

AIA

Contract Documents

ACD5 Basics

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Director, Global Innovation Education

The American Institute of Architects



Introduction to ACD5



Agenda:

- ✓ Why is this change occurring?
- ✓ How is ACD5 organized?
- ✓ What are the new features of ACD5?
 - ✓ Enhanced search, edit and share features
 - ✓ Administrator role for multi-user accounts
- ✓ How do I perform key tasks in ACD5?

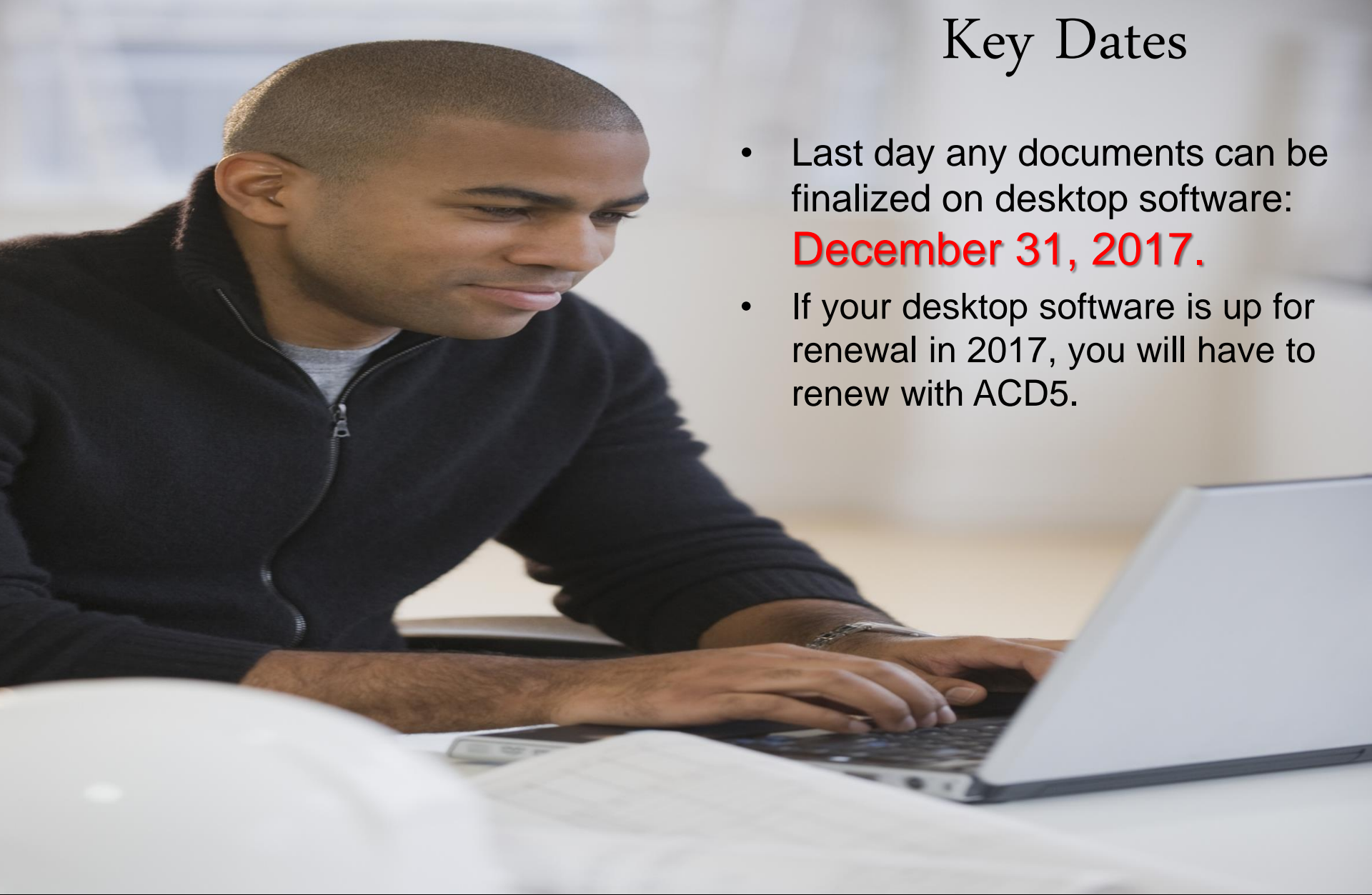
Why is this change occurring?

