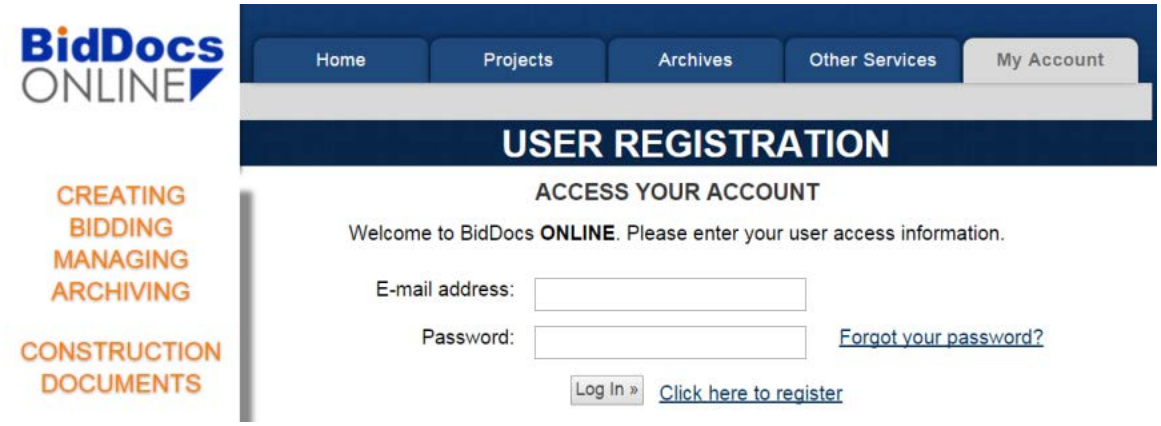
Procurement – Smart Spec - Reviewer

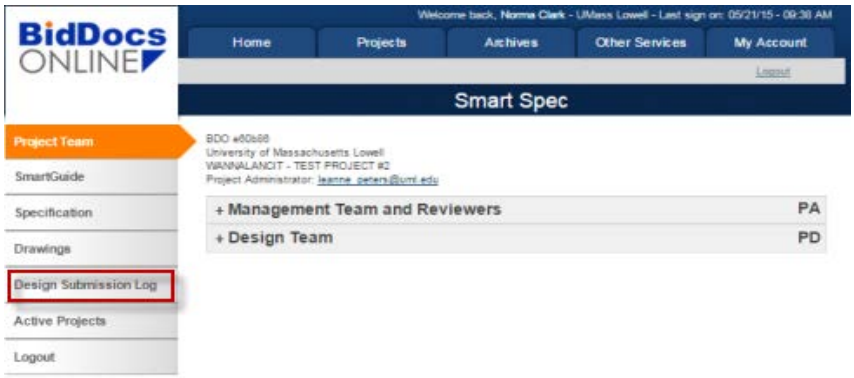
Project Reviewer Section:

1. 

2. Using the link https://biddocsonline.com/login.php?from=/smartspec/login, Login to your account.

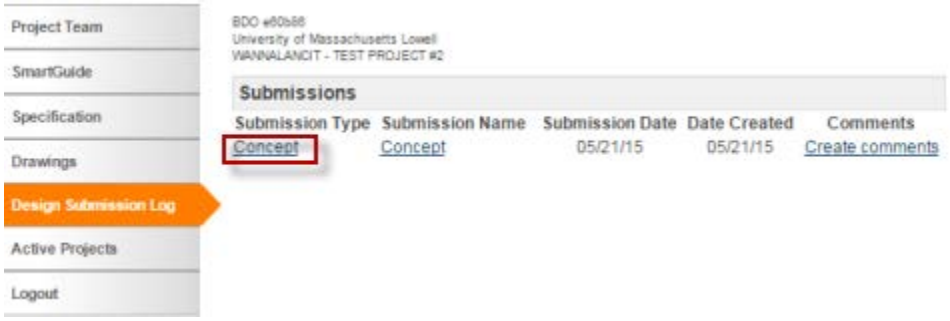
3.

