



ePs Quick Start Guide

Step 1 – Register New Account

Visit the [e Plan Solutions](http://eplansolution.com) (eplansolution.com then “Exchange Sites”) select “Get Started” under the proper jurisdiction.

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.

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 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 and City fees. Select the payment button and complete the payment information.

Holds / Requirements (2) Details Open Files (0) Communication Fees (\$55.00)

Fees
This page keeps track of all fees and special assessments. You can select the button at the bottom to create a new fee, or

Total Account Balance: **\$55.00**

\$5.00 - Plan Solution Fee (2018-09-18)
This is a service fee is required prior to uploading files for review.
Pay Now Edit Fee or Mark Fee Paid

\$50.00 - City of Cumming Fees (2018-09-18)
City of Cumming plan review and permit fees
Pay Now Edit Fee or Mark Fee Paid

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

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 in the **Submittals** tab then Upload to place files into the submittal tab.

Submittal 1

Type	Size	Create Date	Name
No files exist in this submission.			

[Manage Files](#) [Review »](#)



ePs Quick Start Guide



Files should be named appropriately and grouped by type or discipline. [Example File Naming](#)

Add a File tag



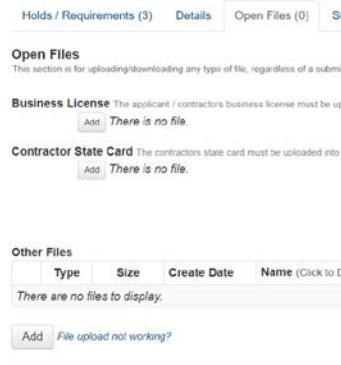
After completing your uploads, select “Submit for Review”

Step 5 – Complete Project Requirements

Select the “Holds / Requirements” tab and complete the project requirements.

Requirements that require documentation may be satisfied by uploading the documentation to the “Open Files” tab.

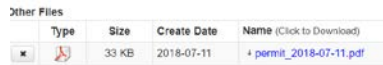
Upload by selecting the correct location or general uploads can be accepted by selecting “Add”.



Note the City will verify the requirements have been met and mark the requirement as satisfied.

Step 7 – Download the Permit Card

After the permit has been approved, a permit card will be placed into the open files tab. The permit card will have the file name “permit (date of approval)”.pdf.



Step 8 – Request Inspections

To request the inspection, select “Ready” next to the inspection type.

Pending Inspections (1)				
	Create Date	Status	Type	Sch
Ready	2018-09-18	Waiting Owner	Footing Inspection	None

Note: If others are going to request the inspection, the creator of the project must grant access to the project to the new user.



ePs Quick Start Guide

Step 9. - Grant other users access to a project.

Select the “Details” tab, then “Change User Access Permissions”. Enter their email address in the box on the right and select “Grant”.

There are no permission grants.

Help and Information

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