- Anywhere, Anytime Access
- No Software to Install
- Compatible with Macs & PCs



Key Dates

- Last day any documents can be finalized on desktop software:
December 31, 2017.
- If your desktop software is up for renewal in 2017, you will have to renew with ACD5.



Similar Experience

AIA Contract Documents

File Edit View Tools Help

Home Projects Templates Contacts Help

Welcome to AIA Contract Documents

Recently Accessed Projects [View all projects](#)

Albamarle Four Place

Documents	Last Accessed
G701-2001 - Form Draft - 004	4/18/2012 3:48 PM
A201-2007 - Working Draft - 001(1)	4/18/2012 3:33 PM
A201-2007 - Checked Draft - 001(2)	4/18/2012 3:31 PM

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Owners Lodge Retrofit - New Giants Stadium

Documents	Last Accessed
A101-2007 - Final - 001(2)	3/23/2012 2:17 PM
A105-2007 - Final - 002(2)	11/15/2011 10:14 AM
G701-2001 - Final - 010(1)	11/15/2011 10:13 AM

[View all documents](#)

The Harris Building

Documents	Last Accessed
A101-2007 - Final - 001(4)	11/15/2011 10:10 AM

Recently Selected Templates [View all templates](#)

Template No.	Name
A101-2007 SP	Owner/Contractor Agreement - Sustainable Project, Stipulated Sum
A201-2007	General Conditions of Contract for Construction
B727-1988	Owner/Architect Agreement - Special Services
B201-2007 Exhibit A	Architect's Services: Design and Construction Contract Administration, Ex. A Initial Information
A101-2007	Owner/Contractor Agreement - Stipulated Sum

Getting Started / Resources

1. View Tutorial
2. Create a project
3. Create a document
4. View reference material

Your Software License

Renew license

Check for Free Update

Move your software license

Profile Number: D69E9D6400

Order Number: 1234567890

License Type: Annual Unlimited

Days Until Expiration: 206

Software version: 4.6.15.0

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AIA Contract Documents
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Haadi Hejazi

Home Projects Template Library Contacts

Home

Getting Started

Welcome to the AIA Contract Documents online service!

Access your projects and documents anytime and from anywhere using your favorite browser (Chrome, Firefox, Internet Explorer, or Safari).

Watch one of the getting started videos.

Users of version 4 of the AIA Contract Documents software can upload their current projects and documents by using the AIA Document Mover utility. [Learn More.](#)

Get the AIA Document Mover utility.

[Create New Project](#) [View All Projects](#)

Recent Activity

Shore Place Renovation

No documents to display

Frequently Used Templates [View All Templates](#)

You have not used any templates

Helpful Guides

Beginner's Guide to AIA Contract Documents Software

The beginner's guide will help you get started with a quick overview of Contract Documents software, and show you step-by-step how to create, edit, share and manage contract documents. Also included are all the resources you need to navigate your way successfully through the software.

What's New

The AIA's New Program Management Contract Documents Family

Duration: 68 minutes
Eligible for 1 AIA LU Hour

The Program Management family of AIA Contract Documents consists of agreements to be used when owners undertake a Program consisting of multiple projects that share similar scope and design intent and are part of a single coordinated and managed effort.

