



minnesota builders exchange  
mbex.org

### My Reminders

Today:  
none

Tomorrow:  
none

Add Reminder

### Bid Calendar

14	15	18	19	20
Thu	Fri	Mon	Tue	Wed

# INSIDE THE *Online Plan Room*

## UPDATE YOUR COMPANY PROFILE

### My Nightly Emails Today Last 5 Days

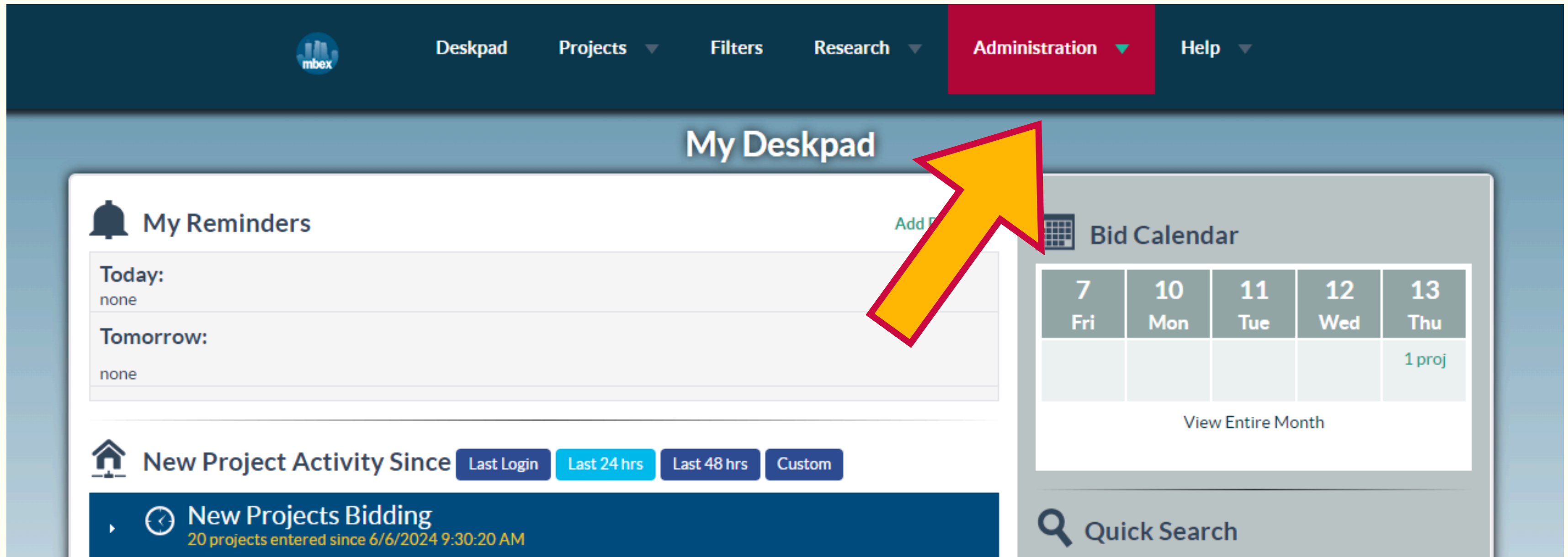
- New Filter Results**  
20 projects, 20 unseen
- Tracked Project Changes**  
0 changes, 0 projects
- My Tracked Projects**  
0 projects

**HERE'S HOW**

Current Weekly Bulletin  
Daily Plans Received  
Addenda Received  
for MBEX Events

# STEP ONE

Login to the Online Plan Room. From the Deskpad, select the Administration tab from the main navigational menu.



The screenshot displays the mbex online plan room interface. The top navigation bar includes the mbex logo and several menu items: Deskpad, Projects, Filters, Research, Administration (highlighted in red), and Help. Below the navigation bar, the main content area is titled "My Deskpad". On the left side, there is a "My Reminders" section with a bell icon, showing "Today: none" and "Tomorrow: none". Below this is a "New Project Activity Since" section with buttons for "Last Login", "Last 24 hrs", "Last 48 hrs", and "Custom". At the bottom left, a blue banner displays "New Projects Bidding" with a clock icon and the text "20 projects entered since 6/6/2024 9:30:20 AM". On the right side, there is a "Bid Calendar" section with a calendar grid showing dates 7 (Fri), 10 (Mon), 11 (Tue), 12 (Wed), and 13 (Thu). The date 13 (Thu) has "1 proj" listed below it. Below the calendar is a "View Entire Month" link. At the bottom right, there is a "Quick Search" section with a magnifying glass icon.

mbex

Deskpad Projects Filters Research Administration Help

## My Deskpad

### My Reminders

Today: none

Tomorrow: none

New Project Activity Since Last Login Last 24 hrs Last 48 hrs Custom

New Projects Bidding  
20 projects entered since 6/6/2024 9:30:20 AM

### Bid Calendar

7 Fri	10 Mon	11 Tue	12 Wed	13 Thu
				1 proj

View Entire Month

Quick Search

# STEP TWO

From the 'Administration' drop-down menu, select 'Edit Company Profile.'

The screenshot displays the mbex software interface. At the top, a dark blue navigation bar contains the mbex logo and several menu items: Deskpad, Projects, Filters, Research, Administration, and Help. The 'Administration' menu is highlighted in red, and its dropdown menu is open, showing three options: 'Review Company Usage', 'Transfer Projects and/or Filters', and 'Edit Your Company Information'. A large yellow arrow with a red outline points to the 'Edit Your Company Information' option. Below the navigation bar, the main content area is titled 'My Deskpad'. On the left, there is a 'My Reminders' section with a bell icon, showing 'Today: none' and 'Tomorrow: none'. Below this is a 'New Project Activity Since' section with a house icon and four filter buttons: 'Last Login', 'Last 24 hrs', 'Last 48 hrs', and 'Custom'. At the bottom left, a blue banner displays a clock icon and the text 'New Projects Bidding' with a subtext '20 projects entered since 6/6/2024 9:30:20 AM'. On the right side, there is a calendar widget showing a grid for the month of June, with the date '13' highlighted and labeled '1 proj'. Below the calendar is a 'View Entire Month' link. At the bottom right, there is a 'Quick Search' section with a magnifying glass icon.

