



ePs Quick Start Guide

Step 1 – Register New Account

Navigate the ePs site for the city or county the project is located in. And select Get Started

City of Norcross and ePlan Solutions Plan Submittal and Review

City of Norcross and ePlan Solutions are providing an on-line application, plan submittal and review portal for the submittal and review process. You must first register for an account and additional information will follow upon account confirmation.

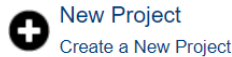
ePlan Solutions will provide support for registered users via telephone and email (support@eplansolution.com).

[Login to EPS...](#)

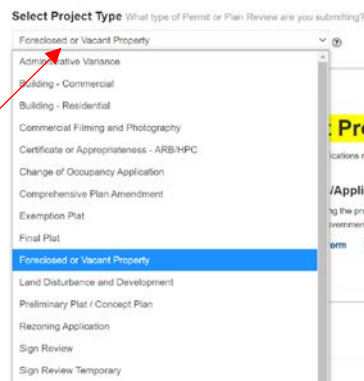
[Register new Account...](#)

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



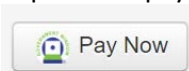
Select New Project and complete Step 1 and Step 2.



On Step 3, from the drop-down menu, select the type of project. Complete the details (* and bold items are required) and create the project.

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 fees. Select the Fee Tab then Pay Now to complete the payment process.



Once payment has been made, a confirmation page will be displayed that will have a receipt link and a link back to your project. Select "Back to" to go back to your ePs project.





Step 4 – Upload Documents for Review

After payment has been made, the project will be “F” Open to Files. Select the Manage Files button then Upload to place files into the submittal tab..

Not Ready For Review! This submittal is not ready for review.
✘ There are no files uploaded; you must upload files before you can review.

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

Manage Files Review »

New Submittal

Files(0)

Select a file using the 'Upload' button to start uploading. To remove

<input type="checkbox"/>	Type	Size	Name
There are no new files in this submittal.			

Upload Delete Rename Merge Files

File uploads not working?

Add a File tag

<input type="checkbox"/>	Type	Size	Name	Cor
<input type="checkbox"/>		104 KB	Change of Occupancy Submittal Package.pdf	

Manage Tags

After completing your uploads, select “Submit for Review”

Step 5 - Open Files

Open files is used for ancillary documents during the review/permit approval. Typically, documents not part of the plan review/permit approval process are located and will have a "bucket" to place the file. Select "Add" below the "bucket" name.

Open Files
This section is for uploading/downloading any type of file, regardless of a submission. It is useful for one time file transfers, or for images/documents that exist through the project.

Authorized Permit Agent Form
Add There is no file.

Signed Application An uploaded signed application should be placed in the designated location in the Open Files tab of the project.
Add There is no file.

Loading files in the wrong location may delay the review/approval of your project. If you have questions, contact support or the government.

Step 6 – Comments

The city will communicate comments thru the ePs portal. These comments will be located in the Communications Tab or the Open Files Tab.

Step 7 – Sharing Your Project

You can invite other users to your project. From the project page, select the Details tab. Select Change User Access Permissions, then enter the email address of the user you want to share the project with. ePs supports "wildcards" in this text field. For instance, *@domain.com would allow anyone with an email address ending the *@domain.com access to the project. This is intend to allow easy sharing of projects across a company.

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.