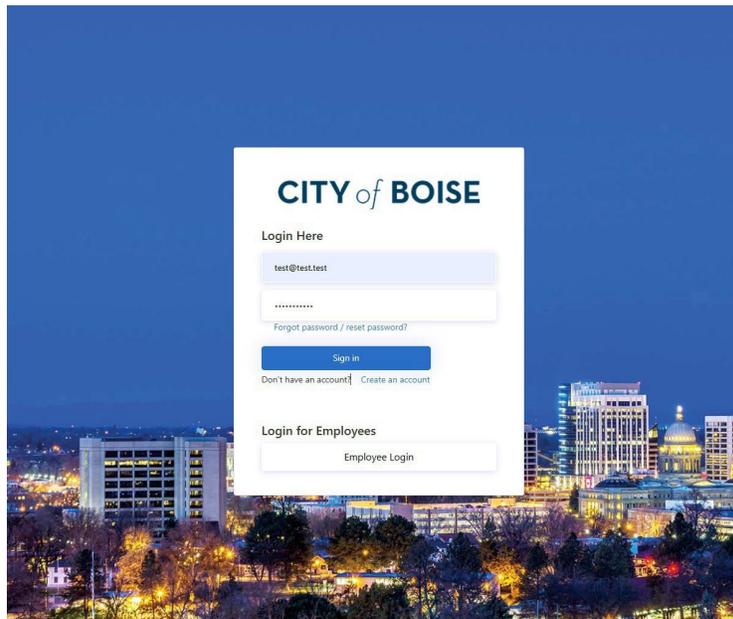


How to Create an ePlanReview Account

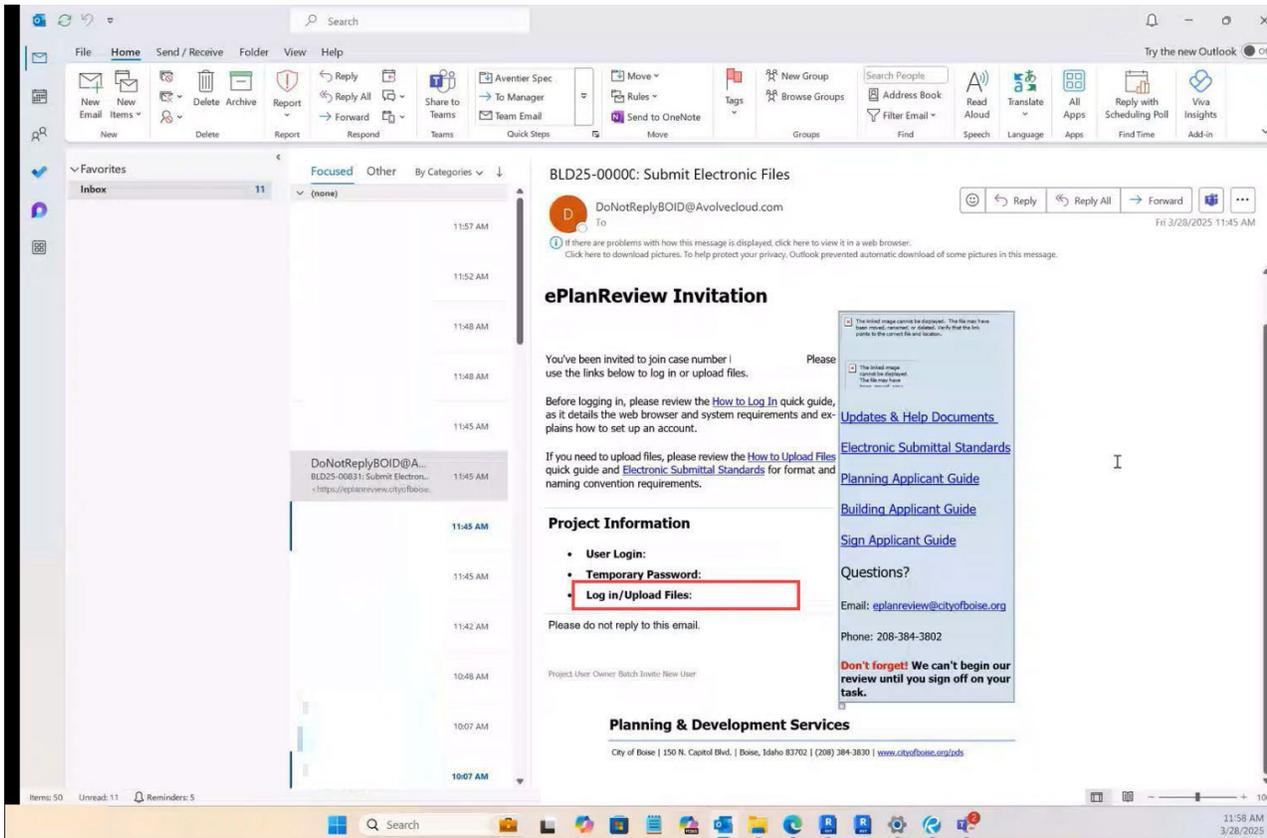
New Login Page

- For citizens that already have an ePlanReview account, you'll notice the login page has changed. Simply enter your login ID and password and Click "**Sign in**".