4. Click on Current project you want to review.

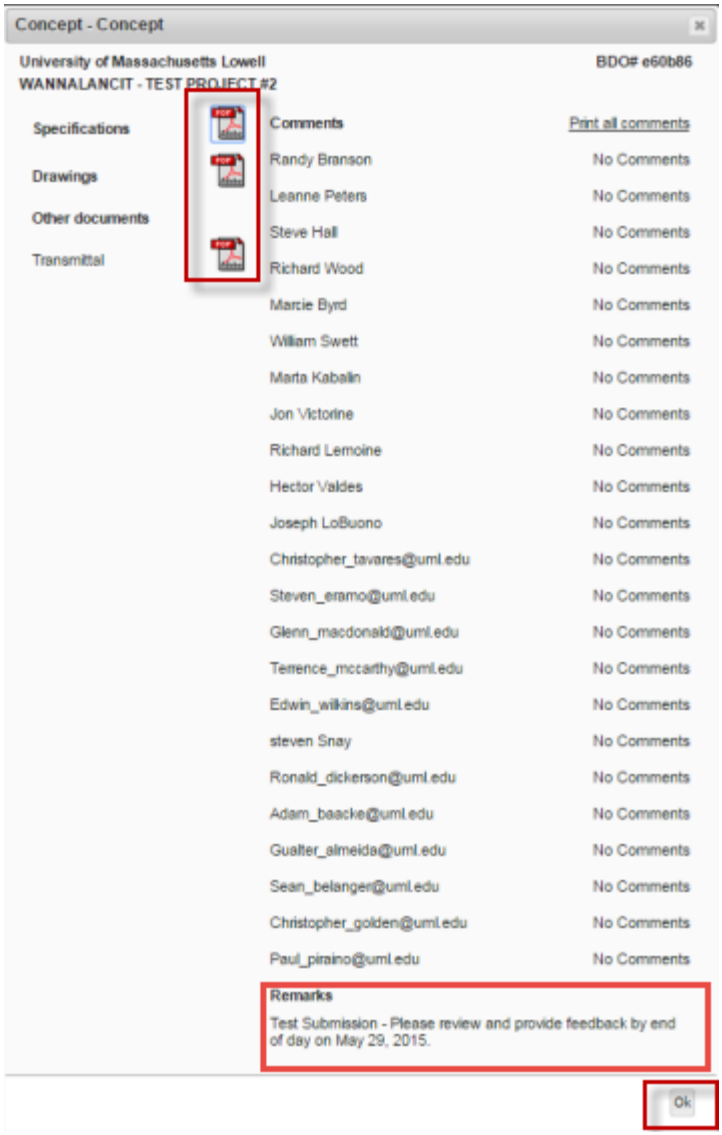
5. 

6. Click on **Design Submission Log**.

7.



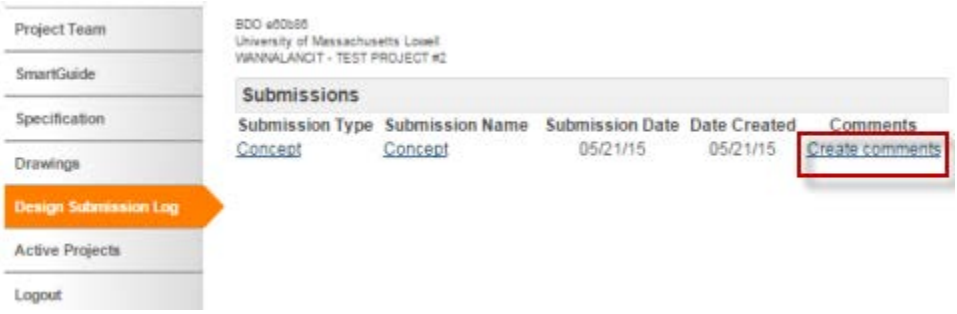
8. Click on appropriate **submission type** to review the attached documents.



Note: ***In the remarks section(outlined above), the deadline for submitting comments will be noted here.***

9. Click on PDF's to review. Click OK when done reviewing.
10. Click on **Create Comments** link to add your own comments.

11.



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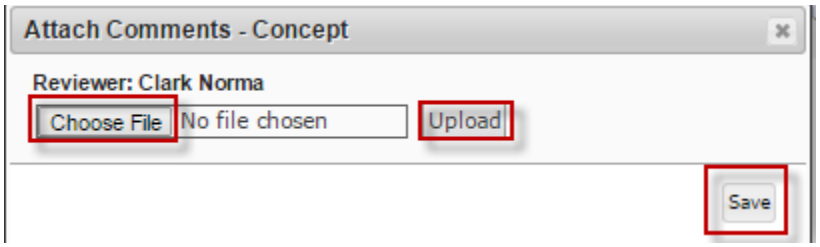

13. Choose the appropriate PDF file, then click **Upload**. Click **Save** when completed

Note: ***Your comments should be in PDF format. This can be saved from Word, Excel or scanned document. You are only allowed to upload a single file for your comments document.***