

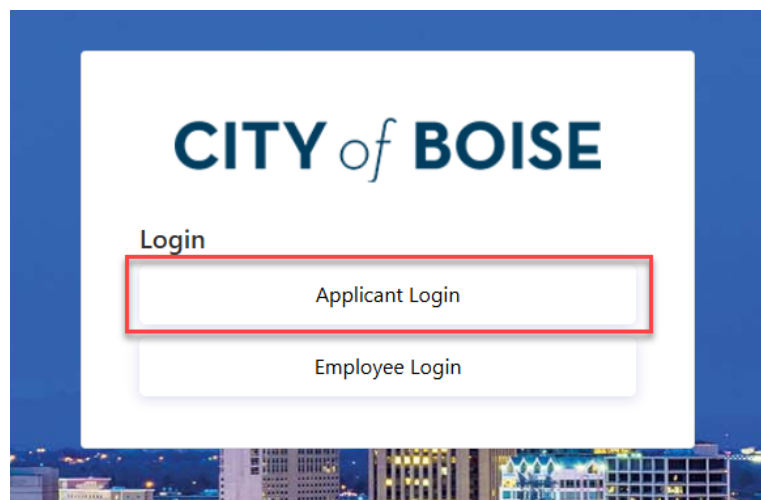
ePlanReview Applicant Guide

Navigating the ePlanReview beginning January 21, 2026

This user guide will provide instructions for citizens who navigate the ePlanReview system. The system will have a new login page and dashboard option for users who login to the system. Users logging into ePlanReview beginning January 21, 2026, will need to reset their password the first time they log in. For instructions on resetting your password to ePlanReview in the new Boise Secure system, please [click here](#) and review the instructions that begin on page 2.

Login Page

- **Existing ePlanReview Users:** Citizens who had started an application on the prior version of ePlanReview (before January 21, 2026) will have an account that has already been setup. **Users will need to reset their password the first time they log in.** For instructions on resetting your password for ePlanReview in the new Boise Secure system, please [click here](#) and review the instructions that begin on page 2 "Returning Users on ePlanReview".
- **New ePlanReview Users:** If a citizen does not have an ePlanReview account, they will need to submit a new PDS application on the [Permitting & Licensing site](#) and will need to follow the instructions for first time users on ePlanReview [found at this link](#), which new user instructions begins on page 6 "First Time users on ePlanReview". Visit the [Infographic](#) for more information.



Citizen Dashboard

Once a citizen has logged into ePlanReview and has setup their account information. The initial landing page will be a new dashboard tool. This list will show recent cases that a citizen has access on. Three links are available to select.

1. The Project link will direct a citizen directly to that case.
2. The Tasks option will direct a citizen to the task or action listed to the right of the “Open” button.
3. If a user would like to see all their Projects on their ePlanReview Profile, simply click the “View All Projects” button, shown below.

CITY of BOISE

Profile test test | Logout

ProjectDox Dashboard March 4, 2025

My Projects

PROJECT	DESCRIPTION	LOCATION	STATUS	TASKS (1)
FIR25-00007	Building/Fire Code/601-602-Fire Alarms/NA-ePlan SaaS Environment Testing 03.05.2025	1200 W MAIN ST, Boise, ID 83702	Prescreen Corrections	Open Prescreen Corrections Task
BLD25-00065	ePlan SaaS Environment Testing 02.25.2025	317 N LATAH ST, Boise, ID 83706	In Review	Open Download Files
BLD24-03400	Building/Building/528-Commercial Occ		Approved	Open Download Files
DRH24-00243	Planning/Design Review-Historic/NA/NA-S Lincoln AVE		Complete	Open Download Files
SUB23-00017-MYLAR	Planning/Subdivision/Mylar/NA		Complete	Open Download Files
DRH24-00073	Planning/Design Review-Historic/Certificate of		Complete	Open Download Files
MIS24-00006	Building/Miscellaneous/NA/Plumbing Review:		Approved	Open Download Files
BLD23-03338	Building/Building/406-Res Alt-Add/NA-		Approved	Open Download Files
BLD23-02378	Building/Building/402-404-New Res/NA-		Approved	Open Download Files
FIR23-00521	Building/Fire Code/601-602-Fire Alarms/NA-		Approved	Open Download Files

