

Digital Vault: 713.579.1234 • Fax: 713.966.8525 • vault@aecomplex.com • www.aecomplex.com/digitalvault

- Step 1:** Access the project. This can be done through **www.aecomplex.com** or by clicking on the link provided by the customer.
- Step 2:** Log in to the system. If you are a new user, click on the **Register Now** button and enter your account information to receive access into the system.
- Note:** Once your login is successful you will automatically be directed back to the project document page and may begin the ordering process.
- Step 3:** Click on any folder to view documents. Documents will appear to the right of the folder in either list or thumbnail format. To change the view, click on the to view as a list or the to view as a thumbnail.
- Step 4:** Select the documents that you would like to order or download by placing a checkmark in the box to the left of the plan number and clicking the **Add to Cart** button. If you would like to add more plans or specs to the order, click **Continue Shopping** and you will return to the project you were viewing and ordering from.
- Note:** If you will be using the "iPrint" (Instant Print) option you will select the **Print Selected** button instead of the **Add to Cart** button. To use the Instant Print feature please see the "Using Print" guide. If you will be downloading selected files, please refer to the instructions in the "Using Electronic Downloads" guide.
- Step 5:** Enter the appropriate quantities once inside the shopping cart and click **Update**. If you will be adding distributions to your order, the quantities that you enter here will automatically be applied to your distributions as well. If all distributions are not getting the same thing, you will have to customize the individual carts.
- Step 6:** Click **Checkout**.
- Step 7:** Click **Add Distribution** to add recipients to your order. \*If you do not see the button for Add Distribution, contact the vault at 713.579.1234
- Note:** See additional Quick Reference Guides for instructions on "How to Create a Distribution List" and "How to Add a New Recipient."
- Step 8:** If needed, Customize each Recipients cart. To do so, simply click Customize Cart link, enter new quantities and click **Update**.
- Step 9:** Repeat Step 8 for each recipient. Once all carts have been adjusted, click **Continue**.
- Step 10:** Enter the order information required here such as date and time the order is due, order name (important when looking up order history), and your account number which should automatically appear.
- Step 11:** Click **Purchase**.
- Step 12:** Print the "Order Confirmation" page for your records.

For more information regarding this service, please log onto to [www.aecomplex.com](http://www.aecomplex.com).