



# 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 Peachtree Corners, GA and ePlan Solutions Plan Submittal and Review Portal

City of Peachtree Corners, GA and ePlan Solutions are providing an on-line application, plan submittal and review portal for the submittal of plans for review by City of GA. If you are new to this site, 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



New Project

Create a New Project

Select New Project and complete Step 1 and Step 2.

Select Project Type What type of Permit or Plan Review are you submitting?

Building Commercial

- Building Commercial
- Building Residential
- Land Disturbance Permit
- Final Plat - Exemption Plat
- Metropolitan River Protection Act
- Pool - Spa
- Roofing Permit
- Stormwater As-Built
- Siding Permit
- Signs - Permanent
- Signs - Temporary
- Trade Permit

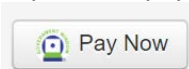
Building Commercial Plan Review should be used for the following:

New Building      Renovation / Alteration

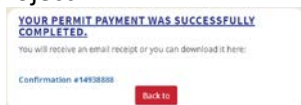
On Step 3, from the drop-down menu, select the type of project. Complete the details (\* and bold items are required) and create the project.

## 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](mailto:*@domain.com) would allow anyone with an email address ending the [\\*@domain.com](mailto:*@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](mailto:support@eplansolution.com) Or by phone at 678-898-0610.