

AN EXCLUSIVE PROGRAM FOR



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A How-To Guide for Using your Engineering *ExpressPass* Membership

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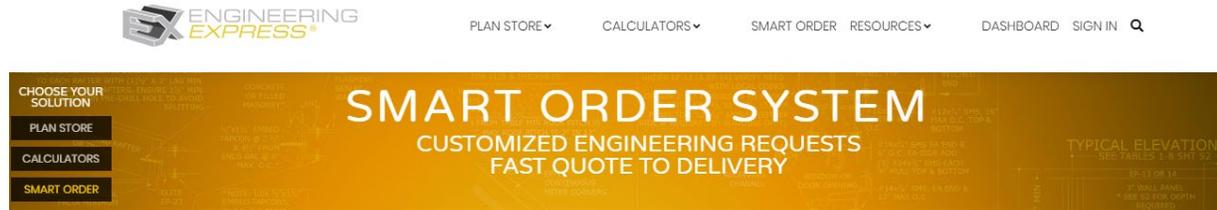
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# How to Log into *ExpressPass*

## Engineering Express Revolutionary Smart Ordering System

1. Visit [www.EngineeringExpressPass.com](http://www.EngineeringExpressPass.com)



**FOR EXISTING CLIENTS:**  
We have issued you a Private Member EXPRESSPASS  
**EMAIL ME MY EXISTING CODE**

New businesses with repeat-style work in a core department below may apply for an EXPRESSPASS membership & request a quote.

NOTE: We are a Business-to-Business company and do not offer memberships to homeowners. [Contact us](#) if you feel you may qualify.

**Apply For An ExpressPass Membership**

**KNOW YOUR CODE? TAKE ME TO THE NEW BETA SYSTEM >**

Click here to get your code emailed to you if you are an existing client.

If you are a new client, click here to apply for an ExpressPass and receive your code via email.

**\*Note: As a Signarama Franchisee, when applying for a Membership, you can select the Signage department to see solely signs.**

2. Once you have received your code, click the Gold "Know Your Code" button and enter in your ExpressPass code and hit Submit.



Please Enter Your ExpressPass Code:

If you are an existing client and don't know your code, [click here](#) and we will email it to you.

Want to submit an order with us? [Apply now!](#)



160 SW 12<sup>TH</sup> Avenue, Suite 106 Deerfield Beach, FL33442  
954-354-0660 | 866-396-9999  
[www.EngineeringExpress.com](http://www.EngineeringExpress.com) | [Team@EngineeringExpress.com](mailto:Team@EngineeringExpress.com)

## How to Start a Project in ExpressPass

Once you are logged into your ExpressPass account, you will be able to request a quote and review your previous orders and quotes.

### 1. To start a new project, click "Start or Revise Project"

Welcome [123 test!](#) Edit Profile Add Contacts

If no contact is listed we will use the main contact provided.  
If multiple contacts are shown, please select the primary contact for this transaction.

Click here to Start a New Project or Revise an Existing Project.

Click here to review your Pending Orders, Submitted Quotes and Previously Completed Projects.

Contact Name	Email	Mobile
No Contacts Available		

START OR REVISE A PROJECT

MY ORDERS & QUOTES

### 2. Next, you will select in the dropdown what Type of Project Request you have.

**SMART ORDER SYSTEM**  
CUSTOMIZED ENGINEERING REQUESTS  
FAST QUOTE TO DELIVERY

Back to dashboard

What Type Of Project Request Do You Have?  
-Type of Project Request-

What Type Of Project Request Do You Have?  
-Type of Project Request-  
New Project  
New Master Plan Sheet Or Evaluation Report  
Revise Existing Project

Once you have chosen your request type- you will enter in the prompted applicable information it asks you for in order to proceed.

3. Then you will select a category. For Signarama, you will Select the Signage Category.

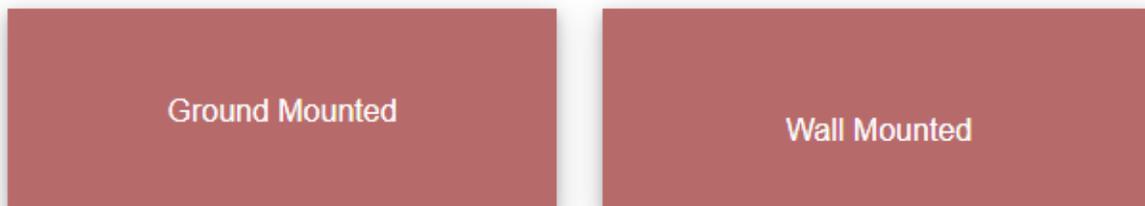
Next, select a category:



