



# EPLAN QUICK TIPS GUIDE

GETTING STARTED ON  
PROJECTDOX

# QUICK TIPS

1

How to sign-in  
Project Invitation  
Reset Password

2

Accepting your  
Task  
Locate Task  
Accept Task and  
open eForm

3

How/Where to  
upload  
Standards for drawings  
and documents  
Appropriate discipline  
subfolders

4

Submitting your  
Task  
Choose selections  
Submit to DPIE

5

Check your  
Status  
Project Reports

Projectdox is the permitting system that the [DPIE](#) uses to review, and issue permits online and can be accessed anywhere! After an applicant submits a permit application, DPIE staff will process the case and Projectdox access will be emailed to the applicant. In addition, a [task](#) will be assigned to the applicant. This presentation will cover how to sign-in, how to accept the assigned task, how to upload and/or pay fees, how to submit your task and finally check your case

# HOW TO SIGN IN

First-time users of Projectdox will receive a Project Invitation email from [eplan\\_noreply@co.pg.md.us](mailto:eplan_noreply@co.pg.md.us). This email will contain:

- The case/permit number
- The applicants Username and Temporary Password
- Project Access link to Projectdox
- New users CANNOT use the “Forgot your password” feature
- Returning users can use the “Forgot your password?” feature. Enter your username and security answer and a temporary password will be emailed

## Project Invitation - New User

### Hello New User:


Welcome to the DPIE eplan system. This project invitation has been sent to you in response to your permit application request. A project has been created to allow you to electronically upload your drawings and documents for review. Please activate your user account by following the instructions below:

1. Click the Project Access link below.
2. Enter your User Login and Temporary Password.
3. Complete the User Profile Information.
4. Create a new password.

User Login:	Testcustomer@aol.com
Temporary Password:	J897978
Project:	3434-2013-0
Group:	Applicant
<a href="#">Project Permit Access Link</a>	

Contact the [Project Administrator](#) if you have technical questions regarding the eplan system.

Please do not reply to this email.




Welcome to our website. If you continue to browse and use this website you are agreeing to comply with and be bound by the following terms and conditions of use, which together with our privacy policy govern...

E-mail:

Password:

[Forgot your password?](#)

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Please be advised that only PDF documents will be accepted for upload until further notice.

ProjectDox<sup>™</sup>

To add ProjectDox  
to your favorites

[Click here](#)

## SETTING UP YOUR PROFILE

All of the fields marked with an asterisk (\*) are required to be filled out by the applicant. The applicants Username and Temporary Password

- Be sure to create a permanent password you can remember
- Create a security question and security answer that you can recall
- Do not forget to Save the profile before continuing

### Welcome to ProjectDox.

Since you currently have a temporary password, you will need to change it to a permanent password and (if you have not done so) enter a security question and answer. This question/answer will be something that only you know, and will enable you to reset your password if you ever forget what it is.

#### Change Password:

New password:*	<input type="password" value="••••••"/>
Confirm new password:*	<input type="password" value="••••••"/>

#### Password Reset Question & Answer:

Security question:*	<input type="text"/>
Security answer:*	<input type="text"/>

#### Profile Information

Contact Information	User Metadata	Project Membership	Group Membership
<input type="button" value="Save"/>			
* Required field			
First Name:*	<input type="text" value="ABC"/>	Last Name:*	<input type="text" value="Applicant"/>
Email:*	<input type="text" value="pdoxhelpdesk@co.pg.md.us"/>		
Title:*	<input type="text"/>		
Company:	<input type="text"/>		
Address 1:*	<input type="text"/>		
Address 2:	<input type="text"/>		
City:*	<input type="text"/>		
State/Province:*	<input type="text" value="▼"/>	Postal Code:*	<input type="text"/>
Phone:*	<input type="text"/>	Fax:	<input type="text"/>
Mobile:*	<input type="text"/>	Post Issuance Revision:	
Stamps:	<input type="text"/>		
Language:*	<input type="text" value="en"/>		

Tasks (PF)

Tasks (PD)

Projects

Refresh Save Settings Reset Settings

PROJECT	TASK	GROUP	PRIORITY	DUE DATE	CREATED
Contains...	Contains...	Contains...	Contains...	On...	
10034-2022-0	<a href="#">Applicant Upload Task</a>	Applicant	Medium	5/13/2022 3:17:40 PM	5/12/2022 3:17:40 PM

