



## PCI's Electronic Submittal How-To

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### To Start:

- Go to [www.pci-il.com](http://www.pci-il.com)
- Click on the "Submittals" link under the Spec Mix menu

### View Data Sheet & MSDSs:

- This link will take you to our Data Sheets & MSDS for mortars, grouts, and admixtures (pigments, winter accelerator, water repellent, etc.)
- You can view/print individual sheets for each product

### Download a Complete Submittal Package:

- If you have a login, enter your username and password and click Login (if you do not have one, see the section below about **Obtaining An Account**).
- After you login, you will be taken the Members page. Click on the "Spec Mix Submittals" link.
- Next you will be able to choose a cover page (submittal type). You can choose either "Portland Cement, Lime, & Sand" or "Mortar Cement & Sand".

### Cover Letters & Submittal:

- The **required** fields have a red asterisk (company name, job name, city, and state).
- You must check the products you want in the submittal (N, S, Fine, or Coarse).
  - o You can also check any additives you want (Pigment, Water Repellent, Winter Admixture, etc).
- Use the **Submit** button to process your submittal.
  - o After a few seconds the rest of your submittal will open in Adobe Acrobat (it could take a couple minutes to completely download depending on your connection speed).
  - o Your cover page will need to be completed with some information. You can hover your mouse over each blank line to see what goes there. You should have a line for Date, Company Name, Company Address, Company City, State, Zip, Job Name/Address, Job City, State.
  - o You can use the Printer icon button in Adobe to print your submittal. You can print as many copies as you need.

### Obtaining An Account:

- On the **Login** page, use the "Register Here" button
  - o Fill out **all** fields in the form and press **Register**
  - o Your account will be created immediately and you can begin using the Electronic Submittal System.

### Notes:

- You will need **Adobe Acrobat Reader** to view files and submittals.
  - o You can download it free at [www.adobe.com](http://www.adobe.com)
- Also take a look at the **Spec Mix menu** on the top of the page. You will find links to the Spec Mix homepage, as well as our **Estimation Guide**, etc.
- PCI will be automatically emailed the details of your submittal package cover page for our records.