[Don't see the category you're looking for?](#)

4. Then, you will select a Sub-Category. You will either choose a Ground Mounted Sign or a Wall Mounted Sign service. *If you need both, you are still able to select a sub-category and service and then go back and select another if needed.*

Select a Sub Category:



5. Once you select your subcategory, you will then see the applicable Services for that type of Project. For example, within the Signage category and Ground Mounted subcategory, there are multiple services.

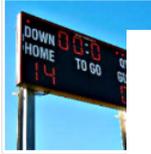
**PLEASE NOTE:** Since you are a Signarama Franchise, you have exclusive Signarama pricing.

**6. Select your service within the subcategory.**

Select a Service For This Project:

Search for a service here...					
	SKU	Service Name	Scope of Work	Design Fee	Examples
Select	GMS-1476-PU	Signarama-Ground Mounted Sign	<p>permit illustrating design wind forces and foundation information of (1) ground mounted sign. Maximum sign size in base package: Area = 50 sqft and height = 20 ft, as per provided sketch, at (1) location. Review of cabinet/frame is an adjustment to this base service. Valid for post or monument signs</p> <p><b>NOTE:</b> We also accept <i>Do It Yourself</i> sign engineering from our base templates.</p>	\$250.00	 <p>Click Image for more</p>
Select	GMS-1474-PU	Signarama-Scoreboard-Billboard Engineering	<p>SIGNARAMA ONLY: Provide structural sealed drawing for permit illustrating design wind forces and foundation information of (1) ground mounted sign. Maximum sign size in base package: Area = 100 sqft and height = 20 ft, as per provided sketch, at (1) location. Review of cabinet/frame is an adjustment to this base service. Valid for post or monument signs</p>	\$350.00	 <p>Click Image for more</p>
Select	GMS-1016-PU	Scoreboard-Billboard Engineering	<p>Provide structural sealed drawing for permit illustrating design wind forces and foundation information of (1) ground mounted sign. Maximum sign size in base package: Area = 100 sqft and height = 20 ft, as per provided sketch, at (1) location. Review of cabinet/frame is an adjustment to this base service. Valid for post or monument signs</p> <p><b>NOTE:</b> We also accept <i>Do It Yourself</i> sign engineering from our base templates.</p>	\$450.00	 <p>Click Image for more</p>

**7. Once you have selected your service, it will take you to the check-out page for a more in-depth explanation of the service with Examples and a full scope.**

SKU	Service Name	Scope of Work	Design Fee	Examples
<a href="#">Select</a>	GMS-1016-PU Scoreboard-Billboard Engineering	Provide structural sealed drawing for permit illustrating design wind forces and foundation information of (1) ground mounted sign. Maximum sign size in base package: Area = 100 sqft and height = 20 ft, as per provided sketch, at (1) location. Review of cabinet/frame is an adjustment to this base service. Valid for post or monument signs  NOTE: We also accept <i>Do It Yourself</i> sign engineering from our base templates.	\$450.00	 <a href="#">Click Image for mo</a>

**Select Adjustments To This Service As Applicable To Your Need:**

Name	Description	Quantity	Amount	Sub Total	
<input type="checkbox"/>	Design Coordination	<a href="#">See Details</a>	0	\$100.00	\$0.00
<input type="checkbox"/>	Add Additional Scoreboard-Billboard	<a href="#">See Details</a>	0	\$450.00	\$0.00
<input type="checkbox"/>	Add Additional Sign Square Footage	<a href="#">See Details</a>	0	\$50.00	\$0.00
<input type="checkbox"/>	Footer Certification Only	<a href="#">See Details</a>	0	\$-150.00	\$0.00
<input type="checkbox"/>	Increase Height	<a href="#">See Details</a>	0	\$50.00	\$0.00
<input type="checkbox"/>	Formal Calculations Booklet	<a href="#">See Details</a>	0	\$200.00	\$0.00
<input type="checkbox"/>	Drawing Revised and Completed by Client	<a href="#">See Details</a>	0	\$-100.00	\$0.00
<input type="checkbox"/>	Provide Certification of Cabinet Framing	<a href="#">See Details</a>	0	\$500.00	\$0.00
<b>Total Service Fees:</b>				<b>\$450.00</b>	

**Describe your need in detail:**

[Add Files](#) 10 mb max. Valid formats are JPG, PNG, PDF, DWG, ZIP, STP. Put links to dropbox/cloud files in box above

**Information needed to design this service:**

**CLIENT CHECKLIST**

Please submit all details showing the information indicated below:  
An "existing" and "proposed" detailed sketch of the sign/flag including all dimensions, the proposed footing type, dimensions, & reinforcement details.

