

Sharing Content Within SiteMap

What's Changing?

To improve security and provide greater control over project information, access to job content is now managed through SiteMap. Instead of forwarding submittal letters to share content, users can securely grant access to specific individuals directly within the platform.

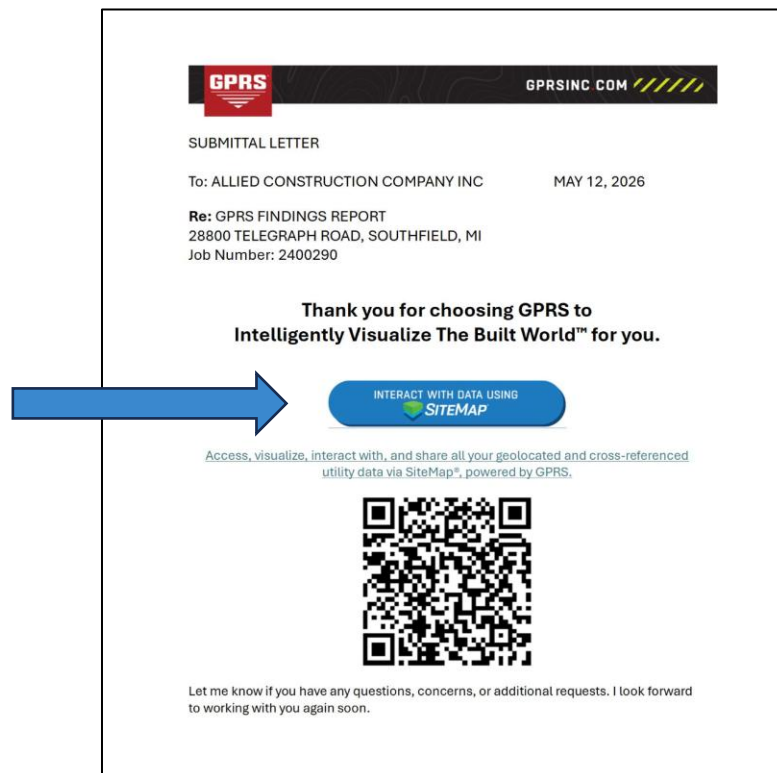
What You Need to Know

- The original recipient of a job can share access with other users directly through SiteMap.
- Recipients must have a SiteMap account to access shared content.
- Shared users can view the project, interact with job data, and download associated deliverables.
- Users can access shared projects by logging into their SiteMap account. Once a project has been shared, recipients may also access the content through a forwarded submittal letter, provided the job has already been shared with them in SiteMap.

How to Share Your Content

Step 1: Open Your Submittal Letter

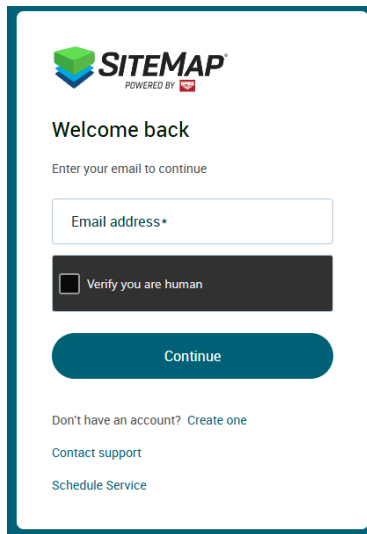
You will receive an email containing a secure link to your project deliverables.



Step 2: Log Into SiteMap

Click the link in the email and sign in to SiteMap.

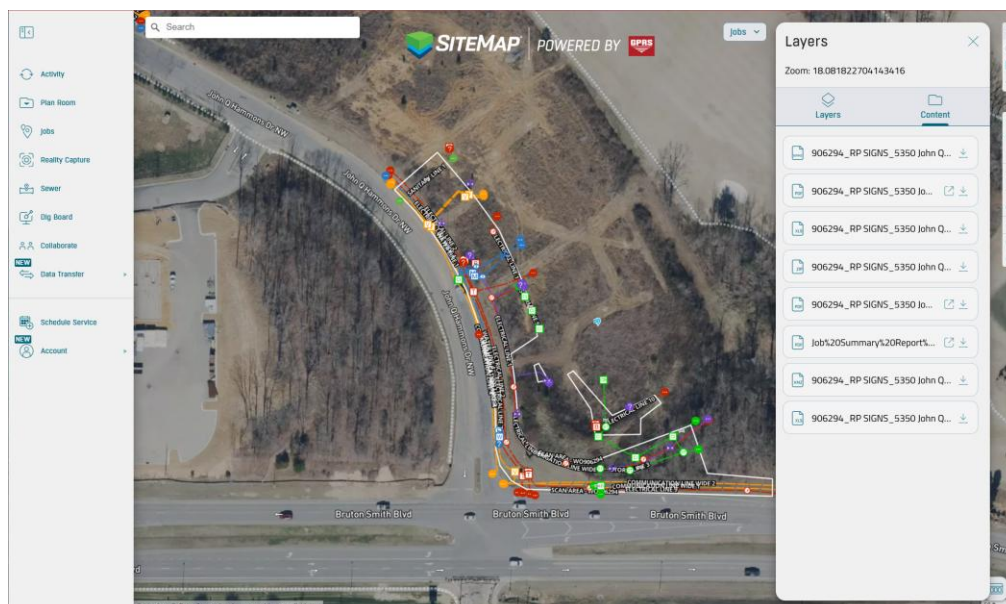
- Existing users will need to click "Reset your password" the first time they access SiteMap. Once completed, they will not need to repeat this step.
- New users will need to create an account by clicking "Create One".

