

Applicant Upload Quick Reference

1. Log in to Electronic Plan Review – click in the link provided in the Applicant Upload Task Email
NOTE: If this is the first time you have logged in, complete the Required Fields on the Account Profile Page and create your password
2. Click on the Tasks Tab on the Main Page
3. Click on the Applicant Upload Task
4. Accept the Task
5. Scroll down in the Tasks Window and click on the Drawings Folder
6. Click on the Upload Files button and follow directions for uploading the files
 - 1) Drawings Folder – Plan pages, landscape orientation, individual files for each page
 - 2) Documents – Additional information – Narratives, Supporting Documents, Scope of Work**IMPORTANT:** Plans to be uploaded should be exported as PDFs directly from the design software. *Do not print the plans, manually sign and seal them, and then scan the plans for upload into the Electronic Plan Review system.* Scanning the printed drawings degrades the images and causes details to be lost, making it difficult for reviewers to accurately evaluate the plans.
7. When all files have been uploaded select the box indicating that the files have been uploaded
8. Click on the “Upload Complete - Notify Saint Paul” button to send your plans

The screenshot displays the 'APPLICANT UPLOAD' interface. At the top, there are navigation tabs: 'Permit Information', 'Folder Information', 'Review Information', and 'Resources'. The 'Permit Information' tab is active, showing details for Permit Number 4294934, Permit Type Site Plan Review, Sub Type Other Site Work, and Work Type Mixed Use. Below this, the project is identified as 'Project: SPR19-006348 375 JACKSON ST DSI Office Project'. A red box highlights the instruction 'Select destination folder for files:' and a folder tree showing 'Drawings', 'Documents', and 'Reviewer Attachments'. To the right, a 'Task Instructions' box explains the upload process and includes a checkbox for 'Upload Task Complete (I have uploaded all required drawings and/or documents)'. Below the instructions, another project is shown: 'Project: BPR19-006466 519 JACKSON ST Business Suites on Jackson'. A red box highlights the 'Select Files to Upload' button. At the bottom right, a red box highlights the 'Upload Complete - Notify Saint Paul' button.