HOW TO: APPLICANT UPLOAD (Projects created before April 19, 2019 - Tasks PD)

After submitting an application request, you will receive the APPLICANT UPLOAD task which requires you to upload drawings and documents into ePlans. Read our <u>building permit application requirements</u> to find out which drawings and documents need to be uploaded.

Step 1: Open your project:

• Click on your project number from your "Current Projects" list. If your project is not listed, click on the "my tasks/projects" button and find your project number in the projects tab.

/lississauga DEV		March 15
Start New Application Request	Current Projects	Refresh
	PROJECT	STATUS TASKS (3)
- Select an application type	<u>BP 9ALT 19-67</u>	Resubmit Received
- Provide an application name	<u>SGN-1509</u>	In Review
- Click the button below	<u>ZON-1491</u>	Prescreen
	BPA-1490	In Review
Type: * Select Request Type	<u>BPA-147</u>	Prescreen
Name: *	21 - 25 of 28 records	H 4 prev 2 3 4 5 6 next ▶
Start Application Process		My Tasks / Projects

Step 2: Upload the <u>required drawings & documents</u> into the folders by clicking on the folder name All drawings and documents must comply with the <u>ePlans Submission standards</u>.

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BPA-147							Home	All Tasks	Profile	Logout
Main Contact: Farzana D'umasia							Project Repor	ts Project Tasks	(j) - (2)	Code
Expand current Collapse	description									
BPA-147 Drawings (15 Files - 0 New) Documents Documents	Task ApplicantU	Assigned To	Status Pending	Priority	Due date	Created On 7/10/2017 1:14:48 PM	Updated On 3/12/2019 5:40:41 PM	Updated By farzana.dumasia@	mississauga.ca	Action
- Approved B- Inspections										
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Click "upload files" and then "browse for files" on your device. Once your files are selected, click "upload files"

Folder: <u>BPA-3292\Drawings</u>	
	Upload Files Upload URL
No files currently exist in Drawings.	
To upload files into this folder (1) Click the Upload button below (2) Follow the instructions in the pop-up window	Browse For Files Browse for files or drag files into this area.
Large files may take a few minutes to be processed. Click the Refresh button at the top of the page to refresh your file list view.	
View Folders Upload Files	

Step 3: Click on the task name and click "OK" to accept. This will open your task in a new window

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<u>Documents</u> <u>-</u> - <u>Application Forms</u> Approved		ApplicantUpload	APPLICANT	Pending			7/10/2017 1:14:48 PM	3/12/2019 5:40:41 PM	farzana.dumasia@m	ississauga.ca	
E- Inspections											
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Step 4: Complete the task. Check the boxes and click "Upload Complete"

Re	eview Information Permit Inform	nation Contact In	formation	Resources	Checklist Report (0)	Routing Slip			
R R V C	eview Coordinator eview Cycle /orkflow/Activity Name Activity Instructions	EPlans Test Admi 0 BuildingReview_ Please upload do KIRA W (kira_a	n (oplane) You mu COMPI inform use "sa want to	ust click "UPI ETE" to send ation back to ve and close b save what y	COAD the us. Only " if you you have				
I have reviewed my drawings for compliance with Mississauga ePlan Submission standards.									
	I have uploaded my drawings and documents to the DRAWINGS folder and DOCUMENTS folder.								
						Upload Complete Save And Close			

You have successfully completed your applicant upload task.

Your request will now enter the pre-screening stage (3-5* business days). *Pre-screen time subject to change. Staff will pre-screen your request to determine if it meets the minimum application requirements and eplans submission standards.

If your submission meets our submission standards and application requirements, you will receive a FEE PAYMENT email notification.

If your submission does *not* meet our submission standards and application requirements, you will receive a <u>PRESCREEN</u> <u>CORRECTIONS</u> email notification.