- Show quantity of post(s)
- Show location of post(s)
- Show material & grade of post(s)
- Show size, shape, & thickness of post
- Show size & shape of footing or height from grade and host structure material
- The electrical code required & county specific information
- Any other information you would like listed such as sign color, installation instructions, etc.

To get a sample template or for more information on what to submit, please [click here](#).

SKU	GMS-1016
Service Name	Scoreboard-Billboard Engineering
Scope of Work	Provide structural sealed drawing for permit illustrating design wind forces and foundation information of (1) ground mounted sign. Maximum sign size in base package: Area = 100 sqft & height = 20 ft, as per provided sketch, at (1) location. Review of cabinet/frame is an adjustment to this base service. Valid for post or monument signs  NOTE: We also accept <i>Do It Yourself</i> sign engineering from our base templates.
Design Fee	\$450.00 (see adjustment below)

**Service Examples:**



**8. It will also allow you to select any adjustments, describe your need in detail, attach files and it provides a design checklist along with a template.**

**9. Once you have filled out all the applicable project information you can scroll down to the bottom and either add another service, save as pending, or you can go straight to the Checkout Page to submit your quote for Engineering Express to review.**

**What Would You Like To Do Next?:**

Go to Checkout Page

Add Another Service Item

Save As Pending & See My Orders

# How to Review your Quote and Submit your Order Once you have selected "Go to Checkout Page"

If needed, can Print out your quote here!

[Back](#)

[Action Log](#) [Print](#)

## FINAL CHECKOUT PAGE:

Please Review Your Order Request:

[Click To Access Chat Module](#)

Signarama

Primary Contact to receive notifications for this order:

SERVICE 1:

Order Service Name	Scope of work	Design Fee
Scoreboard-Billboard Engineering	Provide structural sealed drawing for permit illustrating design wind forces and foundation information of (1) ground mounted sign. Maximum sign size in base package: Area = 100 sqft and height = 20 ft, as per provided sketch, at (1) location. Review of cabinet/frame is an adjustment to this base service. Valid for post or monument signs  NOTE: We also accept <i>Do It Yourself</i> sign engineering from our base templates.	\$450.00
<b>Service 1 Subtotal:</b>		\$450.00

You can even click here to Access the Chat Module and communicate with us regarding your quote.

	Adjustment	Description	Quantity	Amount	Sub Total
<input type="checkbox"/>	Design Coordination	Coordinate design from base photos/hand sketches provided by client to be able to complete service.  NOTE: This adjustment is not to design the sign for the client but to gather the needed information from the client to properly complete the service.	0	\$100.00	\$0
<input type="checkbox"/>	Add Additional Scoreboard-Billboard	Add (1) scoreboard-billboard variation (i.e. different dimensions) to the same drawing for the same address.	0	\$450.00	\$0
<input type="checkbox"/>	Add Additional Sign Square Footage	For an additional 25 sqft.	0	\$50.00	\$0
<input type="checkbox"/>	Footer Certification Only	This adjustment omits the design of all components of the signs and provides the design for the footer only.	0	\$-150.00	\$0
<input type="checkbox"/>	Increase Height	Increase total height by 10'	0	\$50.00	\$0
<input type="checkbox"/>	Formal Calculations Booklet	Include a formal booklet illustrating structural design of above service, as per the Professional Engineer's discretion.	0	\$200.00	\$0
<input type="checkbox"/>	Drawing Revised and Completed by Client	We will only provide remarks and client is responsible in making adjustments on the drawing. Engineering and/or design is not considered final or complete until signed and sealed by a Professional Engineer.	0	\$-100.00	\$0



Final Notes by Engineering Express:

Estimated Business Days To Complete:

Final Notes by Client:

You can add in any final notes if you need to and attach more files if you forgot to initially attach before.

