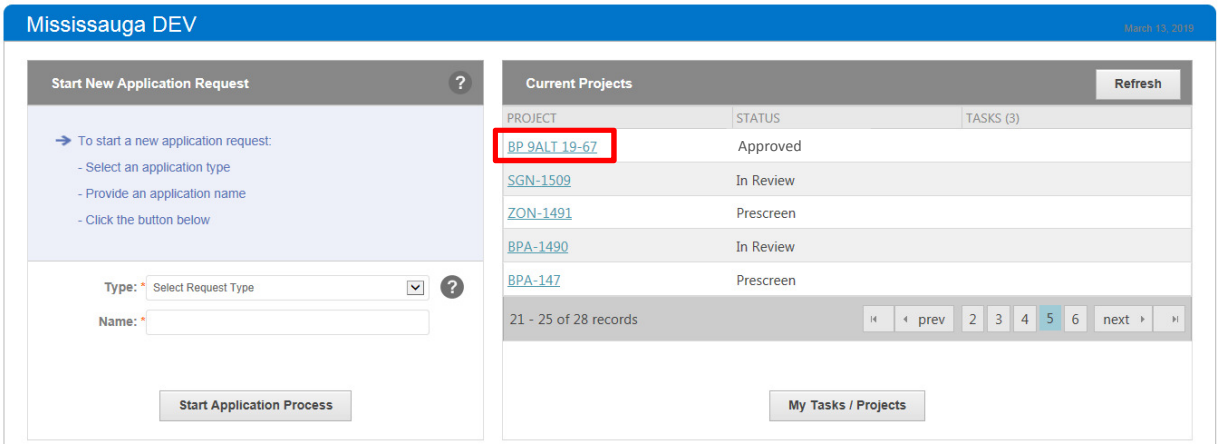
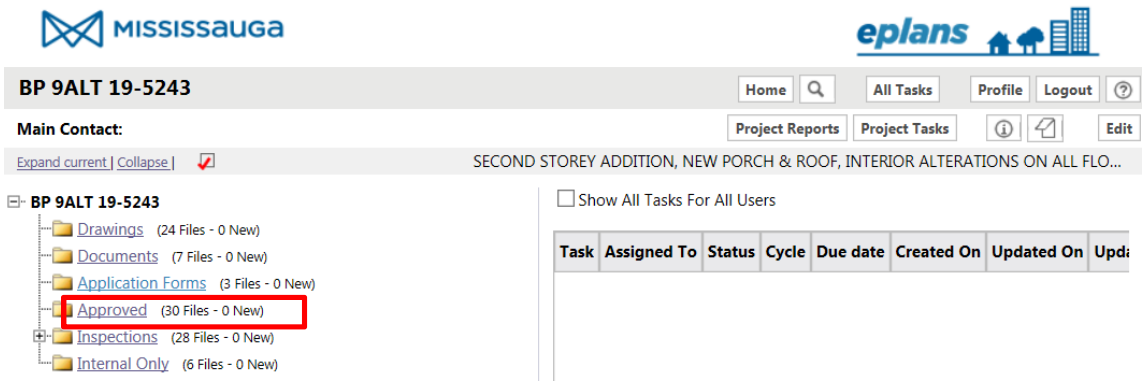
HOW TO: DOWNLOAD APPROVED DRAWINGS

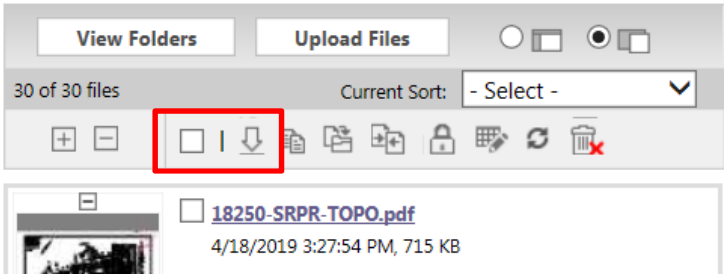
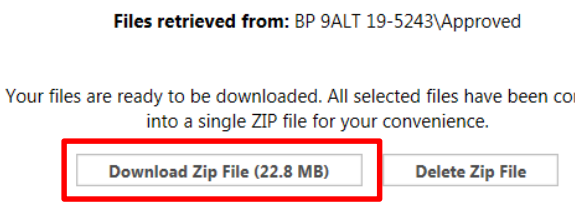
1. Log into ePlans
2. Open your project by clicking on your project number from your “Current Projects” list. If your project is not listed, click on the “my tasks/projects” button and find your project number in the projects tab.



3. Click on the “Approved” folder



4. Click the “select all” box and click the “download checked files” button as shown below



5. Click “download Zip File” and open or save the files to your preferred location on your device.