

# New Manufacturer Online Plan Store Setup

March 2025

How Building Product Manufacturers with Engineering Express interact with their new [plan store products](#).

## Start Here

To create an account with our plan store system, visit [www.engineeringexpress.com/account](http://www.engineeringexpress.com/account)

### Sign In For Online Plan Store Orders

Looking for the project quoting system? [Click Here](#) to enter your ExpressPass Code

Username or email address \*

Password \*

Remember me

[Lost your password?](#)

### Register For Online Plan Store Orders

Looking for a custom project quote? Apply for access [Here](#)

Username \*

Email address \*

Password \*

I agree to the [Terms & Conditions](#) \*

Your personal data will be used to support your experience throughout this website, to manage access to your account, and for other purposes described in our [privacy policy](#).

I want to receive updates about products and promotions.

After creating an account, our team will fund it with complementary [Tokens](#) to obtain two copies of each of the drawings we have created for you.

Tokens are 'credits' used to purchase any plan from our [plan store](#).

Customers can transfer Tokens to their customers once they create an account with us.

Learn more about [Tokens here](#) or scroll down and see the Tokens section.

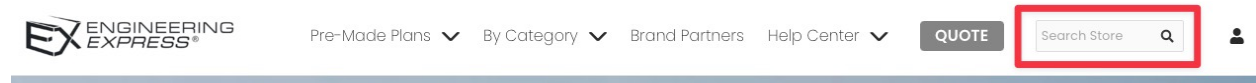
## How To Find Your Plan Documents

Whether you are purchasing the drawings for your clients or if they will be purchasing them themselves, there are two different ways to find your drawings besides the links previously sent.

Visit [EngineeringExpress.com](http://EngineeringExpress.com) to get started.

## New Manufacturer Plan Store Setup

In the top right corner, next to the quote button and the 'your profile' person, is the store's search bar:



The drawings can be found by your company name or by the drawing number. The drawing number can be found on the drawings themselves.

It either starts as a 23-, 24-, 25... (based on the year they were made).

On Technical evaluation reports, they are found on the top right of the report and on drawings they are found on the bottom above the page number.

# Technical Evaluation Report

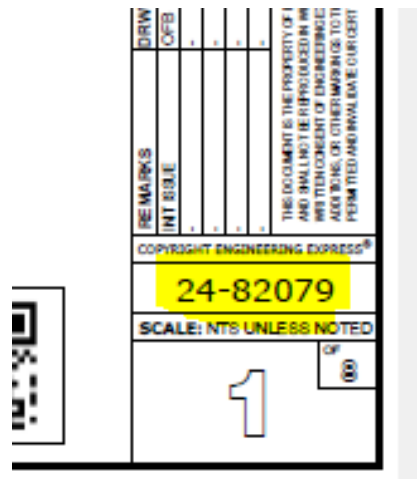
DIVISION: 23 08 00 – COMMISSIONING OF HVAC

**THIS DOCUMENT CONTAINS (9) PAGES.  
ENGINEER DIGITAL OR ORIGINAL HAND SEAL REQUIRED FOR USE.  
COPIES ARE NOT VALID FOR PERMIT.**

(Subject to Renew July 1, 2026 or next code cycle)

**PLIT UNITS (TOP DISCHARGE)**

**TER-23-69574**



## New Manufacturer Plan Store Setup

It is highly recommended that you add your company's plan store items to your ['favorites'](#) to allow faster finding & purchasing:

Copies

**VIEW SAMPLE** **ADD TO CART**

**ADD TO FAVORITES** **SHOW FAVORITES**

Once they are added to your favorites, find them on your [account dashboard](#) under 'favorite plans'.

- Home**  
ExpressPass & custom messages
- Cart** 2  
View Cart & Purchase Items
- Plan Store Orders** 23  
See order history & download files
- Favorite Plans** 1  
See plans saved as favorites
- Tokens** 61.3  
Learn about, buy, & share tokens
- Drawings** 1  
View, edit, & share drawings
- Manage Account**  
Edit account, billing, & payment info  
Sign up for text alerts

## Frequently Ordered

**EX ENGINEERING EXPRESS** **Technical Evaluation Report**  
Goodman: A/C Split System  
Technical Evaluation

**VIEW**

## New Manufacturer Plan Store Setup

### ***Questions About Purchasing Certified Copies of Your Pre-Engineered Drawings***

If you will be purchasing the drawings on your client's behalf, it is important to know the following information so our processing department can process the orders swiftly.

**Question #1: What state are the drawings being submitted to?**

All our drawings are signed and sealed per the state that the project is located in. Very important to note that any projects located in the state of California require custom engineering.

**Question #2: How are the drawings being submitted to the building department? Are they doing it online or in person?**

If they are submitting it online, they will require our digitally signed and sealed pdf version of the document.

If they are physically going into the building department, they will require a paper raised sealed copy.

\*It is important to know that the digital copies cannot be printed, and the physical copies cannot be scanned.

**Question #3: If physical, how many copies does that building department require?**

Most building departments only require 1 physical copy but there is that oddball county that requires two physical copies.

\*We do offer a discount for multiple copies being purchased at the same time, so it is best to purchase all the copies they require at one time.

## New Manufacturer Plan Store Setup

Cart totals	
Subtotal	\$400.00 (or 40 Tokens)
Shipping	Calculated at checkout
Multiple Hard Copy Discount	-\$100.00
License Fee	\$27.00
<b>Total</b>	<b>\$327.00 (or 30 Tokens)</b>

\*During checkout, you have the option to have us send the physical copies directly to your client. Creating less hassle for your employees.

