

EZBUILD GUIDELINES FOR CONTRACTOR
SCHEDULE OF VALUES

Please read through all instructions before proceeding

1. Using Internet Explorer, go to ezbuild Customer Login screen: <https://ezbuild.fpm.iastate.edu>
 - a. Sign in using the logon ID and password emailed to you by the system. If you forget your logon ID or password, contact your ISU Project Administrator.
 - b. Be sure to set your screen to full screen.
2. For new users, go to the "My Profile" tab (existing users move to step 3)
 - a. Change your password but do not enter your payment information.
 - b. Verify your Profile information, modify as necessary and click the "Save" button (ignore the Agreement button).
3. Go to the "Current Activity" tab
 - a. Select your contract and expand with the plus sign.
 - b. Click the underlined name of your company.
4. To create the Schedule of Values (NOTE: entries are automatically saved)
 - a. Click on the "Schedule of Values" tab and then click the "Create/Update SOV" button which appears above the DIV heading.
 - b. Find the division heading in the Master Format 2011 list based upon the Spec Sections of your contract. Expand the main division by clicking the plus sign next to the division number (e.g. 22 – Plumbing). Once located, you will need to check the box for the subdivision (e.g. 221000), then click to expand and check the box for the sub-subdivision heading (e.g. 221116). Insure that both boxes are checked.
 - c. Above the division heading are boxes to break out the costs for Labor and Material. Typically, both Labor and Material boxes are checked (this will allow you to enter separate amounts for both Labor and Material). If there is **only** Labor **or** Material for a particular line item, check only the applicable box. If you wish to combine both Labor and Material into one line item (this will not allow for stored materials on this line item), check the Labor+Material box.
 - d. Insure that you have selected the appropriate Labor/Material/Labor+Material box at the top and then click on the "Add to SOV" button.
 - e. The division of the item you have just entered will appear in the middle of the screen. Expand all the items in the SOV by clicking on "Expand All" located directly above the work description.
 - f. Find the line item(s) that was just added and click on the Scheduled Value field. Input the dollar value (do not include a dollar sign) for the Labor/Material/Labor+Material line as applicable.
 - g. To customize the work description and/or division number of a line, click into the line and edit the field text as needed. For divisions with multiple lines, add -00X to the end of the division number (no spaces) to allow it to be sorted in order (e.g. 221116-001 Domestic Water Piping - 1st Floor).
 - h. Go back to the divisions listing on the left-hand side of the screen and add the next item by following the steps above.
 - i. Continue the process outlined above until all Spec Sections of your contract have been entered and the total adds up to the Contract Sum.
 - j. When complete, click the "Finalize Pay App" button in the upper right of the screen and then click the "Close" button.
 - k. A new screen will open that shows your completed Schedule of Values.
 1. You can return at any time to update, add, delete, or otherwise edit your entries prior to signing off.
 2. Once you sign off, you cannot make changes unless the application is rejected back to you.
5. Go to "Contract Summary" tab
 - a. Sign off on the Payment Profile by typing your password in the Sign Digitally with General Contractor box which is on the lower right. Click SIGN.
 - b. This will send the Schedule of Values you created on through for the remaining approval signatures.