- For citizens who do not have an ePlanReview account, follow the instructions in this guide for creating a new account AFTER you have submitted a new PDS permit application on the [Permitting and Licensing site](#).
- Visit the [Infographic](#) for more information.

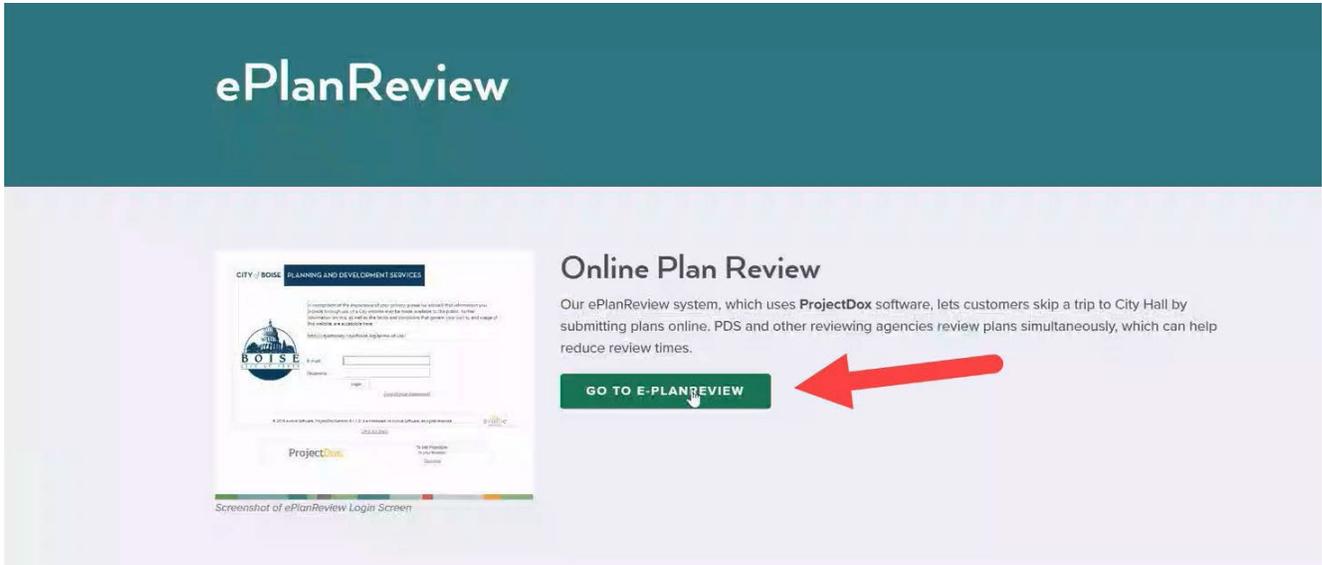
This document will guide a user who has never had an account on the ePlanReview system.



