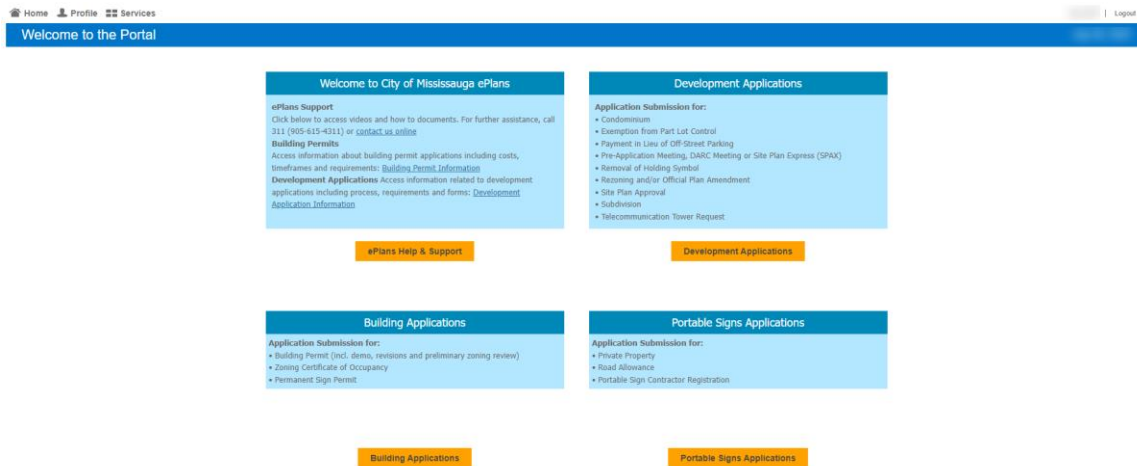


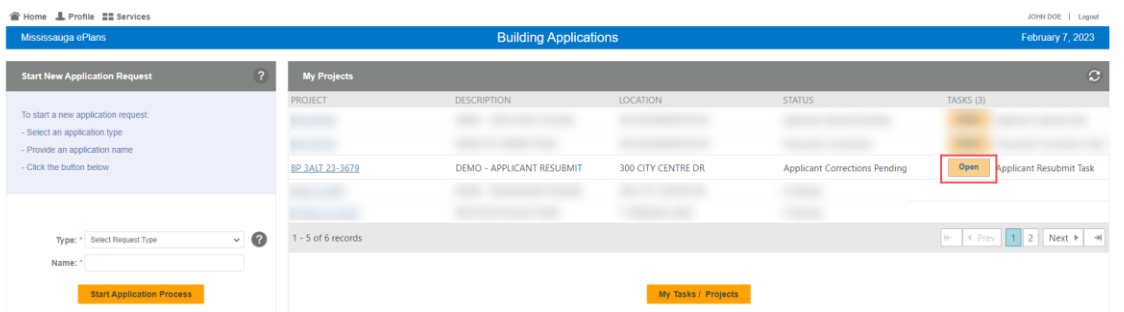
- Users can only be added when the applicant has a **task** (applicant upload, prescreen corrections or applicant resubmit).
- Adding a user to the Owner-Associates group grants **view only** privileges
- The invited user cannot **upload, pay fees, or accept/complete** tasks.
- Applicants cannot add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

1) Log into ePlans at www.mississauga.ca/eplans

2) Select the appropriate service



3) Click “Open” to accept the task. The task will open in a new window.



4) Click on the “Add User to Owner Group” tab

APPLICANT RESUBMIT

Project Information | Project Status Report | Help | **Add User to Owner Group**

Invite/Remove Project User

Invite to Group: Owner-Associates

First Name:

Last Name:

Email:

Remove from Group: Owner-Associates

Name:

5) Enter the user's information and click "invite user"

Project Information Help **Add User to Owner Group**

Invite/Remove Project User ?

<p>Invite to Group: Owner-Associates ▼</p> <p>First Name: <input type="text"/></p> <p>Last Name: <input type="text"/></p> <p>Email: <input type="text"/></p> <p><input type="button" value="Invite User"/></p>	<p>Remove from Group: Owner-Associates ▼</p> <p>Name: <input type="text"/></p> <p><input type="button" value="Remove User"/></p>
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The invited user will receive an email prompting them to log into ePlans or enter a password to complete their ePlans account setup (if they do not already have an ePlans account)