1 - 1 of 1 records

## ACCEPTING YOUR TASK

Your first assignment will be the Applicant Upload [Task](#) and to begin you will start by accepting the task. The task can be seen on the home page under the “Task” column. After you select and accept your task, the eForm(task) will open in a separate window





# NAVIGATING THE EFORM (TASK)

- Task instructions detail what activity is required for the task
- You can upload and pay fees from the eForm without entering your case which will be discussed later in the presentation
- You can add/remove members to your case to have “view rights ONLY”

- Review Information
- Permit Information
- Contact Information
- Fee Information
- Resources


**Project Name:** 10034-2022-0  
**Project Description:** SHED  
**Coordinator:** Anthony Morris  
**Workflow/Activity Name:** Building\_ProjectFlow/Applicant Upload  
**Current User Login:** Anthony Morris (APMorris1@co.pg.md.us)

### Task Instructions

Select appropriate destination folder then select files to upload to selected folder. Repeat until all required submission files are uploaded. TO START REVIEW PROCESS: Please select "Upload Complete - Submit to DPIE" enabled by first selecting checkbox "Upload Task Complete". (bottom of page)

### Project: 10034-2022-0

Select destination folder for files:

- ▶  10034-2022-0

### Add Group Members

First Name	Last Name	Email	Invite to Group	
<input type="text"/>	<input type="text"/>	<input type="text"/>	Applicant Owner-Principal ▼	Invite User

### Remove Group Members

Remove from Group	User	
Applicant Owner-Principal ▼	Anthony Morris (APMorris1@co.pg.md.us) ▼	Remove User

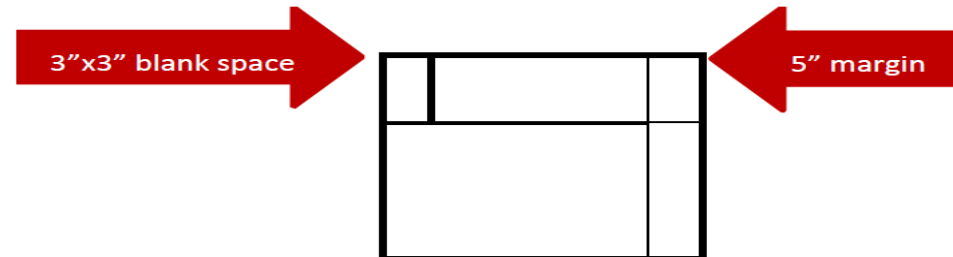
- Upload Task Complete (I have uploaded all required drawings and/or documents)
- I have uploaded single landscape files only into the appropriate folders



## Standards for Drawings and Documents

In order to avoid delays in the electronic permitting process, it is important to follow the submission standards:

- **Individual drawing sheets:** Upload each sheet individually. **Multipage DRAWING files are not acceptable.** However, ZIP files are allowed.
- **File naming standards:** File name shall match the sheet number shown on your drawing (examples: filename25.pdf, drawing12.pdf). File names must be less than 26 characters.
- **Resubmittals:** If revisions or amendments are requested, resubmit using the same file name as the original document. Also resubmit to the same folder location as the original document.
- **Margins and blank spaces for drawings:** Blank space needs to be reserved for stamps. Reserve 5" margin (blank space) on right side and 3"x3" space in top left corner of all drawings.



- **Drawing file types: PDF ONLY**
- **Document file types:** PDF, DOC, DOCX, XLS, XLSX, PPT, PPTX, JPEG, TIF, TIFF, PPS, PPSX, PNG, IMG, BMP, TXT, VSD, RFT
- **Graphic scale:** Bar scale is required on all drawings.
- **ZIP files:** Files can be consolidated into a ZIP file to reduce upload time. When the ZIP file is uploaded, ePlan will unzip the file and place each individual file into the folder. However, as previously stated, drawing files **MUST** be single sheet PDF.