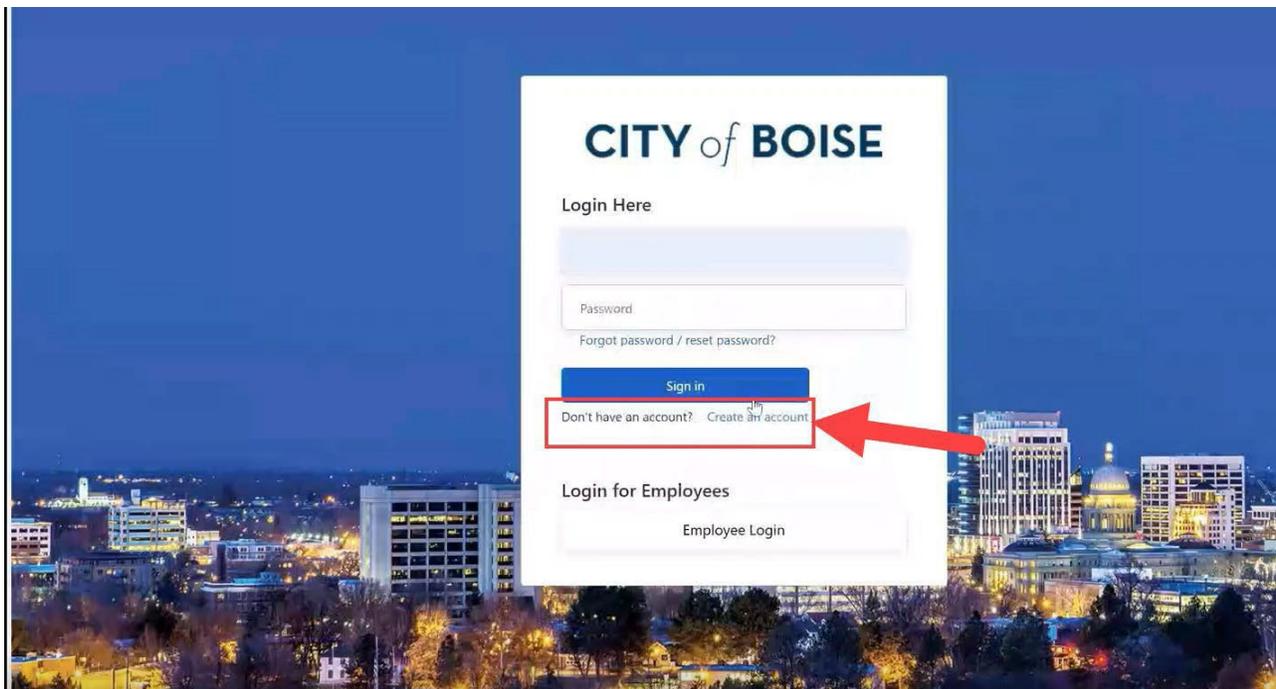
Step 1: Once you receive the ePlanReview invitation, locate the link to login to your new ePlanReview system from the email.



Step 2: Open the link to your login screen.