The following documents are included in the new AIA family:

- C171™-2013, Standard Form of Agreement Between Owner and Program Manager for use in a Multiple Project Program
- B171™-2013, Standard Form of Agreement Between Owner and Design Manager for use in a Multiple Project Program
- B172™-2013, Standard Form of Agreement Between Owner and Architect for Architect of Record Services

[Learn more](#)

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Home Page



Home

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[Get the AIA Document Mover utility.](#)

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Recent Activity

[Create New Project](#)

[View All Projects](#)

You have not created any projects

Frequently Used Templates

[View All Templates](#)

You have not used any templates

What's New

The AIA's New Program Management Contract Documents Family

Duration: 60 minutes
Eligible for: 1 AIA LU Hour

The Program Management family of AIA Contract Documents consists of agreements to be used when owners undertake a Program consisting of multiple projects that share similar scope and design intent and are part of a single coordinated and managed effort.

The following documents are included in the new AIA family:

- C171™–2013, Standard Form of Agreement Between Owner and Program Manager for use in a Multiple Project Program
- B171™–2013, Standard Form of Agreement Between Owner and Design Manager for use in a Multiple Project Program
- B172™–2013, Standard Form of Agreement Between Owner and Architect for Architect of Record Services

[Learn more](#)

Projects

Search Projects

GO

Create New Project

Sort By Modified Date

- Robinson High School
- Shore Place Renovation

Project Detail

Project Manual

Delete Project

Edit Project Data

Project Name *
Robinson High School

[View Project Data](#)

Robinson High School - Documents

Create Document

Import File

Generate Final complete

Document ID	Type	Document Name	Status	Last Modified		
G701-2001		G701-2001 - Final - 001(1)	Finalized	11/26/2013 10:53 AM	Finalize	More Actions
G701-2001		G701-2001 - Form Draft - 001	Draft	11/26/2013 10:51 AM	Finalize	More Actions

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Template Library

Template Library

Help me Select an AIA Template

Selected Templates

Series

- ▶ A-Series (39)
- ▶ B-Series (41)
- ▶ C-Series (39)
- ▶ D-Series (1)
- ▶ E-Series (4)
- ▶ G-Series (40)

Family

- ▶ CMA (11)
- ▶ CMC (3)
- ▶ Conventional (42)
- ▶ Design-Build (19)
- ▶ Digital Practice (5)
- ▶ Forms (39)
- ▶ IPD (36)
- ▶ Interiors (5)
- ▶ International (2)
- ▶ Small Projects (2)

Parties Involved

- ▶ Architect (92)
- ▶ Construction Manager (29)
- ▶ Consultant (15)
- ▶ Contractor (62)
- ▶ Owner (110)
- ▶ Subcontractors (4)
- ▶ Surety (6)

