

How To Upload Files using The City's Electronic Plan Review System



Submitting Plans and Reports Electronically

- STEP 1. Print out **one** multi-page PDF for each plan set under a single cover sheet and for each report.
- Plans that are scanned in should be scanned from a 24"x 36" sheet, at a resolution of 400 dpi.
 - Drawings plotted to a PDF directly from CAD should be plotted as 24"x 36" sheets, rotated to landscape view, and plotted at a resolution of 200 dpi.
 - Reports, documents, and transmittals should be submitted in PDF format at a resolution of 200 to 400 dpi depending on the amount of hatching and size of file.
- STEP 2. Locate a PDF scan of the approved site plan and/or preliminary plat along with the associated stipulations, as these documents will be required along with the other plans being submitted.
- STEP 3. Name each plan set and report PDF according to the "Plan Sets and File Naming Convention" document. This and other useful and informative documents related to Electronic Plan Review can be found on the City of Goodyear Engineering Department web-site at *Home>Departments/Divisions>Engineering>Electronic Plan Review*.
- STEP 4. Disable all Popup Blockers and any additional toolbar popup blockers eg: Google, Yahoo, etc.
- STEP 5. First time users will need to click on the "[Install ProjectDox Components](#)" button (lower left). You must turn off the UAC prior to installing ProjectDox components, it may be turn back on after the installation. (Install all "Active X Controls" if requested by the browser).
- STEP 6. Login to Electronic Plan Review (If you are unable to login go back to step 5)
- STEP 7. Enter your email address.
- STEP 8. Enter your password (if you are a first time user, enter the temporary password from the email invite. You will be asked to change this to a personalized password in a later step).
- STEP 9. For first time users, the first screen you will see is the "Profile Screen". (For repeat users go to step 12)
- STEP 10. Change your password, type in your security question and answer, and fill in your Contact Information. Click the "SAVE" button.
- STEP 11. Click on the "Projects" button in the Menu Bar at the top of the screen. (This page will be your default page the next time you login).
- STEP 12. The projects shown on the left side of the screen are the projects for which you currently have permission to upload plans and reports and/or download markups.
- STEP 13. Click on the project, Click on the "Submittals and Comments" link.
- STEP 14. At the left side of the screen, click on the "Upload Files" button. Browse to the location on your computer where you have the PDF's. Click the "open" button. Click on the "Upload Now" button.
- If the upload was successful, you will see a thumbnail of the plan set, click on the file, and you will be able to view the file.
 - If you see the words "Processing", then your files have not been uploaded. The system may be down. Please contact your reviewer or call 623-882-7979.
 - If you are not able to open the file nor do you see the words "Processing", then you have not installed ProjectDox components (Click on this link "[Install ProjectDox Components](#)").
- STEP 15. You have successfully uploaded files to The City of Goodyear Electronic Plan Review System.
- STEP 16. The applicant will receive an email from the City's Engineering Department. **If you do not receive an email within 1 business day, please call 623-882-7979.**

If you are having any problems, please call 623-882-7979. We will assist you in this process. Thank you!