1 - 10 of 10 records

1 Prev Next

[View All Projects](#)

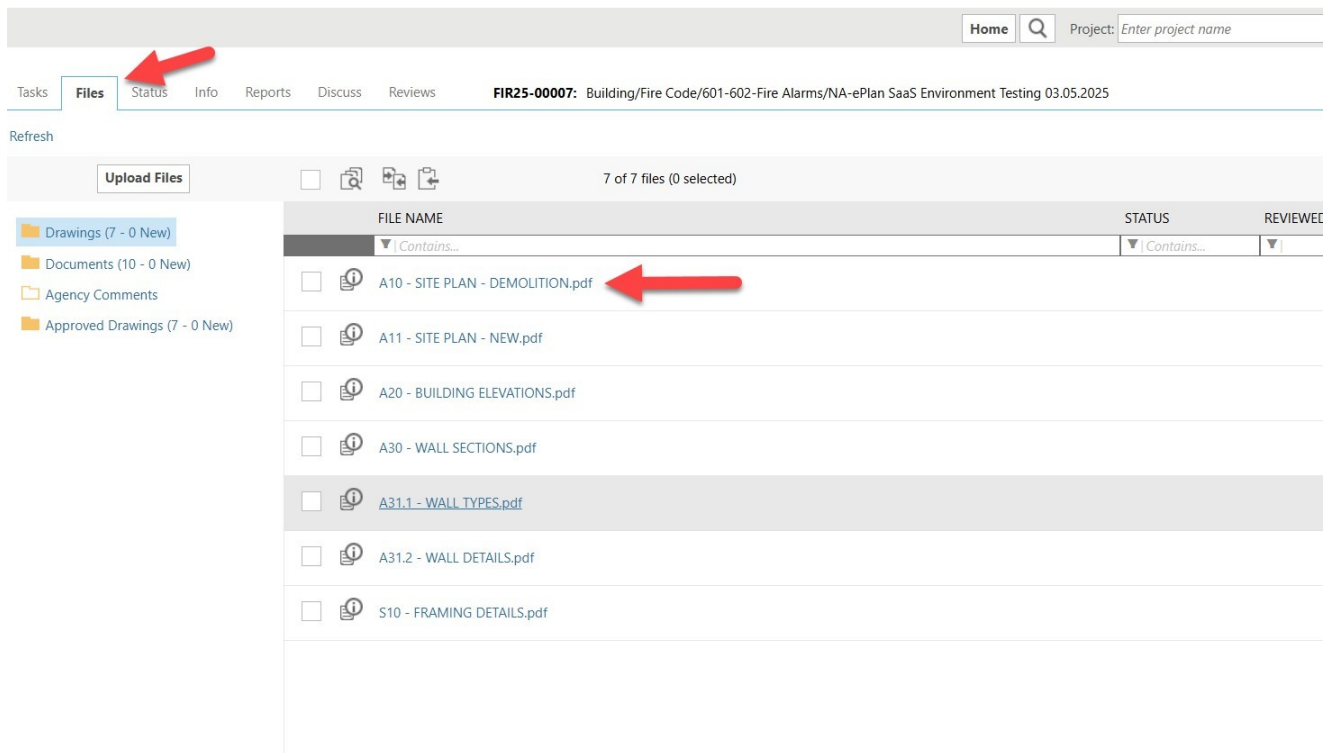


Opening a File

When a citizen clicks on the projects tab of their dashboard, they can navigate to the **"Files"** tab within the system to view uploaded drawings & documents, along with any markups from the review on each file.