### Task Instructions

Select appropriate destination folder then select files to upload to selected folder. Repeat until all required submission files are uploaded. TO START REVIEW PROCESS: Please select "Upload Complete - Submit to DPIE" enabled by first selecting checkbox "Upload Task Complete". (bottom of page)

## UPLOAD FROM THE EFORM

**NOTE: You cannot upload into the parent discipline folders!!!!**

- Locate the discipline you want to upload (Architectural for example)
- Select the arrow ▶ to reveal the subfolders
- After you select the desired subfolder, you will be given an option to browse for the files on your device to upload

### Project: 10034-2022-0

Select destination folder for files:

- 10034-2022-0
  - Architectural
    - Drawings
    - Documents
  - Structural
  - Mechanical
  - Electrical
  - Plumbing
  - Fire-Life Safety
  - Health
  - Site Civil
  - Signage
  - Planning
    - Site Plan
    - Landscape
    - Tree Conservation
    - Chesapeake Bay Critical Area Conservation Plan
    - Subdivision Plat
    - TCP Exemption Letter
    - Deed
    - Planning Documents
    - Zoning Map
  - Approved-Permit Set
  - Permits
  - TPIP
  - As Built Plans, Certifications
  - Peer Review or Third Party Document

### Project: 10034-2022-0

Select your files to upload to this folder:

Select Files to Upload

View Folders

10034-2022-0\Architectural\Drawings



## APPLICANT UPLOAD



Review Information Permit Information Contact Information Fee Information Resources

DPIE Home Page  
DPIE Permits Home Page  
DPIE Online Permit Application Page  
**DPIE Online Payments**

Home Permit Inspection ePayments

Permit or Citation ePayments (Single Case)

eCheck/ACH payments will incur a service fee of \$1.50.  
Visa Consumer Debit Transactions will incur a service fee of \$3.95 (flat fee).  
All other Credit & Debit card transactions will incur a service fee of 2.45% of the payment amount.

\* Permit or Citation #:  -  -

Example: 1001 - 2013 - 00

Fields marked with an asterisk \* are required.

Track Fee Status

## PAY FEES ONLINE FROM THE EFORM

The applicant will receive an email notification when payment of fees are required **\*\*NOTE\*\*** completion of the task will be required if a payment task is assigned

- Select the “Resources” tab on the eForm, then select the “DPIE Online Payment” link (top left)
- You will be directed to the DPIE Payment website (bottom left)
- **\*\*\*NOTE\*\*\*** enter the revised case number when paying fees for revised permit numbers. For example: 10034-2022-01

# SUBMIT YOUR TASK (EFORM)

**Note: Completing your task will mean the submission of your case**

First, select ALL of the checkboxes at the bottom of the eForm

Only after ALL of the checkboxes have been selected will you be given an option to complete/submit to DPIE/Fees Paid etc.

The eForm will close after completion and the task will disappear from your task list

**Note: Saving the eForm will NOT progress your case**

## Add Group Members

First Name	Last Name	Email	Invite to Group
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Applicant Owner-Principal"/> <input type="button" value="Invite User"/>

## Remove Group Members

Remove from Group	User
<input type="text" value="Applicant Owner-Principal"/>	<input type="text" value="Anthony Morris (APMorris1@co.pg.md.us)"/> <input type="button" value="Remove User"/>

- Upload Task Complete (I have uploaded all required drawings and/or documents)
- I have uploaded single landscape files only into the appropriate folders

# CHECK YOUR STATUS

Applicants can get a quick case status in two places. The first place is on the home page as seen in the screenshot below. Select the “Projects” tab at the top left and the “All Projects” near the top right side.

All the projects that the user is a member of will be displayed. **Note** that if you chose “Recent Projects”, the page only displays projects that the user has recently entered.

The PROJECT column shows the list of case numbers, and the STATUS column displays where in the process the case is (in red). Select the desired case number to enter the case for detailed information.

PRINCE GEORGES COUNTY, MARYLAND  
DPPE DEPARTMENT OF PERMITTING, INSPECTIONS AND ENFORCEMENT

Home Q All Tasks Profile Logou

Tasks (PF) Tasks (PD) Projects

All Projects Refresh Save Settings Recent Projects All Projects

Show 13 records

PROJECT	OPTIONS	DESCRIPTION	OWNER	STATUS	CREATE DATE
16496-2022-0		DECK W/STEPS	ePlan Admin	Permit Issued	5/11/2022 11:27:48 AM

PRINCE GEORGES COUNTY, MARYLAND  
DPPE DEPARTMENT OF PERMITTING, INSPECTIONS AND ENFORCEMENT


16496-2022-0 Home Q All Tasks Profile Logou

Case Type: RW Project Reports Project Tasks
















DECK W/STEPS

- Architectural
- Structural
- Mechanical
- Electrical
- Plumbing
- Fire-Life Safety
- Health
- Site Civil
- Signage
- Planning
- Approved-Permit Set (14 Files - 15 New)
- Permits
- TPIP
- As Built Plans, Certifications
- Peer Review or Third Party Document

