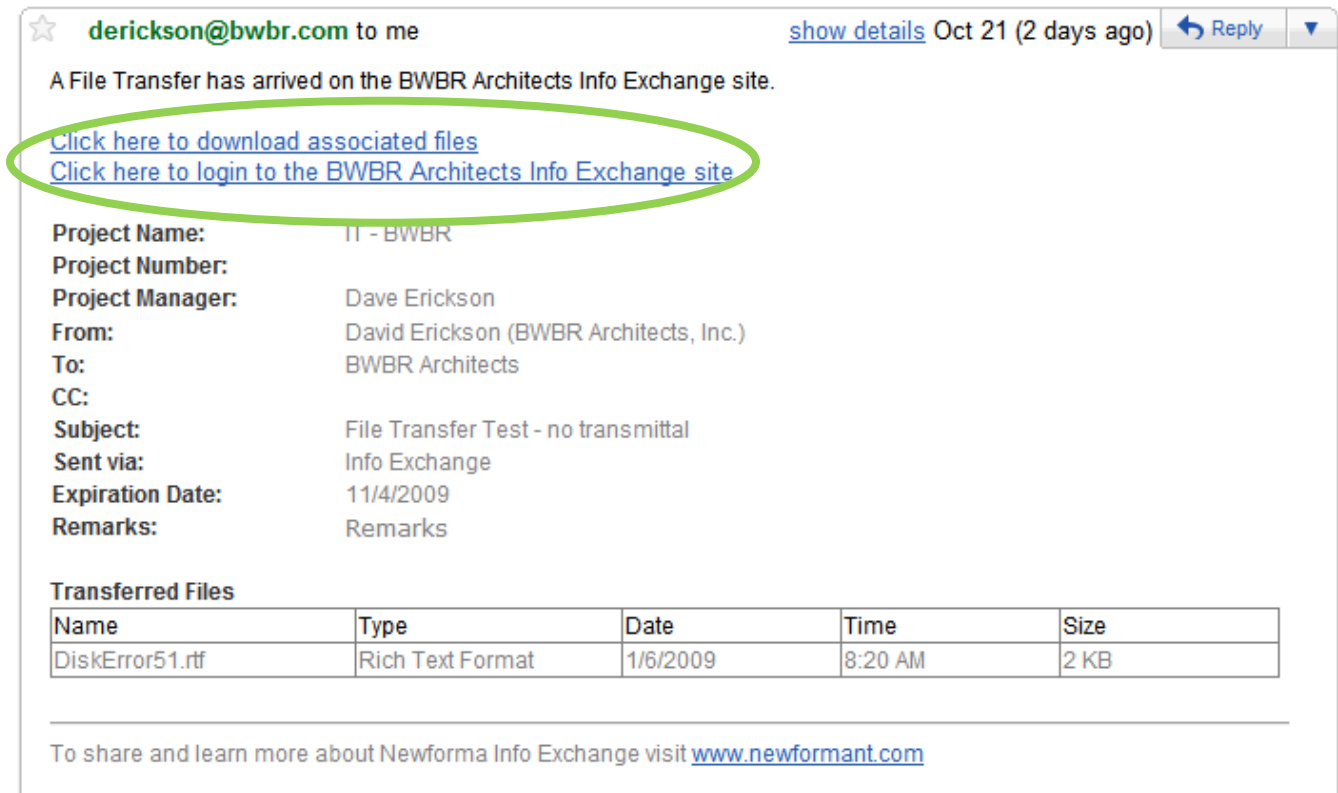
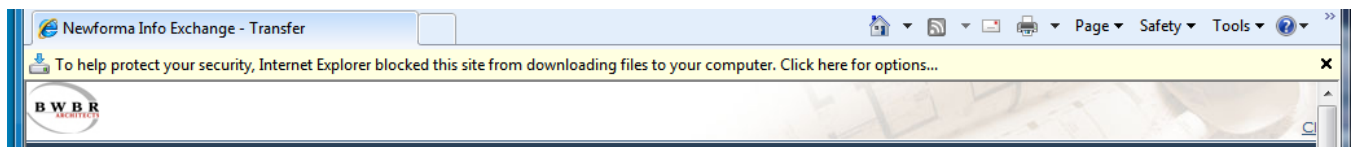


- When new files are posted to the BWBR Info Exchange, you will receive an email similar to the one shown below. Simply click on the “[Click here to download associated files](#)” link to begin the process
- You may be required to enter your username and password.
- There is also a link to [login to the BWBR Architects Info Exchange site](#).