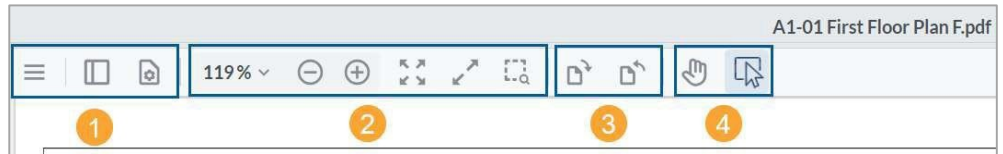


From this page, citizens can view the documents and can upload when they have a task assigned to them.



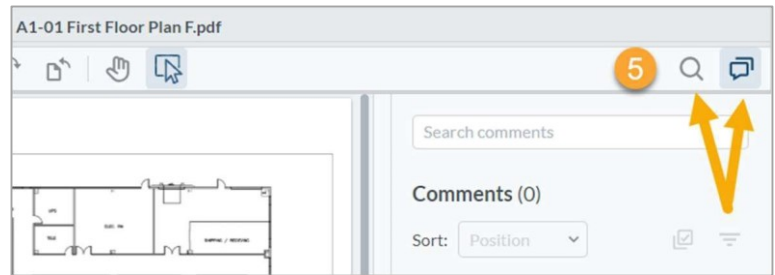
Main Tool Bar:

(1) Menu dropdown icon, Panel Toggle button, and Page Controls button. (2) Zoom features. (3) Rotate files. (4) Panel Toggle button and Select Tool.



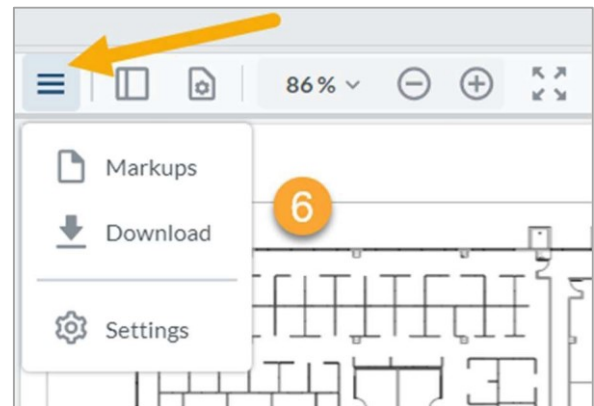
Right-side Panels:

(5) Toggle between or close the Search and Comments Panels.



Menu:

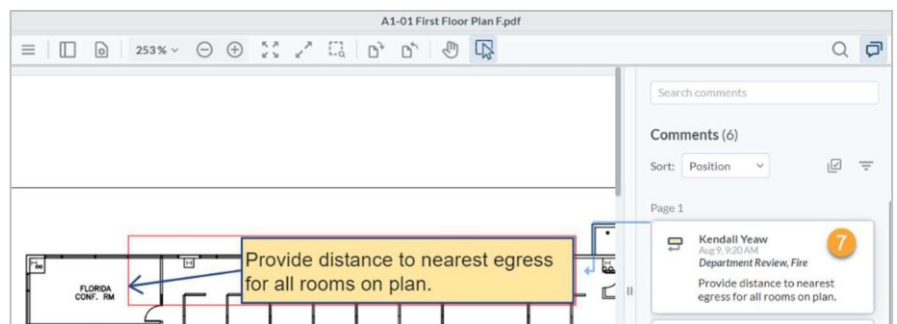
(6) Select Markups to view or download files with Markups and Comments.



Markup Layers:

With markup layers open on a file, click on a (7) comment in the Comments Panel to jump to each comment on the markup layer.

Respond to comments in the Review Comments grid.



Need Assistance?

Would you like to walk through the updated system? Please book an appointment for a virtual or in-person meeting. You can also scan the QR code to setup the appointment from your mobile device.

[Book time to meet with us!](#)



All other General questions:

Please [Contact the City of Boise](#) for assistance.



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