Order Files:

Order Files  
No Files

[Add More Files](#) 10 mb max. Valid formats are JPG, PNG, PDF, DWG, ZIP, STP. Put links to dropbox/cloud files in box above

You can use your mouse or finger to sign here- make sure to Save Signature

Signature

Name

Date

Save Signature Clear

Save As Pending

Submit Order

Back

You can click here to save your quote as pending in case you would like to change or add anything to it before you submit for our review.

Click here to Submit your Order request.  
Once you submit your order, it will go directly to our project coordination team to review your quote and make any necessary adjustments before sending it back to you for final approval.



# Once you Submit your Order, here's what happens next.



## Thank You For Your Order Request

Here's What Happens Next:

Your request is being reviewed and we will submit back to you for final approval.



Submit your request (DONE!)

Your request is being reviewed by our project management team. We will work with you to come to an expedited solution to your need.

Your Order is Approved For Processing (Pending)

You Submit The Required Payment And We Assign Work Per Our Agreement

YOUR ORDERS & QUOTES

MAKE A PAYMENT

START ANOTHER ORDER

PROJECT DASHBOARD

You can click here to review your orders & quotes.

To start another project or to review your orders and quotes, you can click here to go back to your ExpressPass Dashboard.

Welcome **123 test!**

Edit Profile Add Contacts

If no contact is listed we will use the main contact provided. If multiple contacts are shown, please select the primary contact for this transaction.

Show 10 entries Search:

Contact Name	Email	Mobile
No Contacts Available		

Showing 0 to 0 of 0 entries Previous Next

START OR REVISE A PROJECT

MY ORDERS & QUOTES



**Once you have approved your quote, here's what happens next.**  
*If you are a new client, or an existing client without terms, we will require payment prior to your project being scheduled.*

## How do I pay?

# PAY INVOICES USING OUR SECURE SERVER

### STEP 1: Project Information

Our Project Number(s) or ExpressPass Order Id (Example: 19-1029 if exists) \*

Project Name(s) (Ex: 123 Main St Entrance Doors) \*

Invoice Number(s) to apply payment to (e.g. EX-1337 if exists)

Total Fee Being Paid (don't include the \$, just the amount)

\$

Additional Notes For Us:

[CONTINUE TO CART-CHECKOUT](#)

Thank you for your business!

[Click for EFT Payment Portal](#)

You will fill out the applicable project information and click here.

Use this product to pay a retainer or balance due for an existing Engineering Express project with you.

Our Project ID's

Project Name(s) \*

Invoice Number(s) to apply payment

Price \*

Notes

Seal State

[Add to cart](#)



**You will also receive an invoice with directions emailed to you.**  
**Once your invoice product is in your store cart, you can checkout straight from there.**



160 SW 12th Avenue  
 Suite 106  
 Deerfield Beach, Florida 33442  
 Phone: 954-354-0660  
 Email: office@engineeringexpress.com  
[www.EngineeringExpress.com](http://www.EngineeringExpress.com)

Invoice Number	
Invoice Date	
Due Date	

Customer Reference	Shipping Method	Project	Project Number
Retainer			

#	Service	Type	Quantity	Unit Price	Net Value
1	Engineering Services Per Agreement	Service	1.00	\$1080.00	\$1080.00
<b>Sub Total:</b>					<b>\$1080.00</b>
<b>Total:</b>					<b>\$1080.00</b>

Thank you for your business! We happily accept Visa, MasterCard and American Express. We look forward to your prompt payment! Unless otherwise agreed, a 1.5% interest charger per month will be applied from the Due Date listed.

We appreciate you letting us serve you!

The easiest and fastest way to submit your payment is at: [www.engineeringexpress.com/pay](http://www.engineeringexpress.com/pay)

**Once payment is made, it will be in your ExpressPass dashboard.**

**Your project status will move from “open orders” to “all orders & pending orders” and you will be able to see your order status from start-finish.**

Open Orders		All Orders & Pending Orders	Projects	Projects Completed
25	entries			
ID	Project Name	Submitted By	Order Status	Date Submitted
267	TEST		Request Approved - Waiting For Assignment	08/14/19



160 SW 12<sup>TH</sup> Avenue, Suite 106 Deerfield Beach, FL33442  
 954-354-0660 | 866-396-9999  
[www.EngineeringExpress.com](http://www.EngineeringExpress.com) | [Team@EngineeringExpress.com](mailto:Team@EngineeringExpress.com)

## Project Status

Once your quote has been approved and converted into a project, you can check the **Projects Status**.

