



4701 Northshore Drive
North Little Rock, AR 72118

TEL 501.376.3633
FAX 501.372.8042

www.GarverUSA.com

We thank you for your interest in the Garver Online Plan Room. The following instructions will assist new users in creating a company profile and user ID.

TO VIEW A PLAN HOLDER LIST OR VIEW PLANS ONLY:

Go directly to the Public Jobs tab on our Plan Room located at <http://www.garverplanroom.com>. Select the "View Job Details" tab.

TO PLACE AN ORDER:

You will need to create a company profile and User ID with password. This procedure will only take a few minutes. Your company may already exist on the Plan Room, so please verify this information before creating a duplicate company (see "TO GET STARTED" below). If your company has multiple users needing access to your company account, additional contacts may be created within your company record. **Do not create a company profile for each user.**

PLEASE NOTE: The user ID of the person who creates your company profile will be considered the Company Administrator. The Company Administrator is the person allowed to add additional users to your company or make any changes to your company profile.

TO GET STARTED:

Go to <http://www.garverplanroom.com> and choose the "Log On" option located on the left side of your screen. This will prompt you for a user ID and password. If your company has not been created or you are unsure if one has been created, choose the "Create New Company" option to the right of the User ID selection. You will be prompted to enter your company name. Enter the first few letters of your company name and click "Search."

IF YOUR COMPANY IS LISTED:

Select your company and you will be able to see the users currently created for your company. Contact the person listed as your Company Administrator (first person listed). Have this person "Log On" the Plan Room and create you as an additional user.

IF YOUR COMPANY IS NOT LISTED:

Select "Create New Company" again. The first screen will be the company profile. Complete all required information (marked with red asterisk) and choose "Submit." The next screen will be user information. Complete the required information (marked with red asterisk) and choose "Submit." Remember, if you are the person creating the company for the first time, the User ID you select will be considered the Company Administrator. The Company Administrator will need to add any additional users within the company.

Once the company and administrator ID are created, plans may be ordered. If you need any assistance with functions of the Plan Room, you may contact us at (205) 252-8505 or (800) 292-3806.