Project: IT - BWBR - File Transfer - File Transfer Test - no transmittal from BWBR Architects, Inc. Inbox | X



- IE, may block the download, click on the top line to allow the file download.



- You may also check the BWBR InfoExchange site for new files.


NEWFORMA INFO EXCHANGE LOGIN


Newforma Info Exchange provides access to project information including files, RFIs, Submittals and Action Items. Login with your email address and password to get started.


Email Address:

Password:

Remember Me

[Help](#) 

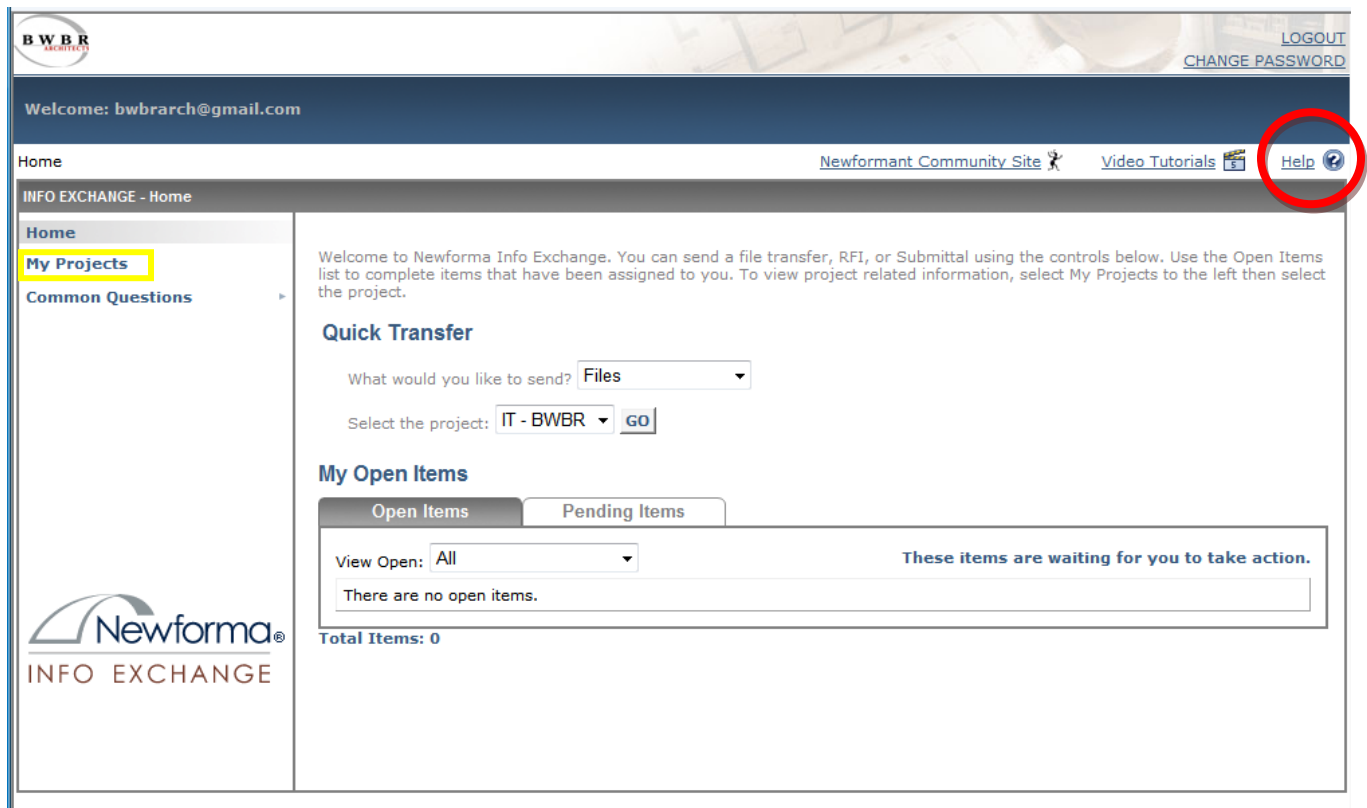
[Video Tutorials](#) 

