Norcross Georgia / ePs Quick Start Guide

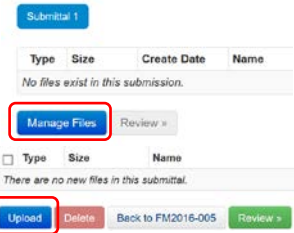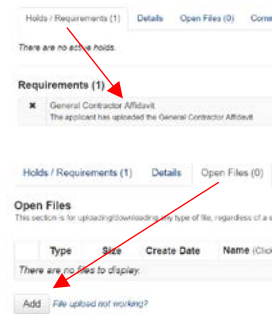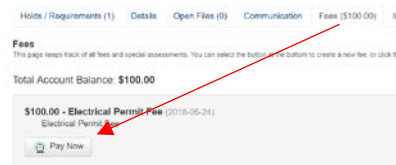|	
Step 1 – Register New Account Visit the ePs Norcross website (eplansolution.com/norcrossga) **City of Norcross and ePlan Solutions Plan Submittal and Revie** City of Norcross and ePlan Solutions are providing an on-line application, plan submittal and review portal for the sub you must first register for an account and additional information will follow upon account confirmation. ePlan Solutions will provide support for registered users via telephone and email (support@eplansolution.com). Login to EPS... Register new Account... Select Register New Account. Complete the User information and submit. The User will receive two emails (1) to validate your user account (2) to gain permission to send you email notification. If a User doesn't receive both notifications, check your spam and then contact ePs support.	Files should be named appropriately and grouped by type or discipline. Example File Naming Add a File tag After completing your uploads, select "Submit for Review"
Step 2 – Create a New Project From the ePs Home Page, Select "New Project", complete page 1 for the new project. (note: Use login information is checked for applicant and owner). On Page 2 enter the address of the project and select the correct address from the list (This is the same as Google Maps). On Page 3 Select the Permit/Plan Review type being submitted. (If you have any questions, you can contact support). ✴ Land Lot(s) Fields that are bold and have an * are required to be completed.	**Step 5 – Complete the Project Requirements** On the Project Page, select the "Holds / Requirements" tab. Review the project requirements and upload them to the Open Files tab.
tep 3- Pay for the 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. Fast and Secure Online Payments 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 6 – Pay City Fees** Once the project has been processed by the City, a fee will be posted in the Fee tab. Pay the Fee by selecting the Pay Now button in the Fee Tab.
Step 4 – Upload Plan for Review This step is only for permits types that require plan review, for permits that do not require plan review go to step 5. 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..	**Help and Information** All the links provided on this sheet can be found at https://eplansolution.com/wordpress/ For additional support contact us by email at support@eplansolution.com Or by phone at 678-898-0610.