The login screen for SiteMap, powered by GPS. It features the SiteMap logo at the top. Below the logo, it says "Welcome back" and "Enter your email to continue". There is a text input field for "Email address*". Below that is a checkbox labeled "Verify you are human". A large teal "Continue" button is centered. At the bottom, there are links for "Don't have an account? Create one", "Contact support", and "Schedule Service".

Step 3: View Your Project

After logging in, you will automatically be routed to your project within SiteMap, where you can:

- View project data directly on the map
- Interact with layers and job information

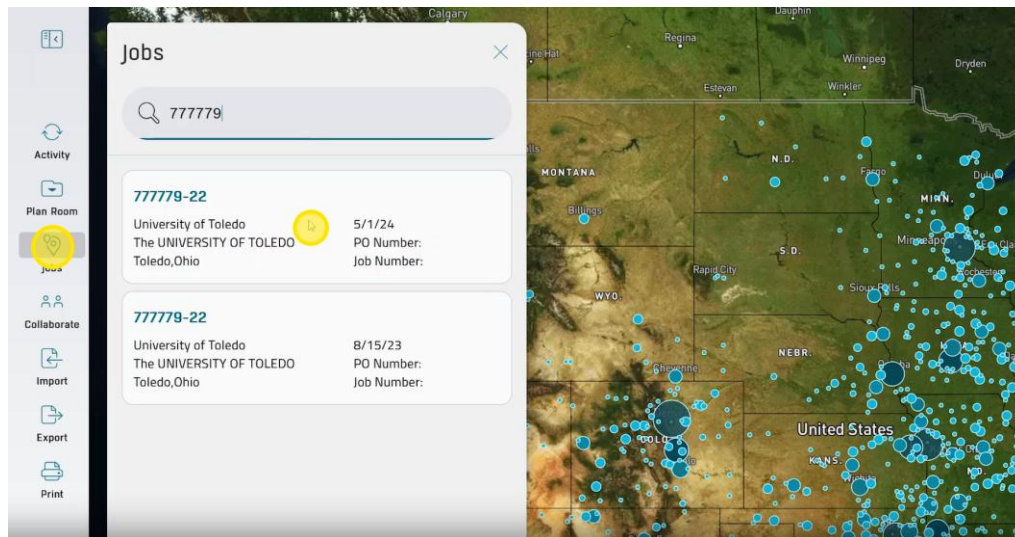




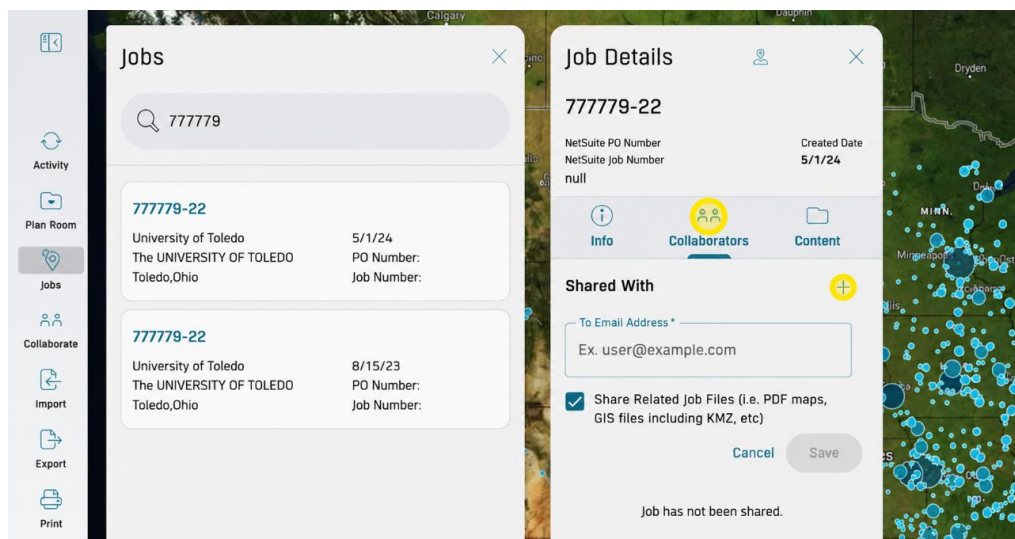
Step 4: Share Job Content

Any job that is associated with your email or subscription can be shared with any other person you designate with viewing access.

- Search for and select the job you want to share in the Activity or Jobs tab
- Click the Summary Information to access the Job Details Card



- From the Collaborators tab, you can see who the job has been shared with, manage sharing, and add new collaborators.
- To share the job, click the plus sign, enter the recipient's email address, and click Save.
 - The "Share Related Job Files" checkbox is selected by default and grants access to deliverables and associated files. If this box is unchecked, the recipient will be able to view the job but will not have access to the deliverables.





Sharing Notifications

Users do not receive an email notification when a project is shared with them. After sharing access in SiteMap, you will need to notify your designated users. The easiest way to do this is by forwarding the submittal letter to them.

Need Assistance?

If you have questions or need help accessing your content, please contact:

support@sitemap.com

Thank you for partnering with us as we continue improving the security and accessibility of your project data.