[Newformant Community Site](#) 

[Password Reminder](#)

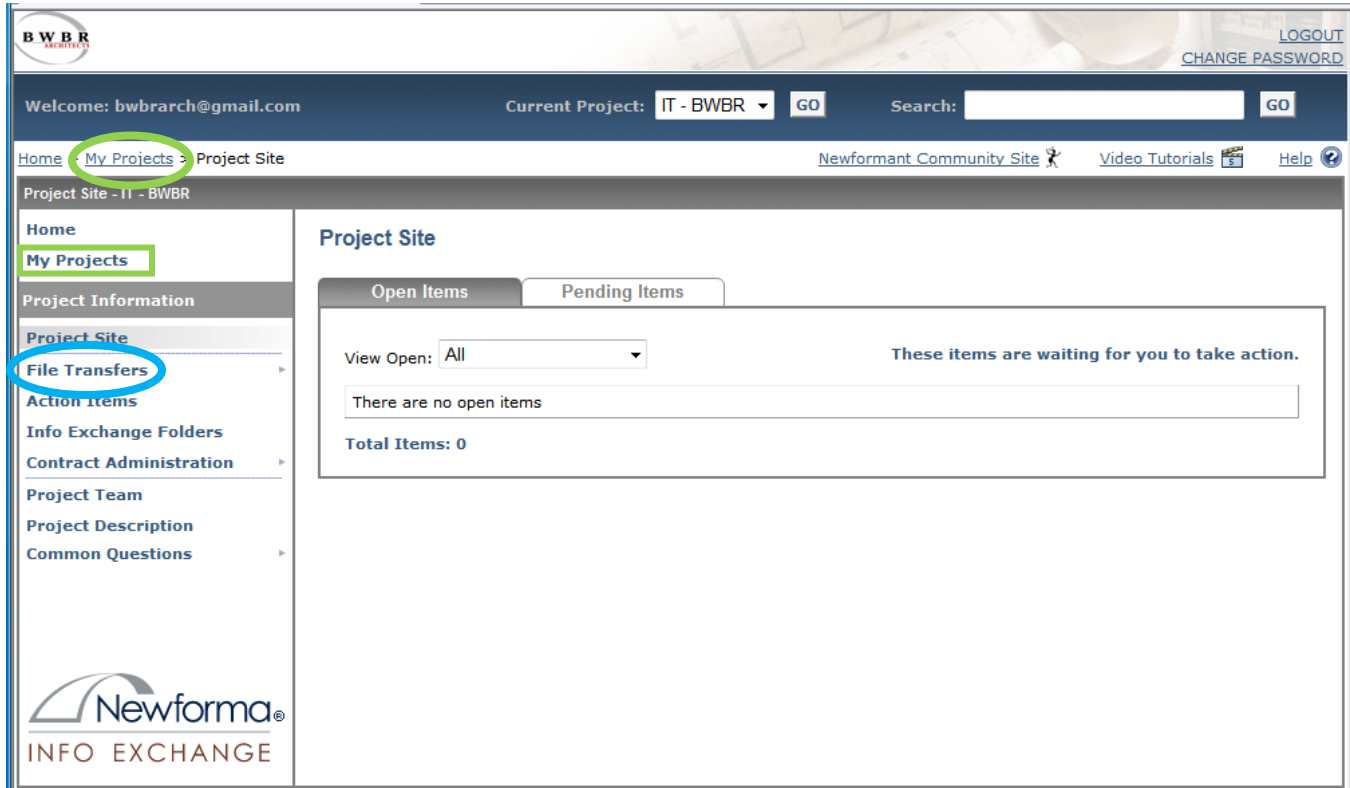
- Once logged in, your Info Exchange Home page will come up.

- Once you have logged into the site, click on the **My Projects** link.



