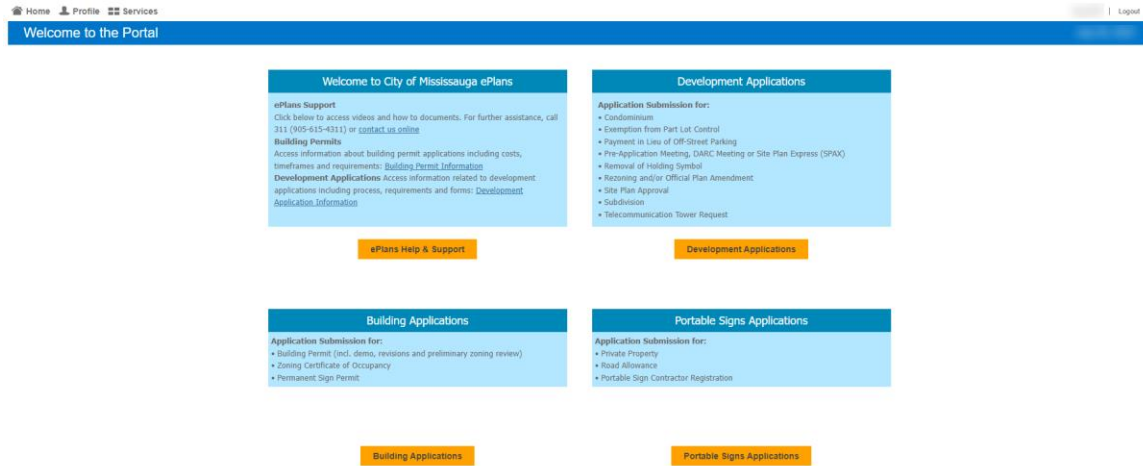
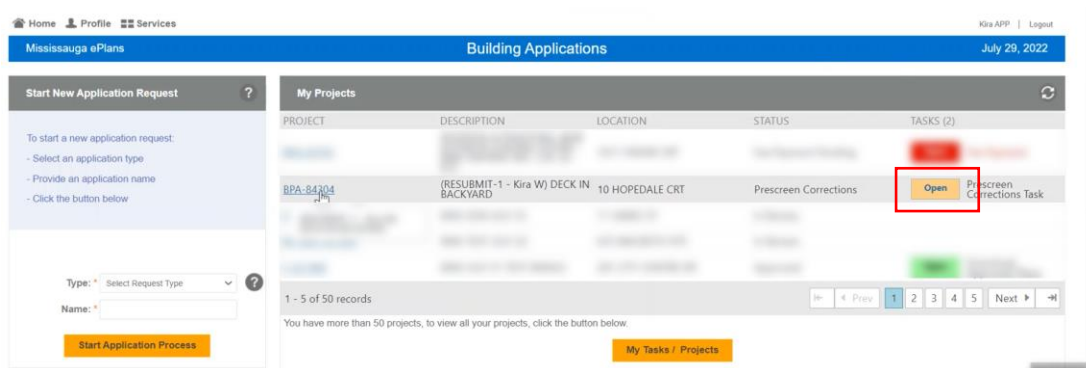


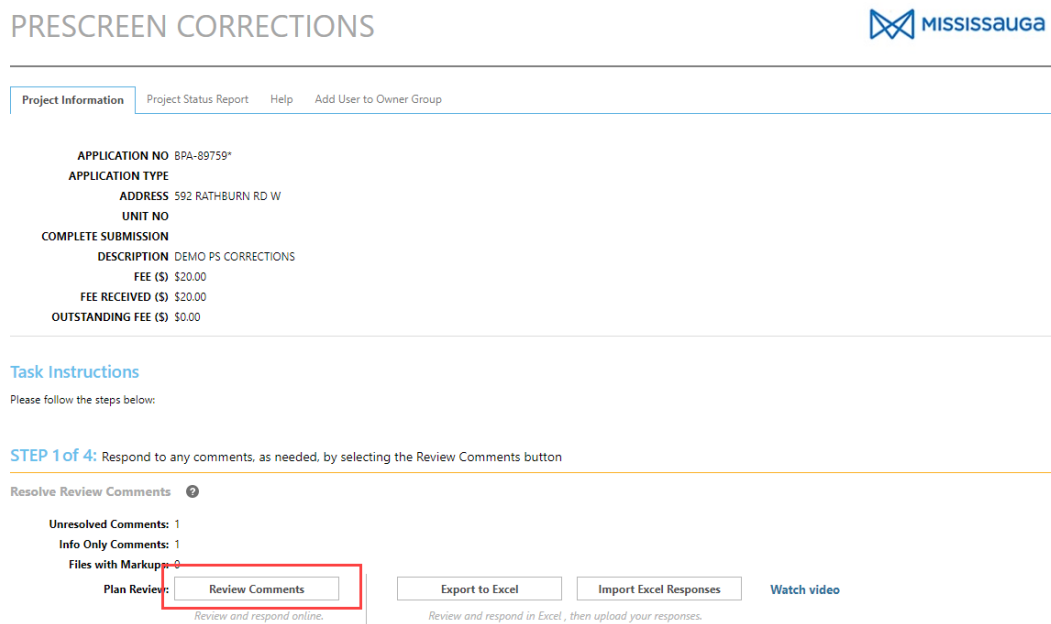
- 1) Log into ePlans at [www.mississauga.ca/eplans](http://www.mississauga.ca/eplans)
- 2) Select the appropriate service