# STEP THREE

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Follow the prompts on each screen to make necessary updates. If everything is current and up-to-date, simply click the green 'Next Step' button at the bottom of each section.



The screenshot shows a web application interface with a dark blue header containing the 'mbex' logo and navigation links: 'Deskpad', 'Projects', 'Filters', 'Research', 'Administration', and 'Help'. The main content area is white and features a red heading 'Step 1: Confirm Company Info'. Below the heading is a paragraph of text explaining the purpose of the step. The form consists of four input fields: 'Company Name', 'Mailing Address', 'PO Box', and 'City', each with a corresponding label to its left.

**Step 1: Confirm Company Info**

We have the following information on file concerning your company. If you, **USER NAME** would like to edit this information, simply overwrite the fields that need to be updated and proceed to the next step.

Company Name:

Mailing Address:

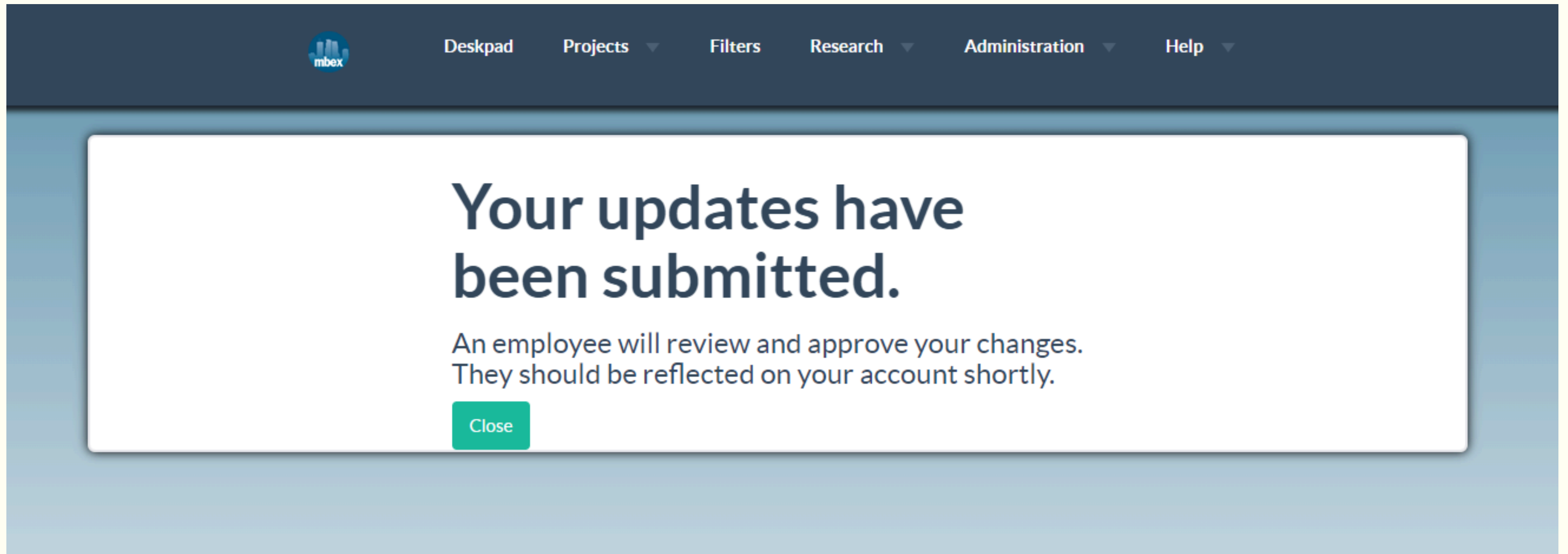
PO Box:

City:

# STEP FOUR

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The final page for review is '#5 - Confirm Labor Affiliations.' Once the green 'Next Step' button is clicked on, a confirmation screen will appear.



The screenshot shows a web application interface. At the top, there is a dark blue navigation bar with the 'mbex' logo on the left and several menu items: 'Deskpad', 'Projects', 'Filters', 'Research', 'Administration', and 'Help', each with a downward-pointing triangle. Below the navigation bar is a light blue background. In the center, there is a white rectangular box with a thin grey border. Inside this box, the text reads: 'Your updates have been submitted.' in a large, bold, dark blue font. Below this, in a smaller, regular dark blue font, it says: 'An employee will review and approve your changes. They should be reflected on your account shortly.' At the bottom left of the white box, there is a green rectangular button with the word 'Close' in white text.

# STEP FIVE

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And, you're done! Please note the following frequently asked questions about updating a company's profile with MBEX:

1

## **Will these updates / changes take effect immediately?**

Every change requested must first be approved by a member of MBEX's staff before they will be reflected on a company's profile. These change requests are typically processed within 1-2 business days. Please do not submit the same updates / changes multiple times; this will only slow down the approval process, not speed it up.

2

## **Is this the only way to update my company's information?**

No. You can, as always, [email us](#) your needed updates / changes, [call us](#), or wait until the annual *Membership Directory & Buyers Guide* contract is sent to all current members in August.



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# INSIDE THE *Online Plan Room*

**Thanks for checking out this how-to guide!**

**You can also visit our YouTube channel for video tutorials:**

