

## Quick Guide for ePlans

<p><b>Step 1. Contact DPS if you did not receive an email with your login information. Be sure to check your Junk or Spam folder.</b></p>	<p>Email: <a href="mailto:dps.eservices@montgomerycountymd.gov">dps.eservices@montgomerycountymd.gov</a></p>
<p><b>Step 2. Login to ePlans</b></p>	<p><a href="#">ePlans Login</a> ePlans is browser agnostic; but we recommend Google Chrome or Safari.</p>
<p><b>Step 3. Identify your Tasks</b></p>	<p>When assigned a task, the system will send you a notification email. Once logged in, your Dashboard allows you to quickly view projects and accept tasks for your 50 most recent projects. Typically, your first task is to upload drawings and/or documents. You may also accept tasks from within your project by clicking the tasks tab.</p>
<p><b>Step 4. Upload Drawings and Documents</b></p>	<p>First, verify your file names conform to the file naming convention for your permit application type and are in a portable document format (PDF).</p> <p>Then select the destination folder to upload your files:</p> <ul style="list-style-type: none"> <li>- Each construction drawing must be uploaded as a single file into the <b>Drawings</b> folder</li> <li>- Other drawings, approved by outside agencies but needed for reference by DPS, must be uploaded into the <b>Supporting Documentation</b> folder and may be a multi-page PDF</li> <li>- Reports, calculations, cut sheets, cost of construction and other miscellaneous documents must be uploaded into the <b>Documents</b> folder and may be a multi-page PDF</li> <li>- If a permit revision is needed after issuance, each revised construction drawing must be uploaded into the <b>Revisions</b> folder as a single-file PDF. Documents and other support information may be a multi-page PDF.</li> </ul>
<p><b>Step 5. Complete Your Task</b></p>	<p>After uploading, verify your submission conforms to the DPS submittal requirements by checking the confirmation box. This activates the “Upload Complete – Notify County” button to complete your task and alert DPS staff to begin the review process.</p>
<p><b>Step 6. Review Corrections and Comments</b></p>	<p>After accepting your task, if corrections are required, you must review the corrections/comments provided by the reviewer. Corrected drawings and documents must be resubmitted into the same folder and with the <b>EXACT SAME FILE NAME</b> originally used. You must also provide a response to <b>all</b> reviewer comments listed on the eForm.</p>
<p><b>Step 7. Plan Approval/Permit Issuance</b></p>	<p>Once plans are approved, DPS will notify you of any remaining fees, bonds or other requirements as needed for permit issuance.</p>
<p><b>Step 8. Ask for Help</b></p>	<p>Email: <a href="mailto:dps.eservices@montgomerycountymd.gov">dps.eservices@montgomerycountymd.gov</a> for assistance. You may also refer to our <a href="#">Training Videos</a> or <a href="#">Request Specialized Training</a>.</p>