Quick Start Guide

City of Porterville - ePlan Solutions, Inc

Step 1— Register for a New Account

https://eplansolution.com/hollyspringsga
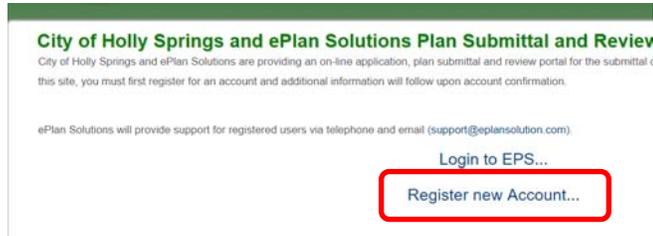
Once completed, ePs will send **two emails** to validate your user account and to gain permission to send you email notification. If you don't receive both emails, check your spam or notify us.

Step 2— Create a New Project.

After selecting the link in the User Confirmation Email, login and Select **New Project.** Complete the Application information and submit.

Information that is required is denoted with an asterisk (*)

Link for Lat/Long Video

Step 3—Pay for your Project

Once the project application is submitted, the project page will be created. Prior to uploading plans, applicants are required to pay the ePs fee. Select the payment button and complete the payment information.

Once payment has been made, a confirmation page will be displayed that will have a receipt and a link (the project ID) back to your project.

Step 4—Upload Files for Review

After payment has been made, the project will be "F" Open to Files. Select the Manage Files button the Upload to place files into the submittal tab.
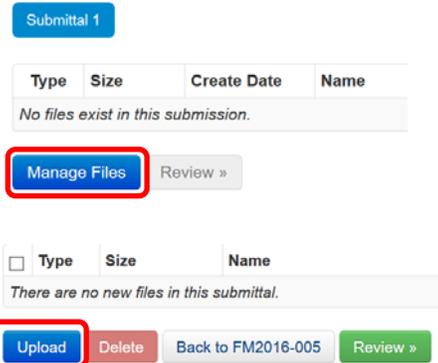
Files should be named appropriately and grouped by type or discipline. Example File Naming

Add the file tag.

Step 5—Submit Files for Review

After uploading the files, select the Submit for Review button. Once submitted, access to the current submittal will be blocked.

6. Hollys Springs plan review fee must be paid prior to the start of the review. For additional information see your project page's Fee and Communications tab.

7. A completed SAVE form will be required to be placed in the Open Files tab of your project.

Help and Information

All the links provided on this sheet can be found at

https://eplansolution.com/wordpress/

under the *Holly Springs Georgia* article.

For additional support contact us by email at

support@eplansolution.com

Or by phone at

678-898-0610.