

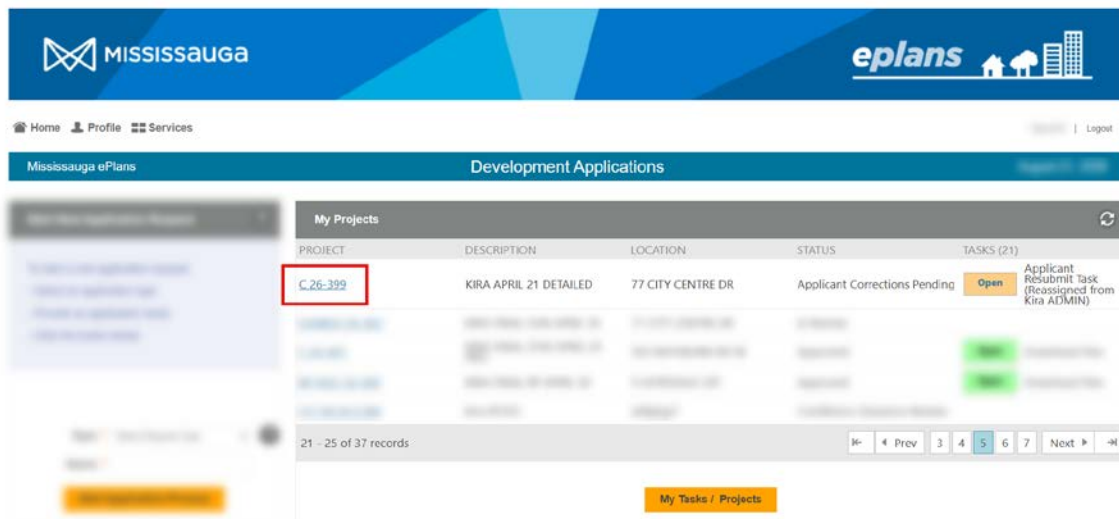
Mark ups are visual aids that are sometimes associated with a change mark comment. **They can only be viewed when the applicant has an APPLICANT RESUBMIT task**; however the associated comment *text* is always visible on the “workflow - project status report”.

