



psp.cmdgroup.com

Instructions for Uploading Plans, Specifications and Addenda

- 1) **Step 1 – Access CMD Project Submission Portal website psp.cmdgroup.com**
- 2) **Step 2 – First Time Users: Click “Register Now. It’s Free!”**



Welcome to CMD's Project Submission Portal

Login :: [Register Now. It's Free!](#)
:: [Forgot Password?](#)

CMD is the construction community's leading resource for project leads and bid documents. Our wide variety of products and services – with the help of architects, engineers, owner/developers and government agencies – provide the most up-to-date, enhanced details on many of the country's largest public sector, commercial, industrial and multi-family residential projects.

About the Portal

This site is specifically designed to allow electronic submissions of project leads, construction bid documents (including plans, specifications and addenda), as well as project updates. We receive hundreds of project data sets each month on this site, and count on industry participation to help build our growing library of current project data and new opportunities to continue to deliver this information to contractors, distributors and building product manufacturers in a timely manner.

- 3) **Step 3 – Fill in your company information, which will enable CMD to identify you as the sender of the documents. The login should be your email address. You can then create your own password. Subsequent visits to psp.cmdgroup.com will require you to simply log in with your credentials.**
- 4) **Step 4 - Select “Add A New Project.”**

YOUR LIST OF PROJECTS

If you already have a CMD ID then you can enter it here and upload project documents immediately.

- 5) Step 5 - Complete as much of the project information as possible. Required information includes "Project Title," "Type," and "State."

ADD/EDIT A PROJECT

General **Size** **Category** **Schedule** **Bid Info** **Misc**

Project Title *:

Type *: New Renovation
 Addition Addition/Renovation

Address Line 1:

Address Line 2:

City: State *:

ZIP: County:

**Fields with * are required fields.
Do NOT use your browser's navigation tools (Back, Go, etc.)**

- 6) Step 6 – Select "Save/Complete."

- 7) Step 7 – Upload Documents – Using the browse function, you will be able to attach files from your computer and upload them directly to CMD.



SELECT FILES

When you are finished uploading, please click on the button below to return to your project listing.

Finished Uploading, Return to Project List

- 8) Step 8 – The files will upload automatically and, when completed, allow you to click “Finished Uploading” and the process will be complete. NOTE: All files types may be sent with the exception of .dgn and some 3D .dwg.**

Important Notes – For questions, please contact CMD Project Submission Portal Site Admin, 800-424-3996 or pspprojleads@cmdgroup.com. You may visit psp.cmdgroup.com to see past projects that have been uploaded and edit the project data, upload additional documents, view the project or delete the project.