



BROADVIEW REGISTRATION INSTRUCTIONS

Applicants requesting User access to Broadview electronic plan review services will need to perform the following registration procedure:

- 1.) Go to www.broadspec.biz Home page.
- 2.) In the bottom right hand corner of the page, hover your mouse icon over the underlined and highlighted words “click here” (to register) and click. This will take you to a registration page with required fields.
- 3.) Fill out the required fields with your own information.
The Confidentiality Notice is stated in the top right hand corner of the screen and is a required acceptance for registration approval.
- 4.) Click on submit. This takes you to a “Thank You” page.

Registration validity and approval for access to Broadview is reviewed by Broadspec personnel. Following registration approval, an automatically generated email containing Username and Password is issued to the applicant. Username and Password provides access to projects for which the applicant has been provided permissions.

Thank You for registering with BROADVIEW!