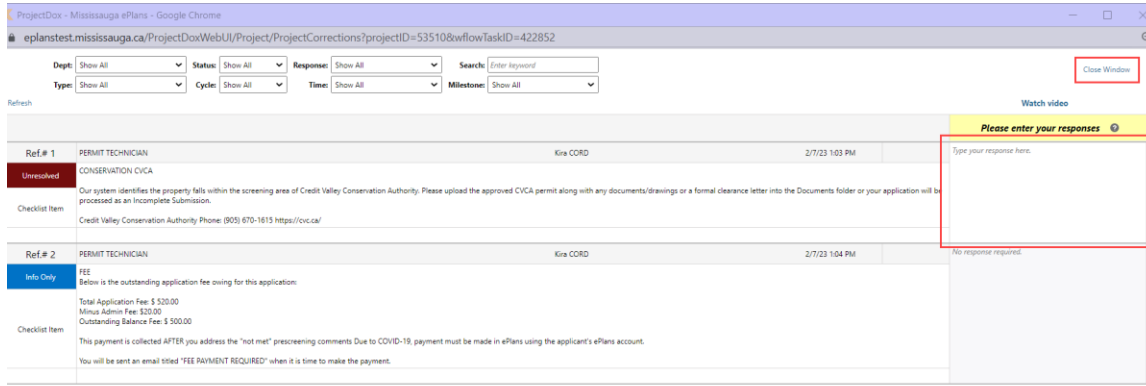
- 3) Click “Open” to accept the task. The task will open in a new window.



- 4) Once the eForm opens, click on the “Review Comments” button. This will open the viewer in a new window.



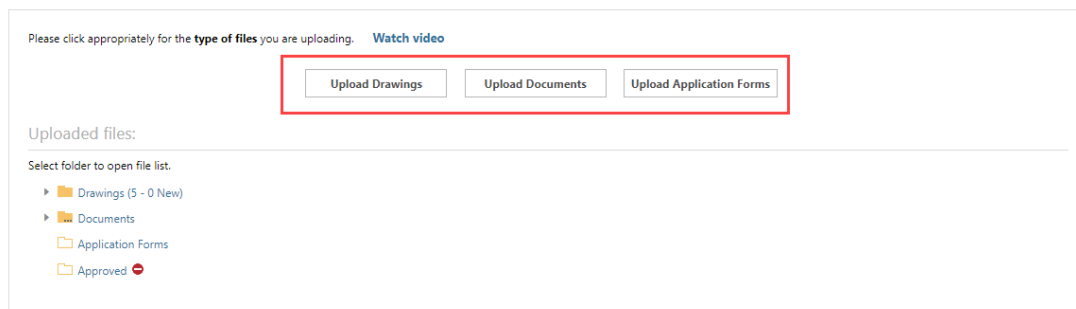
- Type a written responses to each UNRESOLVED comment in the response box
- Click “close window” when complete. This will save the responses.



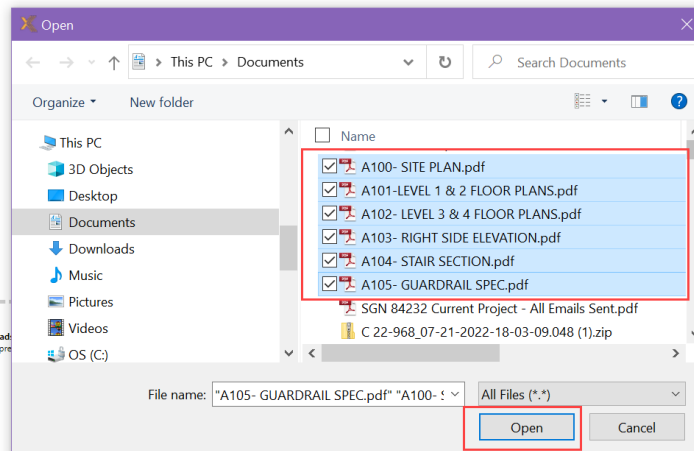
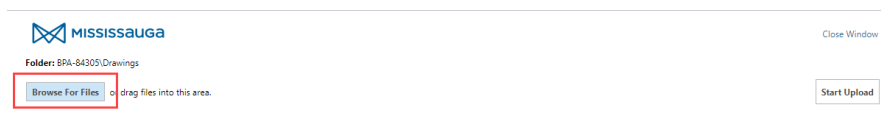
5) Use the upload buttons provided to upload the requested drawings, documents or forms.