Side by Side Comparison

▼ Template ID	Template Name		
<input checked="" type="checkbox"/> A101-2007	Owner-Contractor Agreement - Stipulated Sum	Preview	More Actions
<input checked="" type="checkbox"/> A101-2007 SP	Owner/Contractor Agreement - Sustainable Project, Stipulated Sum	Preview	More Actions
<input checked="" type="checkbox"/> A102-2007	Owner/Contractor Agreement - Cost Plus Fee with GMP	Preview	More Actions
<input checked="" type="checkbox"/> A103-2007	Owner/Contractor Agreement - Cost Plus Fee No GMP	Preview	More Actions
<input checked="" type="checkbox"/> A105-2007	Owner-Contractor Agreement for a Small Project	Preview	More Actions
<input checked="" type="checkbox"/> A107-2007	Abbreviated Owner/Contractor Agreement - Project Limited Scope	Preview	More Actions
<input type="checkbox"/> A107-2007 Exh...	Abbreviated Owner/Contractor Agreement - Project Limited Scope, Ex. A:...	Preview	More Actions
<input checked="" type="checkbox"/> A132-2009	Owner/Contractor Agreement, CMA Edition	Preview	More Actions
<input type="checkbox"/> A132-2009 Exh...	Owner/Contractor Agreement, CMA Edition, Ex. A: Determination of Cost ...	Preview	More Actions
<input checked="" type="checkbox"/> A133-2009	Owner/Construction Manager as Constructor Agreement - Cost of Work Plu...	Preview	More Actions
<input type="checkbox"/> A133-2009 Exh...	Owner/Construction Manager as Constructor Agreement, Ex. A: GMP Amendm...	Preview	More Actions
<input checked="" type="checkbox"/> A134-2009	Owner/Construction Manager as Constructor Agreement - Cost of Work Plu...	Preview	More Actions
<input checked="" type="checkbox"/> A141-2004	Owner/Design-Builder Agreement	Preview	More Actions
<input type="checkbox"/> A141-2004 Exh...	Owner/Design-Builder Agreement, Ex. A: Terms and Conditions	Preview	More Actions
<input type="checkbox"/> A141-2004 Exh...	Owner/Design-Builder Agreement, Ex. B: Determination of Cost of Work	Preview	More Actions
<input type="checkbox"/> A141-2004 Exh...	Owner/Design-Builder Agreement, Ex. C: Insurance and Bonds	Preview	More Actions
<input checked="" type="checkbox"/> A142-2004	Design-Builder/Contractor Agreement	Preview	More Actions
<input type="checkbox"/> A142-2004 Exh...	Design-Builder/Contractor Agreement, Ex. A: Terms and Conditions	Preview	More Actions
<input type="checkbox"/> A142-2004 Exh...	Design-Builder/Contractor Agreement, Ex. B: Preconstruction Services	Preview	More Actions
<input type="checkbox"/> A142-2004 Exh...	Design-Builder/Contractor Agreement, Ex. C: Contractor's Scope of Work	Preview	More Actions
<input type="checkbox"/> A142-2004 Exh...	Design-Builder/Contractor Agreement, Ex. D: Determination of Cost of W...	Preview	More Actions
<input type="checkbox"/> A142-2004 Exh...	Design-Builder/Contractor Agreement, Ex. E: Insurance and Bonds	Preview	More Actions
<input checked="" type="checkbox"/> A151-2007	Owner/Vendor Agreement for FF&E - Stipulated Sum	Preview	More Actions
<input checked="" type="checkbox"/> A195-2008	Owner/Contractor Agreement for Integrated Project Delivery	Preview	More Actions
<input type="checkbox"/> A195-2008 Exh...	Owner/Contractor Agreement for Integrated Project Delivery, Ex. A: GMP...	Preview	More Actions

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Side by Side Comparison

Contacts

Contacts


Search Contacts

GO

[Create New Contact](#)

Filter by

GO

▲ Category	Firm	Name	Telephone	Email	Last Modified		
Architect	Johnson Archite..	Jack Johnson	202 345 2345	johnson@johnson...	11/13/2013 10:27 AM		
Contractor	Peck Contractor..	Robin Turner	703 235 9087	robin@peck.com	11/13/2013 10:29 AM		
Owner	Benson	Bob Benson	202 456 2345	bob@benson.com	11/13/2013 10:30 AM		

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HELP



Home > Welcome > Welcome

-Search- 

Contents

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- ▼ Welcome
- ⊕ Getting Started
- ⊕ Get Licensing Answers
- ⊕ Get Document Answers
- ⊕ Get Software Answers
- ⊕ Need More Help?

Welcome

AIA Contract Documents Knowledge Base

The AIA Contract Documents Knowledge Base is divided into the following five sections:

- Getting Started
- Get Licensing Answers
- Get Document Answers
- Get Software Answers
- Need More Help?

Navigate to the relevant book  at the left and browse through the list of topics. 

You can also find relevant topics by using the Search feature at the top of the screen.

If you have questions about architectural practice other than AIA Contract Documents, you can view AIA Best Practices articles by clicking on <http://www.aia.org/practicing/bestpractices/index.htm>. You can also find information on architectural practice on the AIA Web site, www.aia.org, by using the Search feature.

