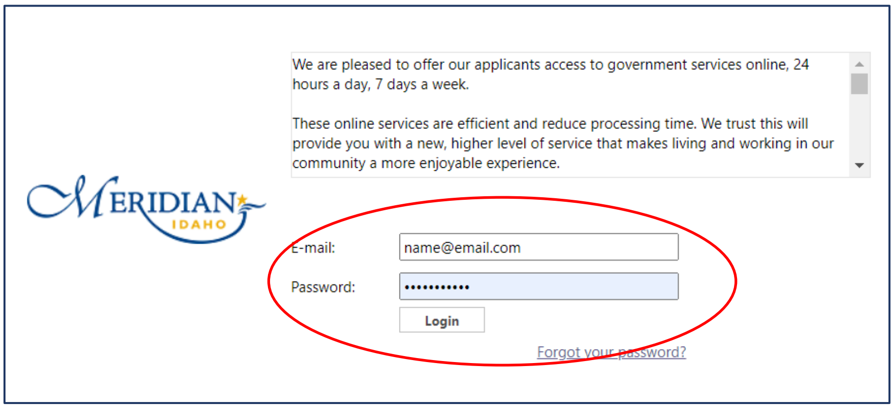
How to Use ProjectDox to View Revision Requests

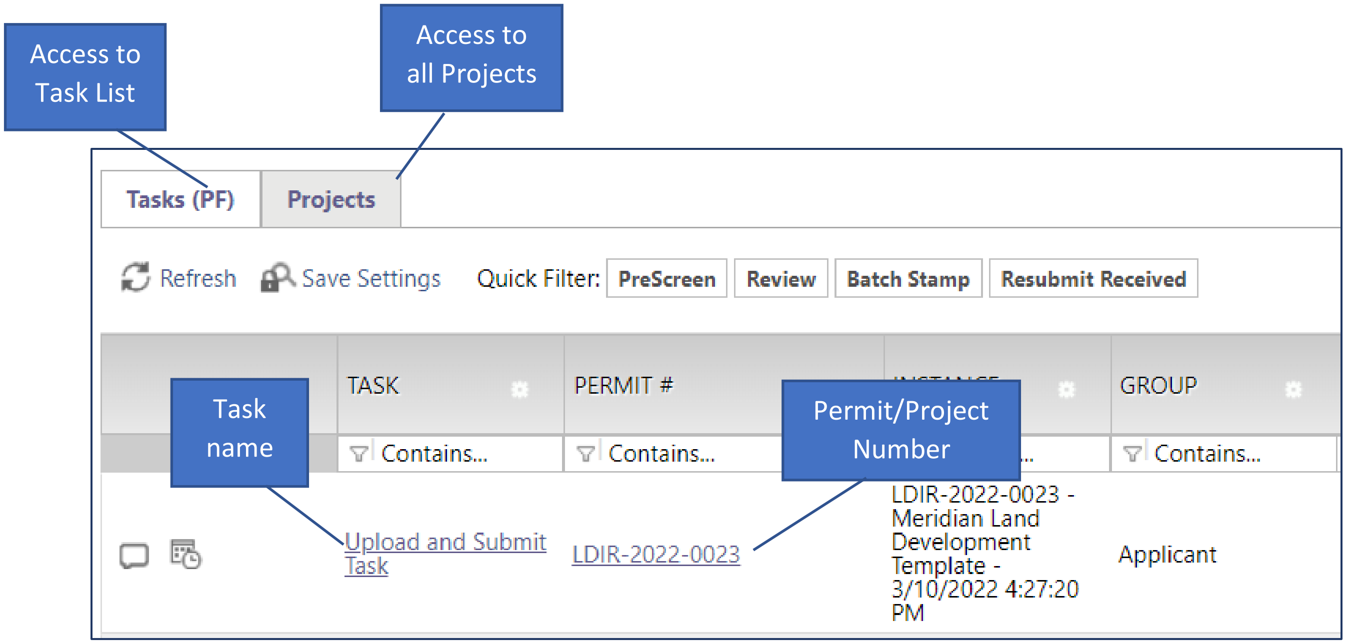
Access Your Project

- You will receive an email from ePlan Review stating you have a task to complete– check your spam folder, and add eplanreview@meridiancity.org to your safe contacts list.
- Login to your ProjectDox Account



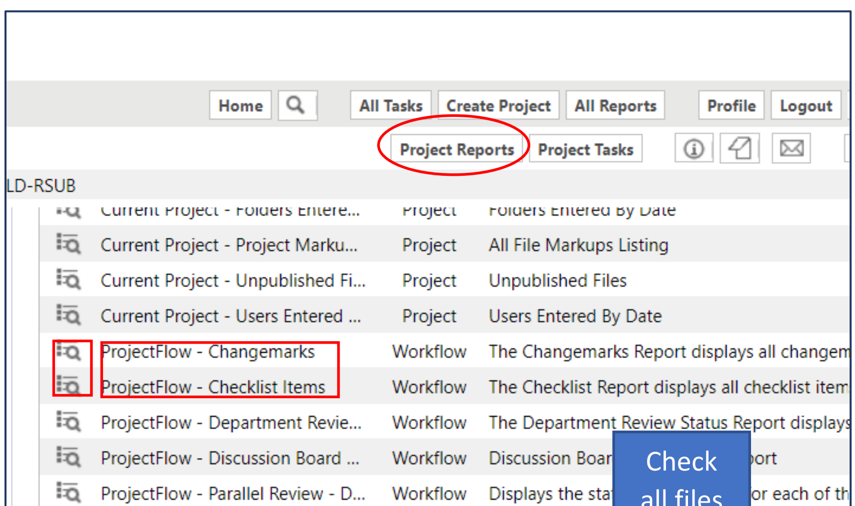
Projects

- You should see a task under the tab “Tasks”
- Click the name of the Task
  - Applicant tasks are named “Upload and Submit” for a new project, “Correction”, or “Respond and Resubmit” (some may have more information such as “Engineering Respond and Resubmit Task”).
    - Upload and Submit tasks are initial submittals to the City; this is when you will provide documents and drawings for the first time for any given project.
    - Correction tasks are provided when the initial submittal did not meet submittal requirements; examples of why you would receive this task are naming conventions need to be updated, or a missing document needs to be added.
    - Respond and Resubmit tasks are provided when a reviewer has looked at the plan and provided specific plan review comments that need to be addressed before approval and/or next level review can be completed.
- You can also find your project at any time by going to “Projects” and looking for the permit by number or name.



Finding Plan Review Comments

- After accessing your project, Click on "Project Reports"
- Find "ProjectFlow – Changemarks" and "ProjectFlow – Checklist Items". Run the report by clicking the magnifying glass symbol to the left.



- You may also be notified that you have a separate checklist or letter that you need to access; if this is the case, go to the "Documents" folder, and find the appropriate file. Click the file name to view it.