

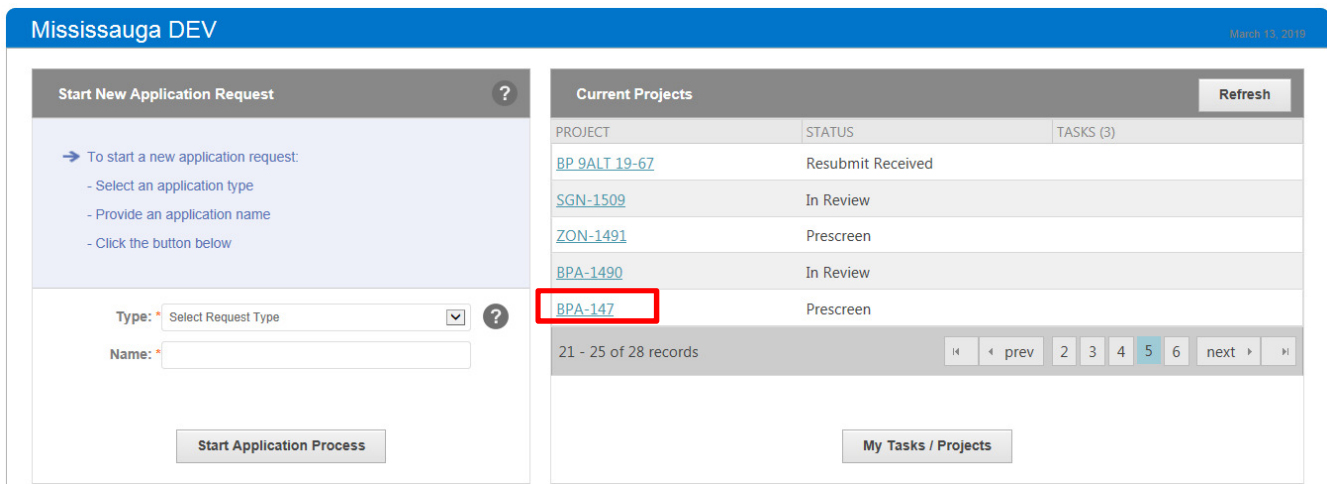
HOW TO: PRESCREEN CORRECTIONS (Projects created before April 19, 2019 – Tasks PD)

If you have received an email titled “ePlans - Pre-screening Corrections Notice”, you have been assigned the PRE-SCREEN CORRECTIONS task. This means

- Your submission does not meet the minimum requirements for acceptance.
- You have to make corrections and/or provide clarification or additional information.
- Your request cannot move forward until you provide the requested information.

Step 1: Log in & 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.



Mississauga DEV March 13, 2019

Start New Application Request

→ To start a new application request:

- Select an application type
- Provide an application name
- Click the button below

Type: Select Request Type ?

Name:

[Start Application Process](#)

Current Projects

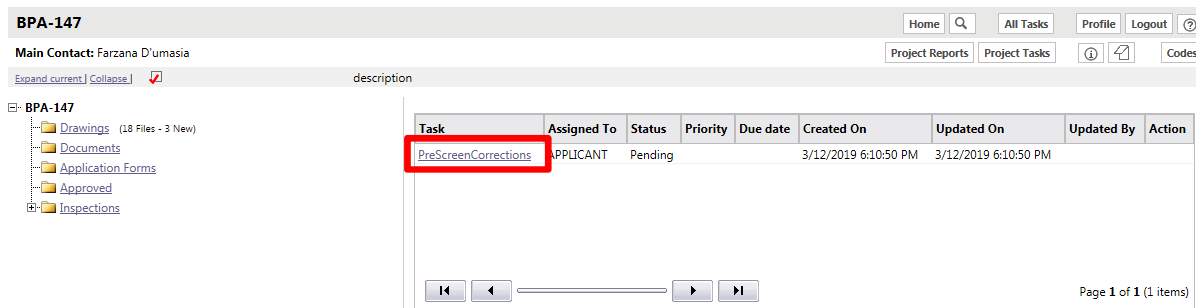
[Refresh](#)

PROJECT	STATUS	TASKS (3)
BP 9ALT 19-67	Resubmit Received	
SGN-1509	In Review	
ZON-1491	Prescreen	
BPA-1490	In Review	
BPA-147	Prescreen	

21 - 25 of 28 records

[My Tasks / Projects](#)

Step 2: Click on the task name. This will open your task in a new window.



