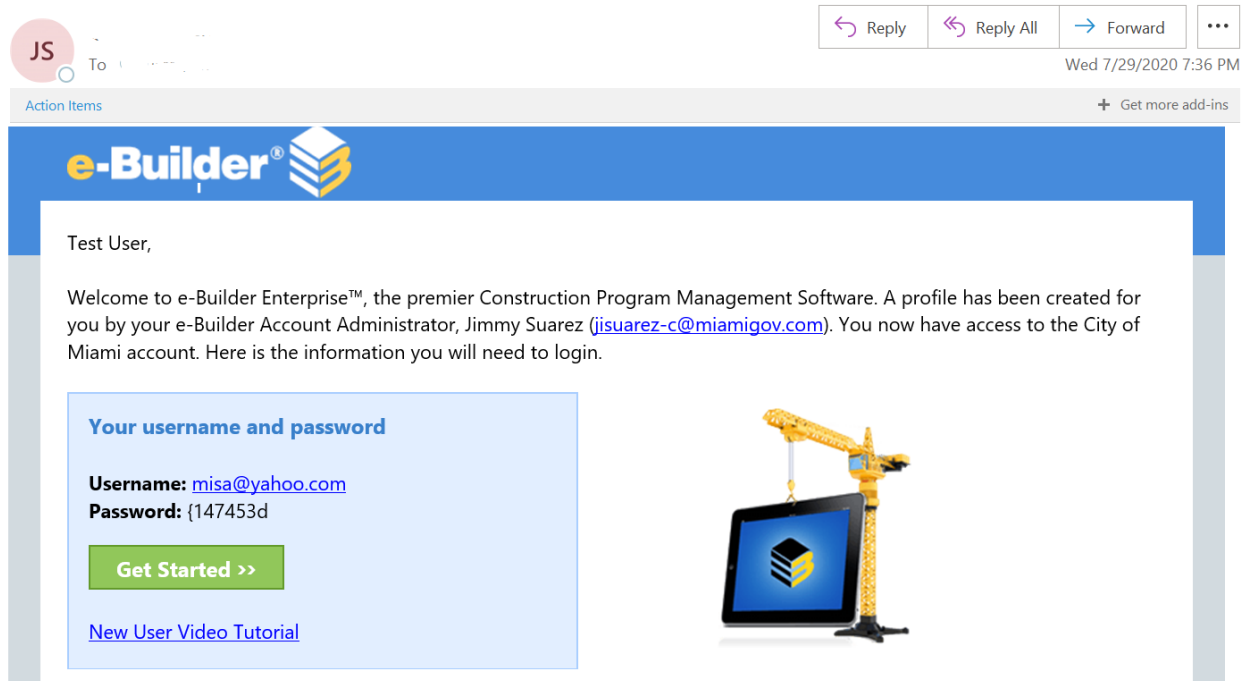
Register in e-Builder

If you need access to eBuilder, please make the request through the City of Miami Project Manager or Construction Manager who is your main contact on existing construction/design projects. You will need to provide the following information:

1. Full Name (First and Last name)
2. Email address (this will be used as your username)
3. Company Name
4. Project Number(s)
5. Role (Consultant, CEI Inspector or Contractor)

Once a new account profile has been created the new e-Builder member will receive an email from the system administrator with their **username** and a **temporary password** as shown in the example below.

A new account has been created for you on the e-Builder Network.



The new e-Builder member can click on the **Get Started** button from the email or type the following address in any internet browser gov.e-builder.net. You will be prompted to the e-Builder login page associated with your new account. Use the username and temporary password provided in the email to register.

The new member will then be need to fill-out their profile and contact information in the system as shown below.

Profile

This information will never be sold or shared with a third party as stated in our [privacy policy](#)

First name

Test User

Last name

Test User

Username

mij_sa@yahoo.com

Title

Company *

Department

Contact information

Email

mij_sa@yahoo.com

Work phone *

[Add home phone](#)

Work mobile *

To keep account secure, your mobile number might be used to verify your identity.

[Add personal mobile](#)

Work fax

[Add home fax](#)

The new e-Builder member will then need to Reset their password. Use the temporary password as your current password and create a new password and select the security questions.



Reset password

For your security, please choose a password that is not the same as your username, first name, last name, or company.

