ePLANS
ELECTRONIC PLAN REVIEW

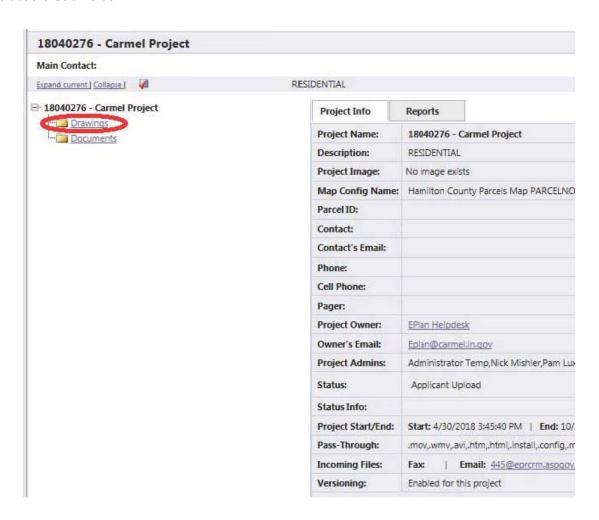# UPLOADING DRAWINGS AND DOCUMENTS

1. Once in Project Dox, click on the folder to which you want to upload
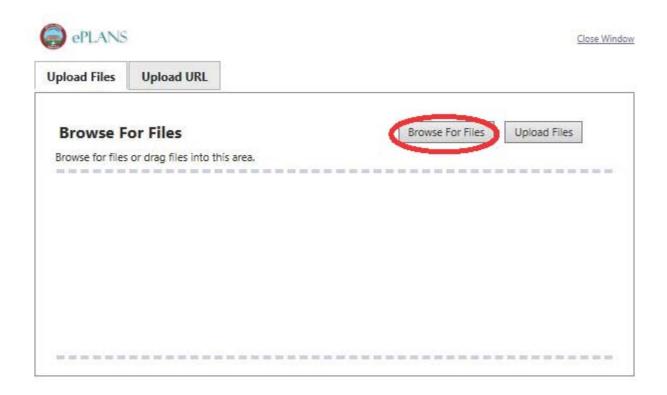

2. Select the Sub-Folder

3. Click **"Upload Files"**
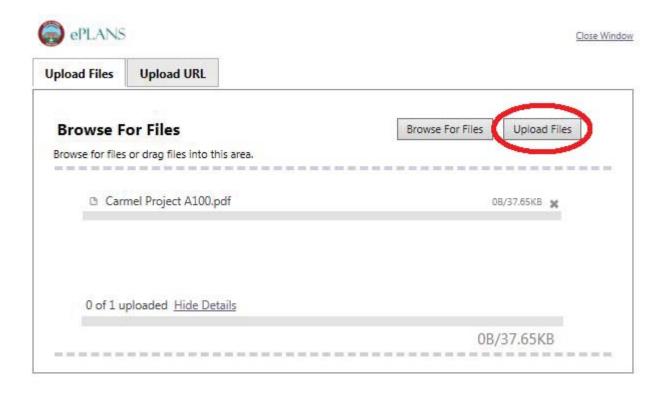

4. Browse for your files on your PC **or** drag the files to this area.

5. Click **"Upload Files"**

6. **IMPORTANT:** After drawings and documents are uploaded, the permitting process will not advance to the next step unless you accept and submit the pending "Applicant Upload" task.

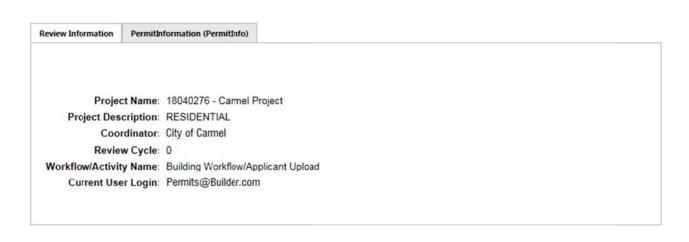7. **Check the box** to affirm you have uploaded all required drawings, <u>then</u> select **"Upload Complete – Notify City of Carmel"**

8. Select "OK"