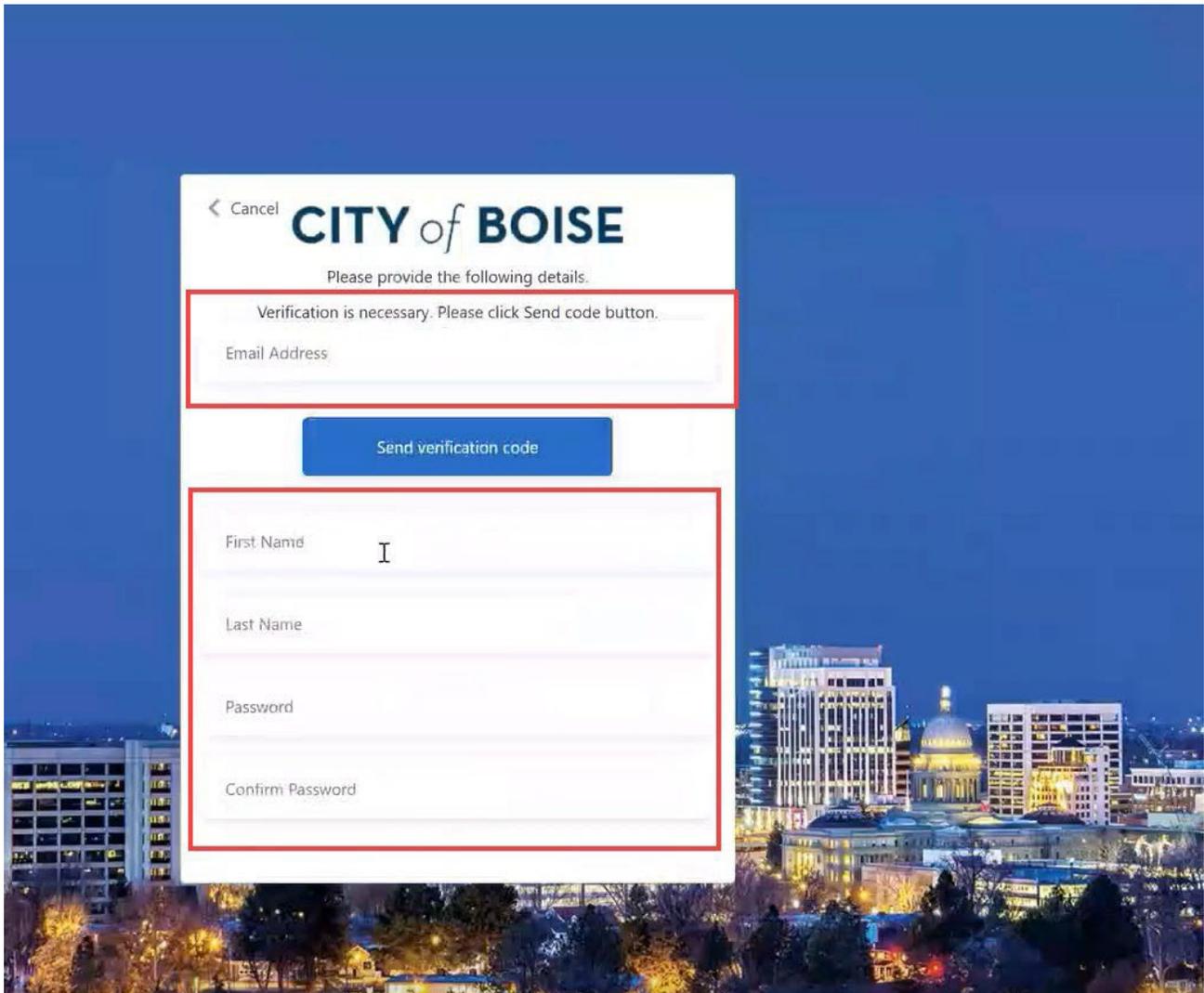


Step 3: Select "Create an account", which appears below the "Sign in" button.

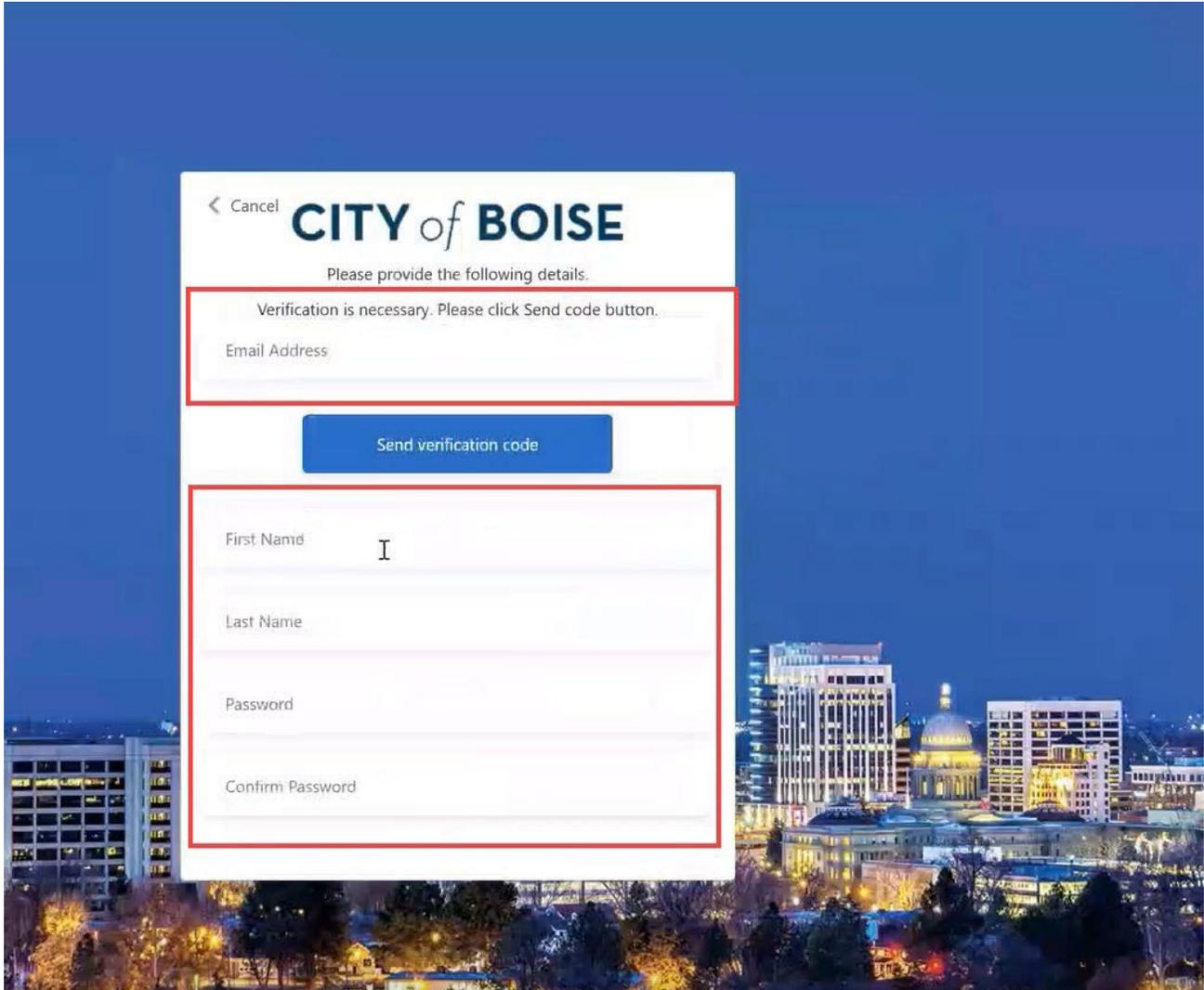


Step 4: Fill out the information on the create account page.

