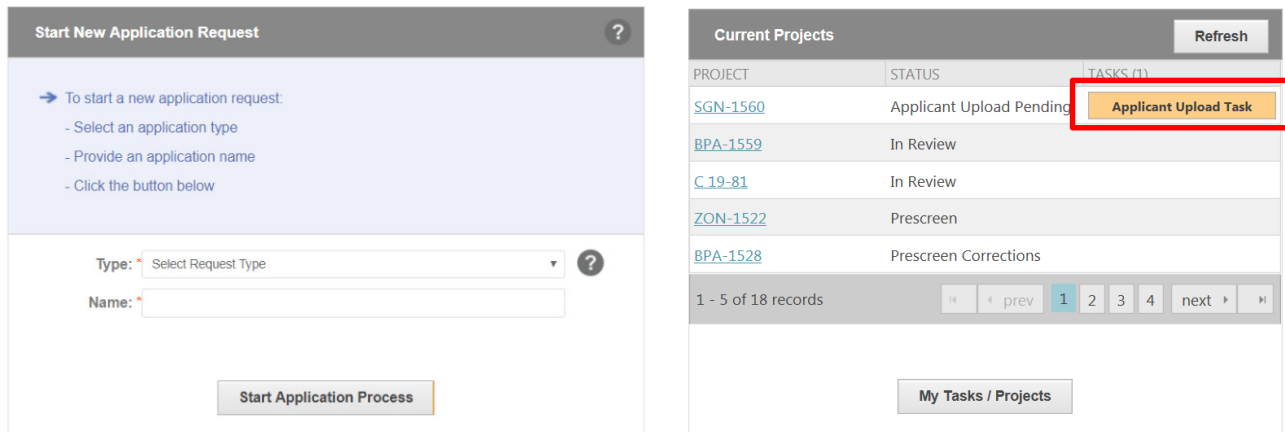


HOW DO I COMPLETE MY TASK? (Projects created after April 19, 2019 – Tasks PF)

The final step in completing any task is to **click the “Complete – Notify the City of Mississauga” button** which sends the file back to the city electronically.

To **complete** a task, follow these steps. If you get the message “0 tasks” or “**No tasks available at this time**” this means the file is currently with staff and there are no tasks for you to complete at this time.

1. Log into ePlans
2. Click on the task button (task name will vary depending on which task you have been assigned). This will open your task in a new window. If you cannot find your project under “Current projects”, click “My tasks/Projects”



Start New Application Request ?

→ To start a new application request:

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

Type: ?

Name:

Start Application Process

Current Projects Refresh

| PROJECT | STATUS | TASKS (1) |
|--------------------------|--------------------------|------------------------------|
| SGN-1560 | Applicant Upload Pending | Applicant Upload Task |
| BPA-1559 | In Review | |
| C_19-81 | In Review | |
| ZON-1522 | Prescreen | |
| BPA-1528 | Prescreen Corrections | |

1 - 5 of 18 records

My Tasks / Projects

3. Check the boxes at the bottom of the new window and click “Complete – Notify the City of Mississauga”. The boxes may vary depending on the task you are completing.

Task Instructions

- I have reviewed and addressed, including responses where appropriate, all Checklist Items accessed by clicking on the "Checklist Items" button above.
- I have reviewed and addressed, including responses where appropriate, all Changemark Items accessed by clicking on the "Changemark Items" button above.
- I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to complete my assigned task and resubmit back to the jurisdiction for further review.

Complete - Notify the City of Mississauga

Close

!!! There may be additional actions required prior to “completing the task” (such as uploading or inputting applicant responses). Visit www.mississauga.ca/eplanshelp for full instructions on how to complete each task.

You will receive a confirmation email after your task has been successfully completed.