Case Number	16496-2022-0
Case Name:	DECK W/STEPS
Project Image:	No image exists
Map Config Name:	
Location:	7505 BURNWOOD CT CLINTON, Maryland 20735
Case Type:	RW
Contact's Email:	nicholas_con@yahoo.com
Phone:	8661112828
Lot and Block:	Lot 43 and Block A
Post Issuance Revision:	16496-2022-0
Project Owner:	EPlan Admin
Owner's Email:	eplan@co.pg.md.us
Project Admins:	Administrator Temp, Ilora Chambers, Marullus Williams, Reisha Raney, Lisa Thompson, Mahmoud Tayyem, Bosa Ugo, Reynaldo De Guzman, Brooke Larman, Maher Mirza, Robin McLean, Clarence Moseley, Karen Spears, Tuan Duc, Myra Leonard, James Coutourier, EPlan Admin, Demetrius Jones, Anthony Morris, Jeffrey Lee, Bellur Ravishankar, Tracy Samuels, Keiraun Hall, Cynthia Browne, Erick Maravilla, Dana Karzoun, Paul Mitchell, Glenda Watkins, Alex Louie Espartinas, Eplan Support, Harry Forchick, Irfanullah Irfan, Joaquin Martinez, Nabeel Waseem, Joseph Williams
Status:	Permit Issued

The above screenshot is case page that displays when the case number has been selected. If you select the Information button  located at the top right, the Information Page will display. This page shows the case name, site address, status (in red), and additional information.

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View	Report Name	Report Type	Report Description
	Current Project - All Emails Sent Detailed Report	Project	All Emails Sent Detailed Report
	Current Project - All Emails Sent Summary Report	Project	All Emails Sent Summary Report
	Current Project - All Files Report	Project	All Uploaded Files Report
	Current Project - All Group Users	Project	All Project Group Users
	Current Project - All Uploaded Files with Sheet Sizes	Project	All Uploaded Files with Sheet Sizes
	Current Project - Files Viewed By Date	Project	Files Viewed By Date
	Current Project - Folders Entered By Date	Project	Folders Entered By Date
	Current Project - Project Markups Listing	Project	All File Markups Listing
	Current Project - Unpublished Files	Project	Unpublished Files
	Current Project - Users Entered By Date	Project	Users Entered By Date
	Current Project - All Events Report	Project	Logged Events For a Project By Date
	Current Project - All Project Users	Project	All Project Users
	Current Project - Discussion Board Report Expanded	Project	Discussion Board Report
<b>2.</b> 	Current Project - Discussion Board Report	Project	Discussion Board Report
	ProjectFlow - Changemarks	Workflow	The Changemarks Report displays all changemarks for a workflow.
	ProjectFlow - Checklist Items with Milestones	Workflow	The Checklist Report displays all checklist items for a workflow.
	ProjectFlow - Checklist Items	Workflow	The Checklist Report displays all checklist items for a workflow.
<b>3.</b> 	ProjectFlow - Discussion Board Plan Review Report	Workflow	Discussion Board Plan Review Report
	ProjectFlow - Parallel Review - Department Review Status	Workflow	Displays the status of all reviews for each of the sub-workflows in a ...
	ProjectFlow - Parallel Review - Workflow Routing Slip	Workflow	Displays the sequential route of all tasks for each of the sub-workflo...

# PROJECT REPORTS

There are several reports that the applicant can view that provide various information about a specific case. Access the reports while in a case by selecting the Project Reports (I) button. Below are a few of the most used Project Reports.

- **Changemark** – Reviewers can place their comments directly on the plans which are called Changemarks. This report displays all those types of comments
- **Checklist Items** – Shows the comments from the Plan Coordinator made during plan screening/distribution
- **Department Review Status** – Displays the status of the reviews (pending, approved, hold) and comments from the reviewer entered as text are also viewable
- **Workflow Routing Slip** – List all of the task that have been completed and what task are pending for the case





## HELPFUL LINKS!

[ePlan Application Quickstart Guide](#) - This guide provides a short overview of the process.

[ePlan Applicant User Guide](#) - This guide is for those who started applications prior to January 2020.

[ePlan Applicant user Guide 2.0](#) - This guide is for those who started applications during or after January 2020.

[ePlan System Applicant Training Video](#) - This video provides a step-by-step visual guide through the ePlan process.

If you have any questions or concerns about the permit process or the system, please contact us at [ePlan@co.pg.md.us](mailto:ePlan@co.pg.md.us).