Multi-User Accounts

Company Settings

Information

License Information

Product Type **Unlimited - 50 Users**

Logins **50**

Logins Used **7**

Logins Available **43**



Storage Quota **99999 MB**

Storage Used **21 MB**

Storage Available **99978 MB**



Product	Order Number	Days Remaining		
Annual Unlimited License for 50 Users	0406043096	364 Day(s) (01/15/2015)	Renew	Upgrade

Purchase Additional Storage [10 GB](#) [50 GB](#)

[Change Password](#)

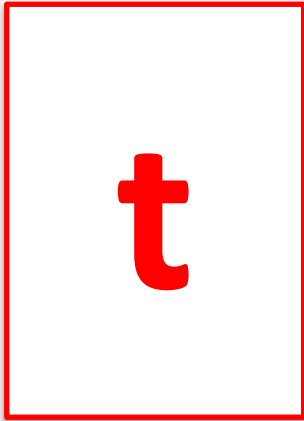
Users | [Groups](#) | [Projects](#) | [Custom Templates](#) | [Clauses](#) | [Contacts](#)

[Add User](#)

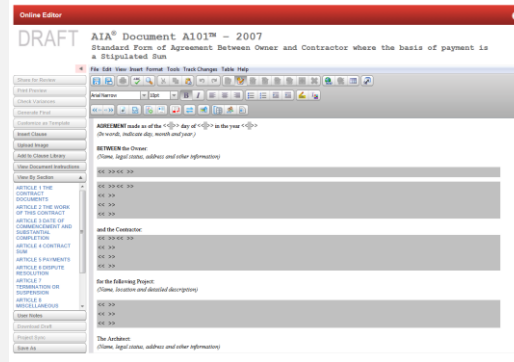
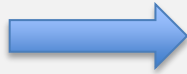
Name	User ID	UserType	Status		
Chang Young C	YoungChang@aia.org	Administrator	Active	Remove	ChangeRole
David Moffett	dmoffett@aia.org	UserAdministrator	Active	Remove	ChangeRole
Hasti Hejazi	HastiHejazi@aia.org	UserAdministrator	Active	Remove	ChangeRole
Jimmy Spencer	jimmySpencer@aia.org	User	Invited	Remove	ChangeRole
Joshua Weber	jweber@aia.org	User	Invited	Remove	ChangeRole
Maan Hashem	mhashem@aia.org	UserAdministrator	Active	Remove	ChangeRole
Ramesh Sannidhi	rameshsannidhi@aia.org	User	Active	Remove	ChangeRole
Reed Phythyon	RPhythyon@aia.org	User	Invited	Remove	ChangeRole
Robert Grundstad	robertgrundstad@aia.org	User	Active	Remove	ChangeRole
Srihari Nagulavaram	sriharinagulavaram@aia.org	User	Active	Remove	ChangeRole

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Lifecycle of Document



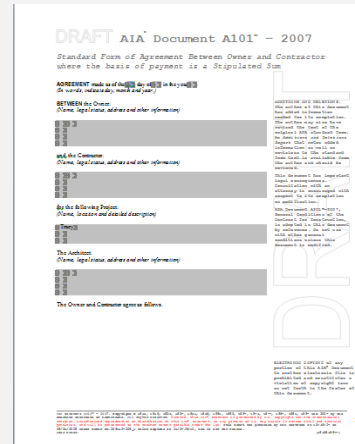
Standard
AIA template



Online Editor



Final
in locked PDF
-- variance checked



Offline

Live Demonstration



AIA Contract Documents

Resources

AIA Contract Documents Learn Page

<https://www.aiacontracts.org/learn>

AIAU

<https://aiau.aia.org/>

[ACD5 FAQs](#)

[ACD5 Basics Training Free!](#)

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AIA Contract Documents Support

Technical Support

(800) 942-7732

docstechsupport@aia.org



Partnership Details

- Partnership launched in November of 2011
- ABC members get a 10% discount* off AIA Contract Documents online service products and renewals.
- ABC members will have access to all the tools and education available for AIA Contract Documents at the same rate as AIA members.
- Offer ABC members and ABC leadership the opportunity to add input to help shape the direction of future AIA Contract Documents programs.

**The 10% discount is not available retroactively. If you are already existing AIA Contract Documents customers, you will be eligible for the 10% discount when you renew your annual subscription. The discount does not apply to paper or non-editable single document purchases.*

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Thank You!