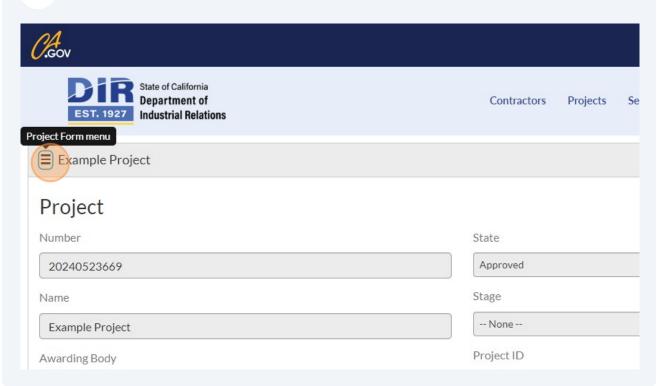# How to Export a Project from the Contractor Project Dashboard

1 Log in to your contractor landing page using your username and password. Then, scroll down until you see the list of projects under "My Projects." Click on the name of the project that you want to export information about.

2 Once you are in the in-depth view of the project of choice, click on the menu icon.

Project Form menu

≡ Example Project

Project

Number
20240523669

Name
Example Project

Awarding Body

State
Approved

Stage
-- None --

Project ID

3 Click "Export to PDF" or "Export to PDF (landscape)," depending on which option you prefer

Project Form menu

≡ Example Project

Insert
Insert and Stay

Export to PDF
Export to PDF
(landscape)

Name
Example Project

Awarding Body
ⓘ Demo Awarding Body   ▾

State
Approved

Stage
-- None --

Project ID
123456789