If no contact is listed we will use the main contact provided.  
If multiple contacts are shown, please select the primary contact for this transaction.

Show  entries Search:

	Contact Name	Email	Mobile
<input type="radio"/>	Test Contact Name	test	123-456-7891

Showing 1 to 1 of 1 entries

Previous **1** Next

 START OR REVISE A PROJECT

 MY ORDERS & QUOTES

Click here to view your Orders & Quotes

After you go into “My Orders & Quotes” click on the **Projects Tab**.

This is where you will see the status of Projects. You can also click the “Projects Completed” to see a history of your previous projects.

[Open Orders](#) [All Orders & Pending Orders](#) **[Projects](#)** [Projects Completed](#)

---

25 entries

Project Name	Files Link	Project #	Project Status	Due Date
Test Project ExpressPass		19-14995	Awaiting Retainer Payment	

[Pay My Invoice](#)

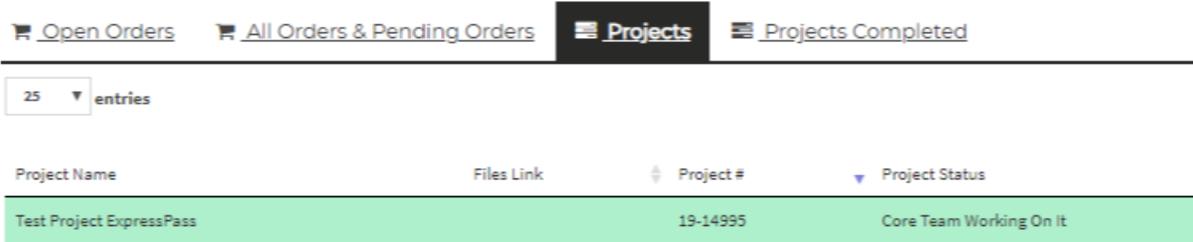
Most likely, your status will be “Awaiting Retainer Payment”. If we are awaiting your payment retainer, that means if your status says this, then **payment needs to be made prior to our core team working on it**. Once payment is received, your project will begin, and the status will change.

You can click the “Pay an Invoice” button right next to that status. Or, you can wait till you receive your invoice and follow those instructions explained on page 11.

You can always pay at [www.engineeringexpress.com/pay](http://www.engineeringexpress.com/pay)

## Once payment has been made.

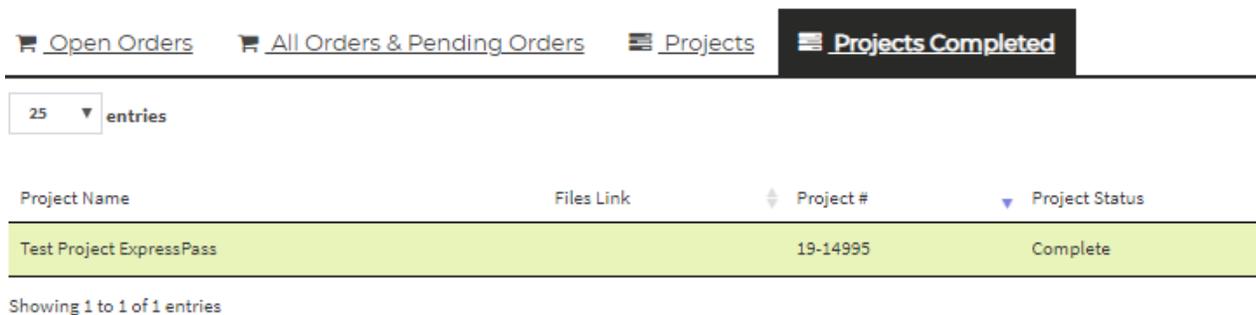
Your project will fully go into production and our core team will begin working on it to make your project come to life. In your Projects tab on your dashboard, your status will change to reflect that.



Project Name	Files Link	Project #	Project Status
Test Project ExpressPass		19-14995	Core Team Working On It

## Once your project has been completed.

Your project will no longer appear in the Projects tab, but will move into the Projects Completed tab. Here, you will be able to see all completed project history.



Project Name	Files Link	Project #	Project Status
Test Project ExpressPass		19-14995	Complete

Showing 1 to 1 of 1 entries

## Still Need Help?

We can walk you through any updates and answer any questions you may have. Reach out to us today at [Team@EngineeringExpress.com](mailto:Team@EngineeringExpress.com).