


# PCO Process

1) Open e-Builder

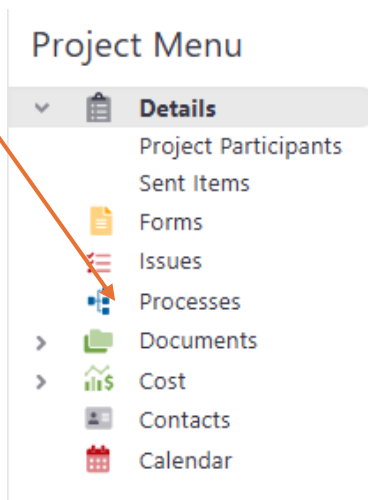
<https://app-us3.e-builder.net/>

2) Select Projects tab on top 

3) Find under Project Name: xxxxxx and select it

4) You will see project details and a Project Menu (left side)

5) On the left menu side select Processes



6) Select start process

7) Select Potential Change Order (PCO). Start PCO

8) Subject:

-Proposed Change:

-Browse computer to upload all background information

9) Select the commitment:

10) Select a reason code:

### Add Additional Scope Commitment Item

11) select account code. It is renovation 03.002.001

12) Change amount:

13) SUBMIT

### Add Additional Scope Commitment Item

Item Number	<input type="text" value="001"/>
Account Code	<input type="text" value="03.002.001"/>
Commitment Item	<input type="text" value="DRAFT - 03.002.001"/>
Description	<input type="text" value="Renovation"/>
Retainage Percent	<input type="text" value="0.00"/>
Change Amount	<input type="text" value="0.00"/>
Custom Field(s)	