PLANNING AND DEVELOPMENT SER VIC ES

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 <u>do not</u> 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 <u>Permitting and Licensing site</u>.
- Visit the <u>Infographic</u> 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.



BOISE

Step 2: Open the link to your login screen.

| ePlanReview | |
|---------------|---|
| <form></form> | Online Plan Review Our ePlanReview system, which uses ProjectDox software, lets customers skip a frip to City Hall by submitting plans online. PDS and other reviewing agencies review plans simultaneously, which can help reduce review times. |

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

| CITY of BOISE | |
|--|---|
| Login Here | |
| - | |
| Forgot password / reset password? | |
| Sign in Don't have an account? Create an account. | = |
| Login for Employees | |
| Linployee Login | |
| Service Service | |



Step 4: Fill out the information on the create account page.Note: Please complete all fields <u>BEFORE</u> clicking the "Send verification code" button.

| < Cancel CITY of BOISE | |
|--|-------|
| Please provide the following details. Verification is necessary. Please click Send code bu Email Address | iton. |
| Send verification code | |
| First Name I | |
| Last Name | |
| Password | |
| Confirm Password | |



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

| < Cancel CITY of BOISE Please provide the following details | |
|--|--|
| Verification is necessary. Please click Send code button. Email Address | |
| Send verification code | |
| First Name I | |
| Last Name | |
| Password | |
| Confirm Password | |



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

| - | File Home Send / Receive Folde | er Vie | w Help | | | | | | | | | | Try the | e new Outlo | ook 💽 |
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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!

| | Please provide th | ne following details. | |
|-----------------------------------|---|---------------------------------------|------|
| erification coo elow and click | de has been sent to k the Verify code bu | your email inbox. Enter the itton. | code |
| test@test.te | est | | |
| 851421 | | | |
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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.