1. Log into ePlans
2. Select the appropriate service

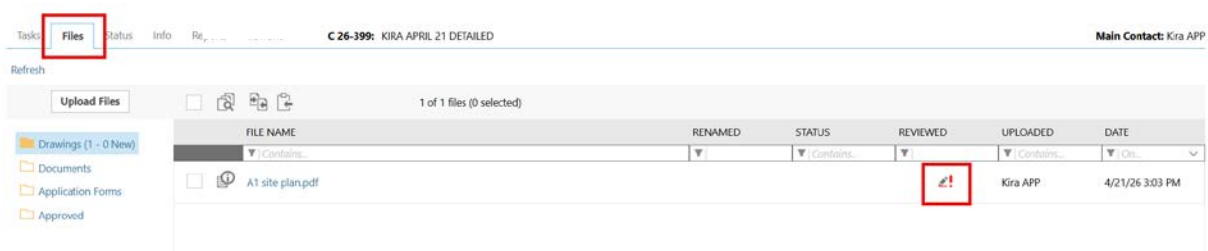


3. Click on the project **number** from the “My Projects” list.

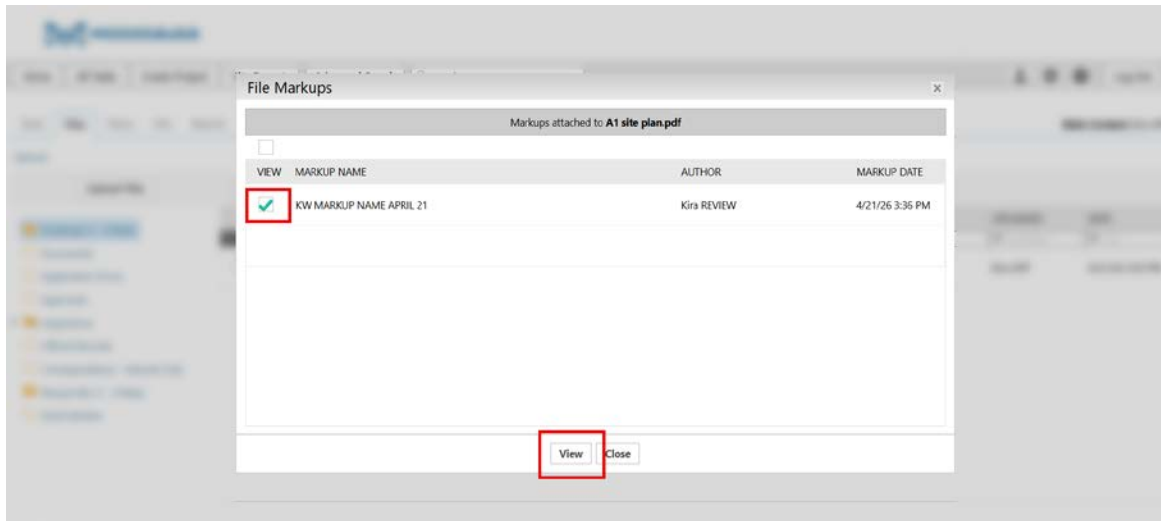
If the project is not listed, click on the “My tasks/projects” button and find the project number in the projects tab.



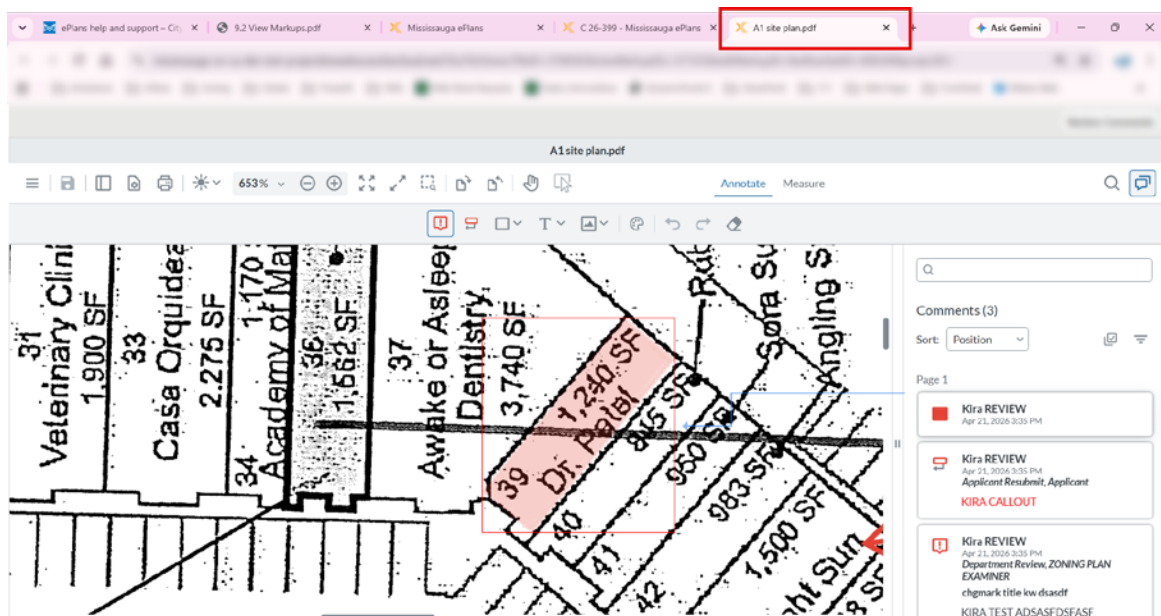
4. Click on the “Files” tab
5. Click on the “Mark Ups” icon next to the file. This will open a new pop up



6. Select the view check box next to the desired mark up and click “View”



7. The drawing will open in a new *browser tab* with the selected mark up layer shown



8. To save the markups as a PDF, click on the menu icon and select “Download”