### STEP 2 of 4: Upload any new or updated files into this project

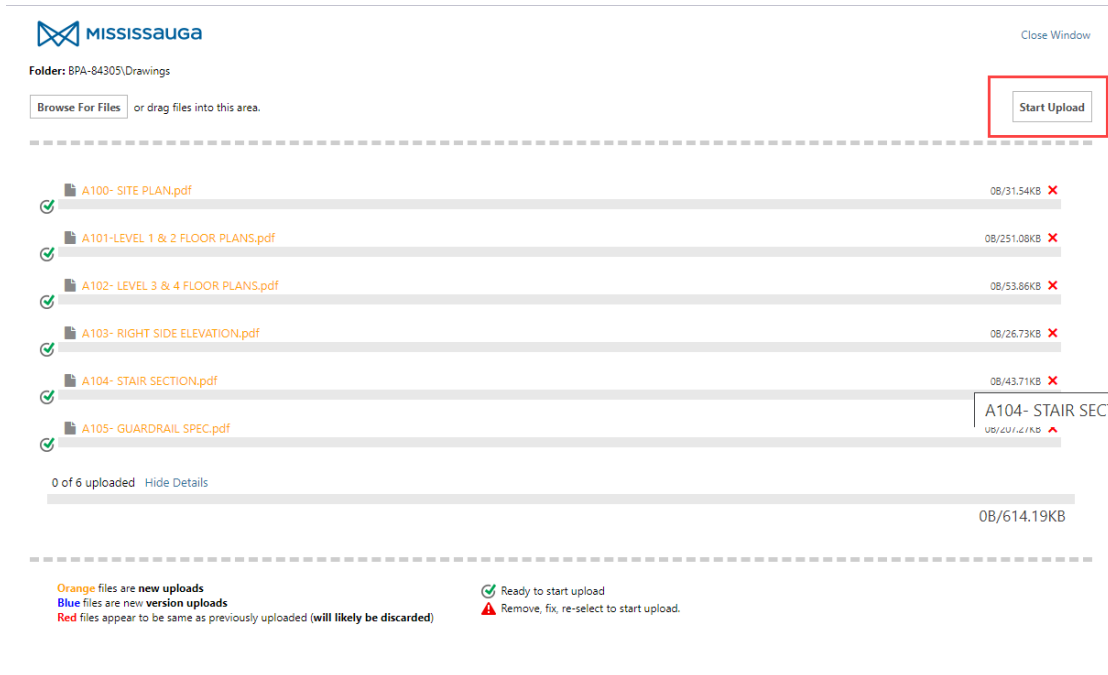
File Upload for: BPA-89759



- Click “Browse for files”
- Select the desired files from the “Open” pop up box and click “open”



c. Click “Start Upload”



MISSISSAUGA Close Window

Folder: BPA-84305\Drawings

or drag files into this area.

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<input checked="" type="checkbox"/>	A100- SITE PLAN.pdf	0B/31.54KB	✘
<input checked="" type="checkbox"/>	A101-LEVEL 1 & 2 FLOOR PLANS.pdf	0B/251.08KB	✘
<input checked="" type="checkbox"/>	A102- LEVEL 3 & 4 FLOOR PLANS.pdf	0B/53.86KB	✘
<input checked="" type="checkbox"/>	A103- RIGHT SIDE ELEVATION.pdf	0B/26.73KB	✘
<input checked="" type="checkbox"/>	A104- STAIR SECTION.pdf	0B/43.71KB	✘
<input checked="" type="checkbox"/>	A105- GUARDRAIL SPEC.pdf	0B/21.41KB	✘

0 of 6 uploaded [Hide Details](#)

0B/614.19KB

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Orange files are new uploads  
Blue files are new version uploads  
Red files appear to be same as previously uploaded (will likely be discarded)

✔ Ready to start upload  
⚠ Remove, fix, re-select to start upload.

6) Complete the task

- a. Select the checkbox
- b. Click the “submit” button

**STEP 3 of 4:** Check below to confirm you have completed this task and are now ready to submit

---

Confirmation ?

I have uploaded all required / corrected drawings and/or documents. \*Required

**STEP 4 of 4:** Click the “Submit” button below to complete your task

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