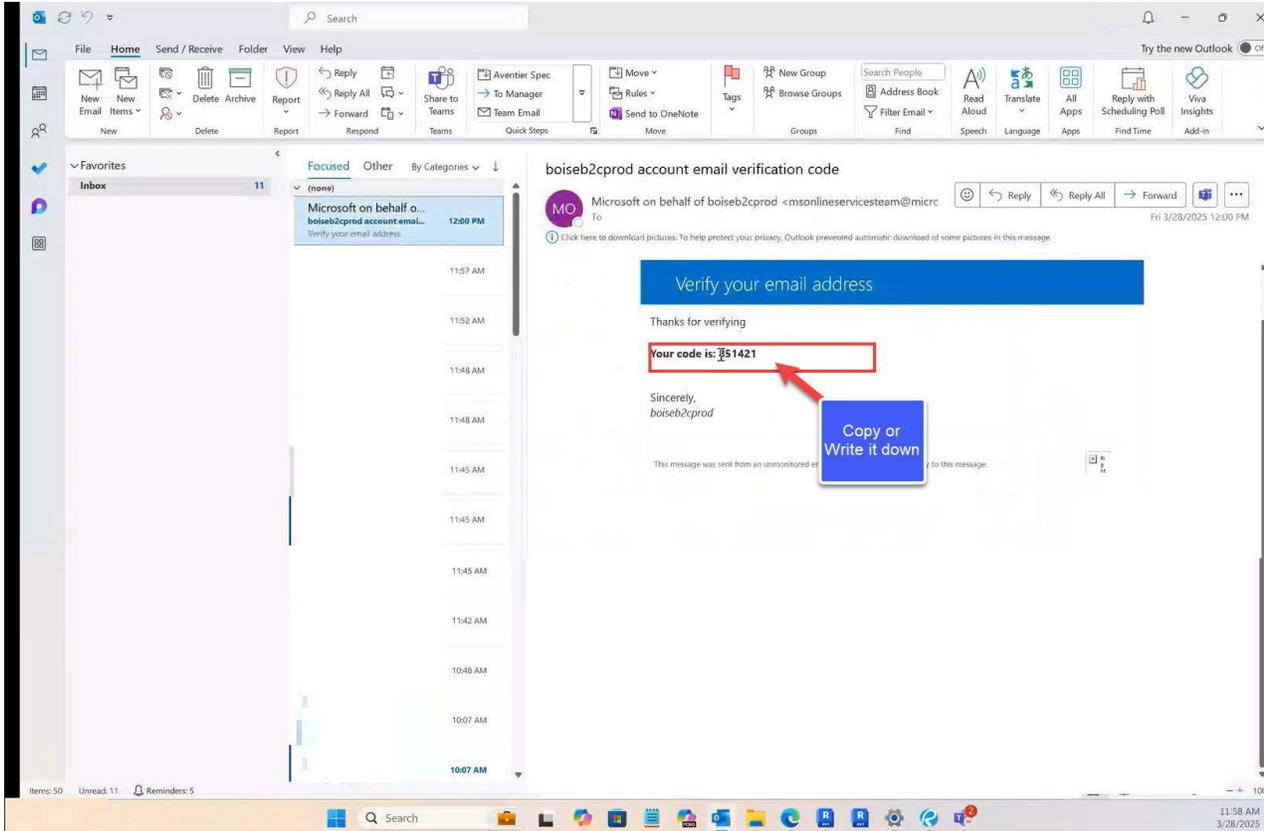
Note: Please complete all fields **BEFORE** clicking the "**Send verification code**" button.



Step 5: Request your verification code by clicking on the “**Send verification code**” button.



Step 6: Locate the verification code in the email you receive and either copy or write down the code.



Step 7: Input the verification code in the field provided and then click **“Verify code”**. Your account will now be setup and ready to use!

< Cancel **CITY of BOISE**

Please provide the following details.

Verification code has been sent to your email inbox. Enter the code below and click the Verify code button.

test@test.test

851421|

Verify code **Send new code**

test

test

.....

.....



Need Assistance?

Would you like to walk through the new ePlanReview system? If so, 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.

