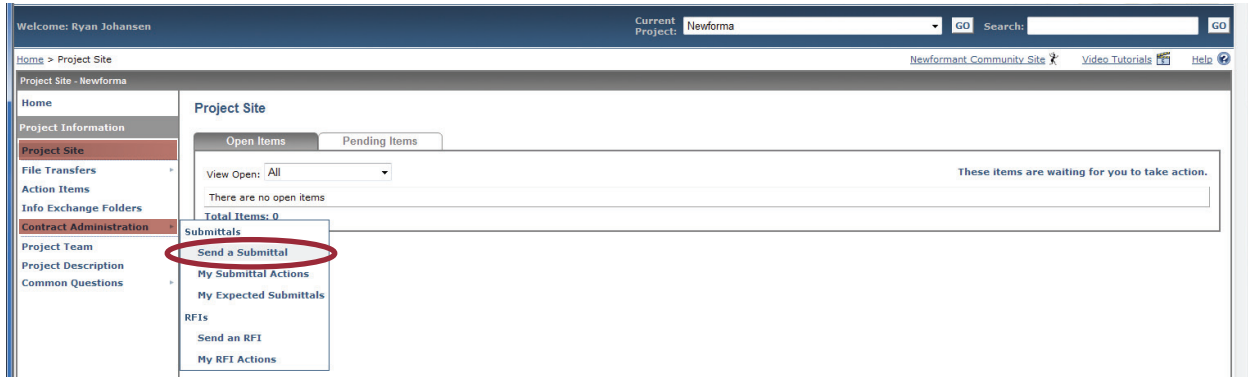
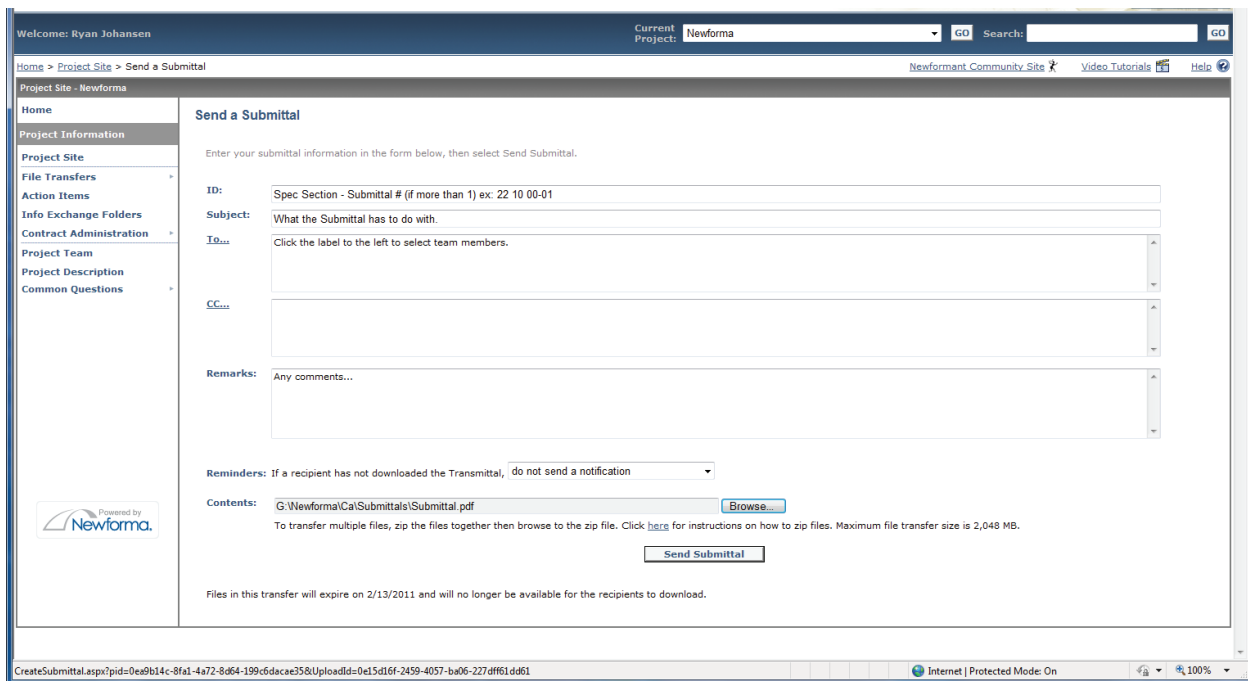


## Initiating a Submittal via the Info Exchange

- Log into the Info Exchange – <http://www.bwbr.com/exchange/index.asp>
- Select the Project
- Select “Contract Administration” and then “Send a Submittal” on the flyout...



- Fill out the form & attach your files...



- Send Submittal To BWBR Construction Administrator (they will forward to the Architect & any Consultants for Review).
- The Submittal will now show on the Info Exchange under “Contract Administration – My Submittal Actions” under “Pending Items.”