

Quick Guide: How to Upload Files

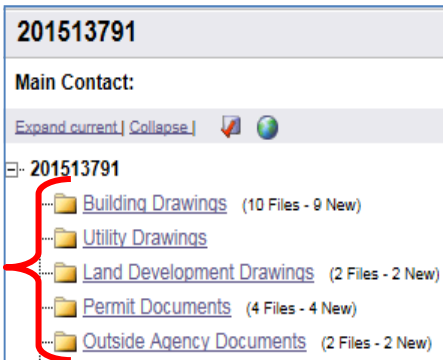


Figure 1: Project Folders

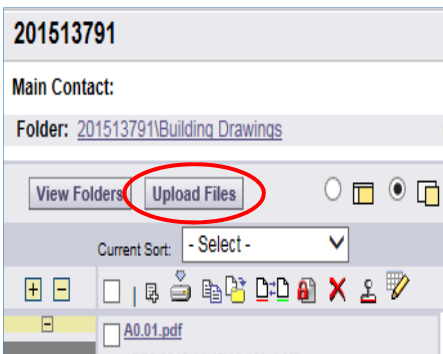


Figure 2: Upload Files Button

After receiving an email invitation to join a project or a task assignment, users are granted temporary rights to upload plans and documents into the ePlans system.

Upload Files

The email invitation includes a link to the specific project. After opening the project within ePlans, select the appropriate folder to upload your documents or plans (Figure 1).

If prompted, grant permission to install the ActiveX Upload Control.

Note: All documents must meet our Electronic Plan Submittal Standards.

Upload Files Steps

- Click **Upload Files** (Figure 2). The Browse For Files window will appear, click the *Browse For Files* button to browse the files on your computer.
- Select multiple files using the Shift or Ctrl keys. Click “open” to upload the files to the ePlans folder.
- You may also Drag and Drop files into this *Upload* window.
- File names are limited to 40 characters.
- Individual files may be bundled into a single .zip file to expedite the uploading process.
- Delete a file from the upload list by selecting and pressing Delete.
- Click **Upload Now** to transfer the files to the project folder.

Submit Files

Files are not submitted for review until the applicant signs off the *Upload Confirmation* task.

- Click the *Workflow Portal* button.
- Open the *ApplicantUpload* task.
- Acknowledge the task completion box and click the *Upload Complete* button to submit files for review.

Submittal Standards

• ePlans Electronic Plan Submittal Standards

[Hyperlink to document](#)

• Naming Conventions

Plans/documents must use our naming conventions. Resubmittals will automatically be rejected if named differently than the original submittal.

Note: ePlans will assign a new version name for the subsequent file.

• Upload Individual Sheets

Plans must be provided as individual sheets for plan review.