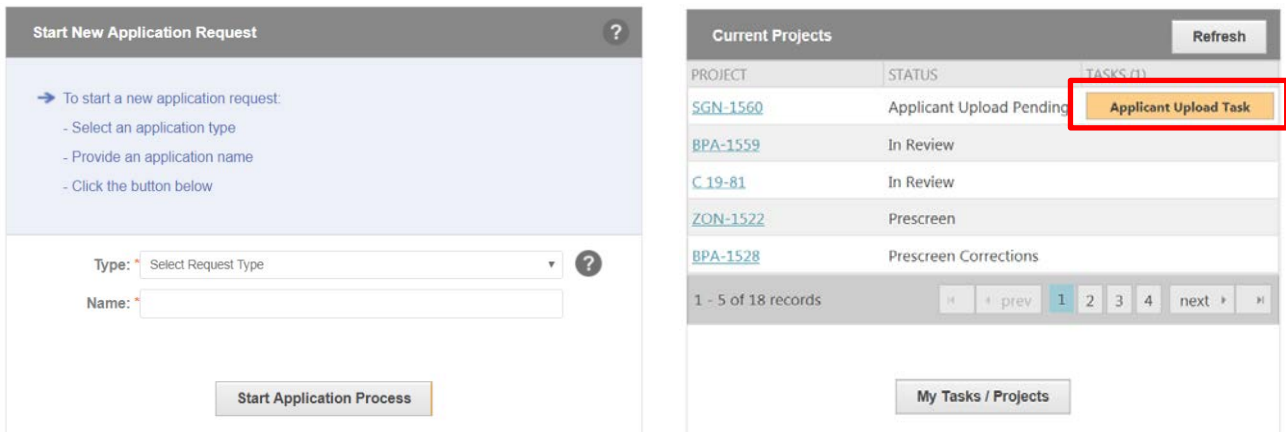


HOW TO: ADD A USER TO OWNER GROUP (Projects created after April 19, 2019 – Tasks PF)

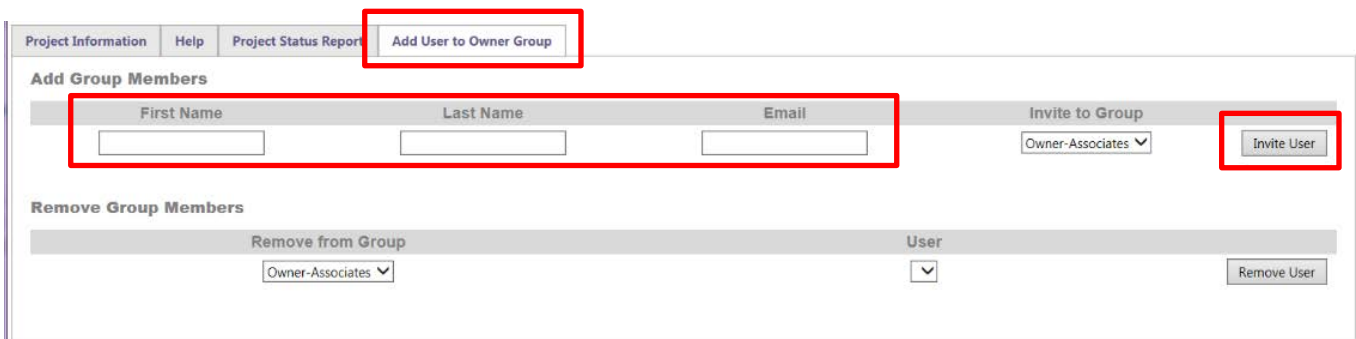
- Adding a user to the owner group grants **view only** privileges
- The invited user cannot upload, pay fees, or accept/complete tasks.
- Users can only be added when the applicant has a task (applicant upload, prescreen corrections or applicant resubmit). You cannot add someone while the file is “In Review” or with city staff.

To add a user, follow these steps:

1. Log into ePlans
2. Open your task by clicking on the yellow task button (task name will vary). This will open your task in a new window.



3. Click on the “Add User to Owner Group” tab
4. Enter the user’s information and click “invite user”



The invited user will receive an email with a link that prompts them to log into ePlans or enter a password to complete their ePlans account setup (if they do not already have an ePlans account)