Current/temporary *

New *

Password requirements

- ✖ Cannot contain company, username, first or last name

Confirm *

Security questions

Question 1 *

Answer *

Question 2 *

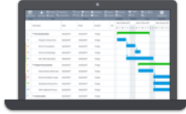
Answer *

The new e-Builder member can decide to navigate through the **What's New** pop message window to learn more about e-Builder features and select to customize their view in eBuilder as shown below.

Check Out What's New

Introducing a Better Way to Manage Schedules


New features include an interactive Gantt chart with drag and drop functionality, easy access to task details, intuitive right-click menu options, and built-in keyboard commands. To try the new schedule, navigate to the schedule, select a project, and click the 'Try it Now' link.



[Learn More >](#)

Visit the App Store to Get the New iOS Mobile App

Check out the redesigned iOS Mobile App with improved usability, faster response time, modern user interface, and streamlined navigation. The user-centric layout makes managing daily workflows convenient and simple.



[Learn More >](#)

[Get Release Notes](#) [Watch Webinar](#) [Close](#)

Customize your view

Introducing a better way to view your content

Adjust your Font Size and Display Density.

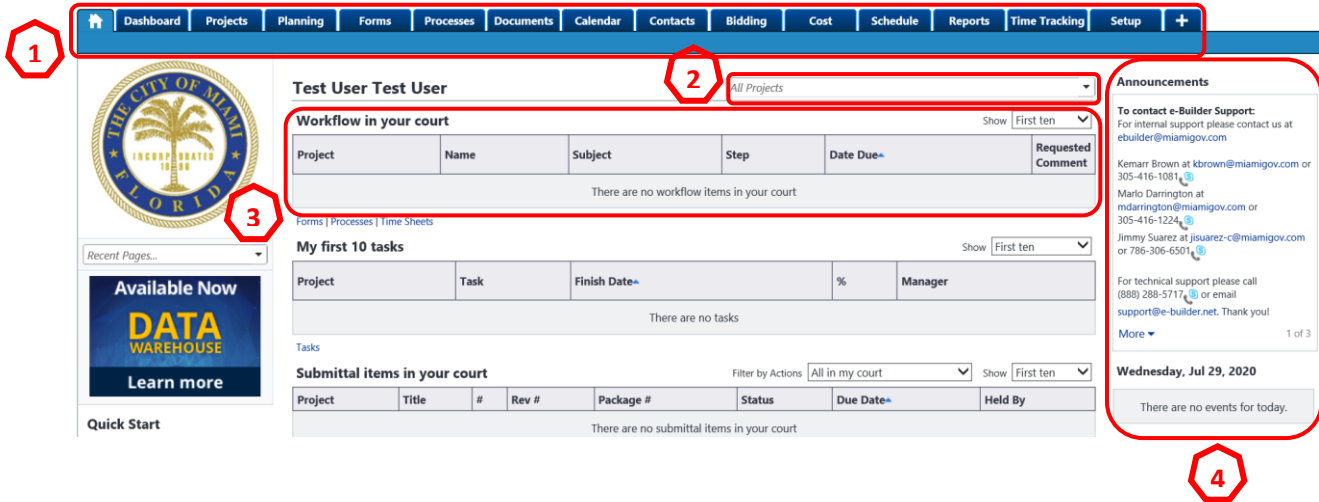
Title	Title	Title	Title
Some info...	Some info...	Some info...	Some info...
Some info...	Some info...	Some info...	Some info...
Some info...	Some info...	Some info...	Some info...

Compact Comfortable Relaxed

Did you know you can adjust your font size and row height under your personal preferences? Go to **My Settings/Preferences/Interface Settings** and update the Font size and Display density.

[Switch to Compass style now](#) [Cancel](#)

Once previous selections are made the new e-Builder member will be logged in to their Home page as shown below.



The Home page shows the following sections for the new e-Builder member to navigate.

1. Account or Program menu
2. A dropdown list with all the projects the new e-Builder member is a part of.
3. The Workflow in you court section listing items in the new e-Builder member’s court pending an action.
4. An Announcement and Calendar section relevant information.

New e-Builder members must remember to log-in using their username and password create at the time of their registration by going to the following web page from any internet browser.

Visit gov.e-builder.net