BPA-147 [Home](#) [?](#) [All Tasks](#) [Profile](#) [Logout](#)

Main Contact: Farzana D'umasia [Project Reports](#) [Project Tasks](#) [?](#) [Codes](#)

[Expand current](#) [Collapse](#) [?](#) description

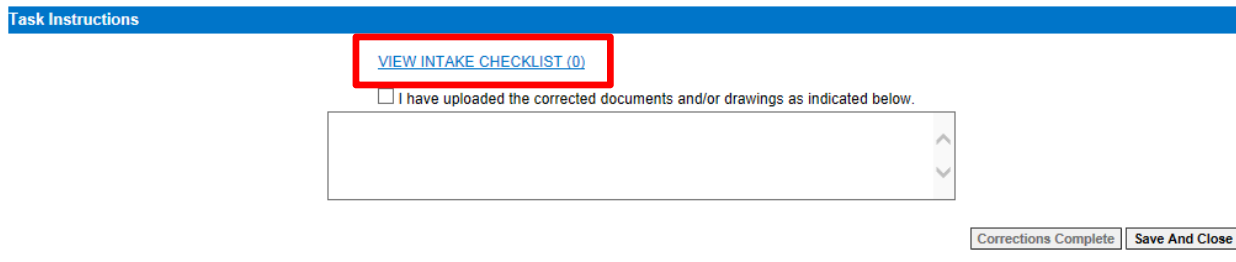
BPA-147

- [Drawings](#) (18 Files - 3 New)
- [Documents](#)
- [Application Forms](#)
- [Approved](#)
- [Inspections](#)

Task	Assigned To	Status	Priority	Due date	Created On	Updated On	Updated By	Action
PreScreenCorrections	PPPLICANT	Pending			3/12/2019 6:10:50 PM	3/12/2019 6:10:50 PM		

Page 1 of 1 (1 items)

Step 3: Click on “view intake checklist” to view the required corrections



Task Instructions

[VIEW INTAKE CHECKLIST \(0\)](#)

☐ I have uploaded the corrected documents and/or drawings as indicated below.

[Corrections Complete](#) [Save And Close](#)

Step 4: UPLOAD additional/corrected drawings & documents as requested. See “how to – applicant upload” for assistance.

BPA-147

Home
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All Tasks
Profile
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?

Main Contact: Farzana D'umasia
Project Reports
Project Tasks
Codes

Expand current | Collapse |

description

BPA-147

- Drawings (18 Files - 3 New)
- Documents
- Application Forms
- Approved
- Inspections

Task	Assigned To	Status	Priority	Due date	Created On	Updated On	Updated By	Action
FeePayment	APPLICANT	Pending			3/14/2019 9:29:05 AM	3/14/2019 9:29:05 AM		

Step 5: Return to the “intake checklist” and input an **APPLICANT REPONSE** for each correction item and click “save and close

Review Coordinator

Forms

SCHEDULE 1

We do not see the required Schedule 1: Designer Information form in the Applications folder. For your convenience a copy of this form is available in the Documents folder for download. Please complete and upload this form into the Applications folder (Do not rename the form).

form completed & uploaded

Review QA Response:

Note

Met

Not Met

Jolanta - Review Coordinator Wasilonek

2/23/2018 3:05:34 PM

Update Correction List

Save and Close

Step 6: Complete the task. Check the box and click “Upload Complete”

Task Instructions

[VIEW INTAKE CHECKLIST \(3\)](#)

☐ I have uploaded the corrected documents and/or drawings as indicated below.

You must click “CORRECTIONS COMPLETE” to send the information back to us. Only use “save and close” if you want to save what you have done so far and revisit this task later

Corrections Complete

Save And Close

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