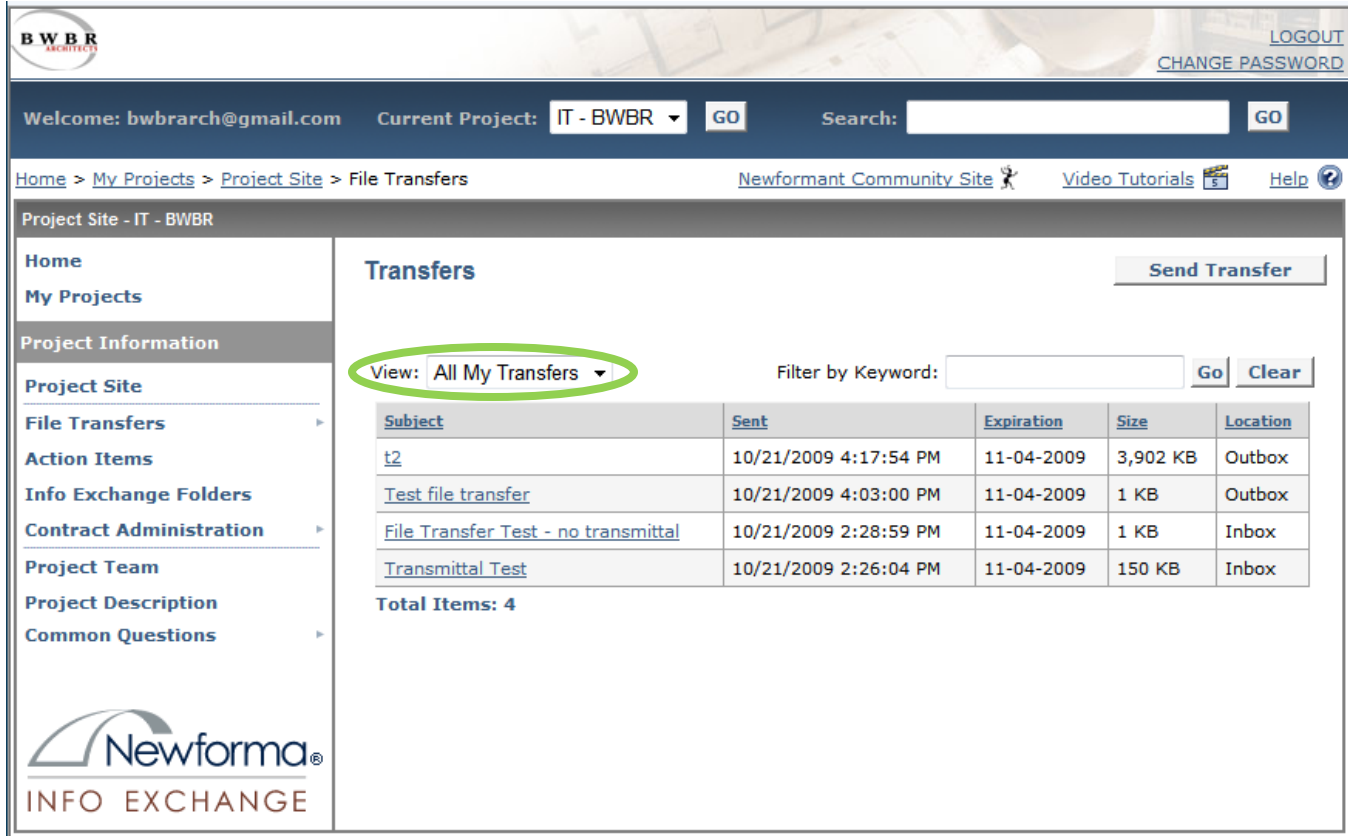
- To download files, or for all other project related tasks, click on the “**My Projects**” link in the left pane.

- Once you have opened a project, you will see this screen
- The left pane lists all the tasks that are available. To get back to the list of projects click on “My Projects” in the left pane or the bread crumbs.



- Selecting File Transfers from the left pane will give you a list of files you can download. Click on the link to download the file.

- Pull down “All My Transfers” to see files you have sent (Location: Outbox) and files received (Location: Inbox)



- Click on the hyperlink under Subject for the files you would like to download. IE, may block the download, click on the top line to allow the file download.

