e-Builder Process 16: Submitting a Jobsite Safety Checklist
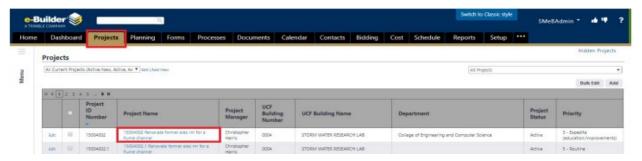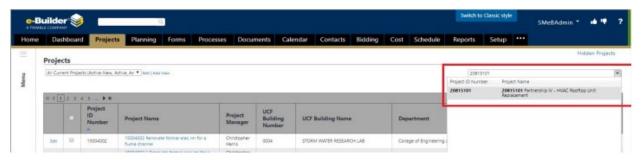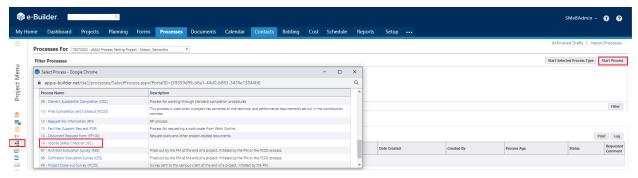
1. Login to e-Builder

    a. Navigate to https://fp.ucf.edu/

    b. Select yellow e-Builder button

    c. Enter NID and NID password

2. Click the **PROJECT TAB**, and select the project for which you have completed the jobsite safety checklist.

Or use the dynamic search field in the upper-right corner to search for the project using the project number.

3. Select the **PROCESSES** tab in the project menu on the left side of the screen.

4. Select the **START PROCESS** button in the upper right corner.

5. Select Process **16 – Jobsite Safety Checklist (JSC)**

6. Read the instructions in the blue box, answer required questions, upload the jobsite safety checklist, and click **SUBMIT.**