**Email address \***

enruquematosusa@gmail.com

**Opt into SMS notifications about your orders**

I want SMS messages at this number: (xxx) xxx-xxxx

**Shipping Address** (if not same as billing)

**Question #4: If digital, there are some more questions that our processing team will require to be answered.**

What is the project's zip code? Will it be used for a multistory building? If so, which floor will it be installed on? Where is the project's zip code and who is pulling the permit?

## New Manufacturer Plan Store Setup

This performance evaluation report certifies the ASAP Mailbox and More: Side-by-Side Mailbox Shelter in various configurations. This document has been designed to meet the requirements of [Read More](#) ▼

PLAN FORMAT	Digitally Sealed Online-Only File	▼
	<hr/>	
	CLEAR	
SEAL STATE *	Choose an Option	▼
	<hr/>	
IS THIS PLAN FOR A MULTI STORY BUILDING? (CONDOS/APARTMENTS) *	Yes	▼
	<hr/>	
PROJECT FLOOR # *	<input type="text" value="0"/>	
PROJECT'S ZIP CODE *	<input type="text" value="XXXXX"/>	
WHO IS THE PERMITTING PARTY? *	I am the owner/builder	▼
	<hr/>	
CONTRACTED PERMITTING COMPANY'S NAME *	<input type="text" value="Type name of permitting party"/>	

Save up to an additional 33% by using tokens [Learn more](#)

24-82079D

**\$300.00** ( or 30 Tokens )

\*For digitally sealed orders, you do have the option to Expedite an order if necessary for an additional fee:

**Need to Expedite?**

*Need the drawing earlier than 24 hours? We now have the option to expedite it for a fee! Please note expedited orders only applies to digitally signed and sealed documents during our business hours. Any orders placed over the weekend and or after business hours with the expedition fee will be applied to the next business day.*

**Yes (+\$35.00)**

\*it is important to know that digitally signed and sealed files are only valid to be submitted for permit for 21 days from the date of completion. They don't expire after the permit is applied for.

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**NOTE:** This plan will only be valid for 21 calendar days from date of purchase. After that, the digital seal will expire. Plan your permitting application accordingly. If the file expires before permit application, [contact the office](#) to discuss.

This file must only be used digitally and will not be accepted if printed.

Processed orders are not refundable. Exchanges are at the company discretion.

### What Are Plan Store Tokens?

Engineering Express [Plan Store Tokens](#) are 'credits' that can be used for online pre-engineered performance evaluation plan purchases, making it fast, convenient & saves you money vs. using a credit card.

It is a way for our clients to save up to 34% on online store plan orders while saving money on the cost of the Licensing Fee. Our tokens never expire, and they can always be transferred to another account if necessary.

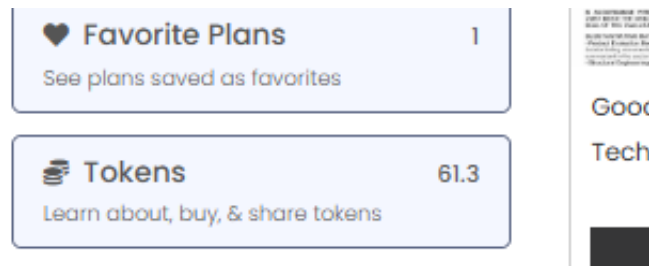
#### PURCHASE PLAN STORE TOKENS

<b>10 Tokens</b> Basic Package	<b>15 Tokens</b> Tier 1 Discount	<b>25 Tokens</b> Tier 2 Discount	<b>50 Tokens</b> Power Pack <small>POPULAR</small>	<b>100 Tokens</b> VIP Package
\$100 <sup>00</sup>	\$142 <sup>50</sup> <small>\$150</small>	\$225 <sup>00</sup> <small>\$250</small>	\$400 <sup>00</sup> <small>\$500</small>	\$750 <sup>00</sup> <small>\$1000</small>
2-3 Permit Sets	5% Savings	10% Savings	20% Savings	25% Savings
+ 8% Savings (license fee)	+ 8% Savings (license fee)	+ 8% Savings (license fee)	+ 8% Savings (license fee)	+ 8% Savings (license fee)
8% Total Savings	13% Total Savings	18% Total Savings	28% Total Savings	33% Total Savings
<a href="#">BUY NOW</a>	<a href="#">BUY NOW</a>	<a href="#">BUY NOW</a>	<a href="#">BUY NOW</a>	<a href="#">BUY NOW</a>

If you would like to add more tokens to your account for more purchases, please visit [www.engineeringexpress.com/tokens](http://www.engineeringexpress.com/tokens) or in your account dashboard you can select the tokens icon.

Tokens can also be exchanged for store credit to be used with credit card purchases. Find your Tokens on your [Account Dashboard](#) Page

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### ***Do You Have Any Other Questions?***

We're here to help! Here are some ways to reach us and to provide additional engineering services.

[Click here](#) to request a quote for us to provide site-specific design services.

Site-specific engineering services can also be provided by others using our base documents.

That site-specific design professional would then become responsible for the applicability of the general performance evaluation you purchased to any site-specific address.

### **Contact Us**

Use our website to [Send us a message](#)

Email us at [Team@EngineeringEpxress.com](mailto:Team@EngineeringEpxress.com).

[Live chat us](#) during business hours or leave a message.

You can also call our Plan Store Department directly at 954-519-5119.

Always consult a design professional before using any generic performance evaluations with your project.

[Learn more about using general performance evaluations](#)

[Visit our FAQ's](#)

For more in-depth articles about our services or building product engineering in general, visit our [Knowledge Base](#).