# Logging into ProjectDox

**For more information, please visit our website or email the ePlans Team.**

## PROJECTDOX REVIEW WINDOW INVITATION

When your application is processed and put into the City's permitting system, a ProjectDox Review invitation will be sent to your e-mail address. The e-mail will contain your login information and information about your project, including a link to the project.



**CITY OF PORTLAND, OREGON**
*e* PLANS

**ProjectDox Review Invitation**

**Attention CC:**

Welcome to the City of Portland electronic plan review system. This invitation has been sent to you in response to your Project: **zTEST PROJECT 001 - TEST PROJECT.**

A ProjectDox project has been created to allow you to electronically upload your plans and supporting documents for review. Prior to preparing and submitting plans and supporting documents, please visit the City of Portland ePlan Website for requirements. To access your new application, follow the instructions below:

1. Click the Project Access Link below
2. Enter your User Login and Password (temp password sent in separate email if you are new user)
3. Click the Project Number link (if it is not listed, click the "All Projects" button)
4. Click on the "Plans" or "Documents" folder
5. Click the "Upload Files" button and follow the instructions to upload your drawings or supporting documents
6. Accept the "ApplicantUpload" task and click the "Upload Complete - Notify City of Portland" button
7. Your plans and/or documents have now been submitted for plan review

The City of Portland will accept the following file types.

**Drawings:** PDF, DWG, DWF, DGN, TIFF, JPEG
**Supporting Documents:** DWG, DWF, DGN, PDF, TIFF, JPEG, DOC, DOCX, PPT, PPTX, XLS, XLSX

| | |
|---|---|
| User Login: | **Your email address** |
| Project: | **zTEST PROJECT 001** |
| Description: | **TEST PROJECT** |
| Task: | **Applicant Upload** |

**Project Access | Login to ProjectDox**

For any technical issues or questions related to this application, please contact your BDS Process Manager.

**Please do not reply to this email.**

1. Prior to logging into ProjectDox, the following actions must be completed:

   - If your computer has pop-up blockers installed, you will need to disable pop-up blocking for the ProjectDox web address. The indicator that this has not been done will occur when you type in your login and password, then hit the Login button and the page immediately disappears. It is not uncommon to have more than one pop-up blocker installed (Internet Explorer, Google Task Bar, etc.). Once the ProjectDox site is allowed, you will be able to utilize the application.

   - The login page has a MSI (Microsoft Silent Install) component required to install all the necessary ProjectDox ActiveX controls. This installation will only need to be done once; if you utilize a different computer it will require another installation for each unique computer. The link to the component install is shown below.

2. To sign in, enter your e-mail address and temporary password and click the Login button, as shown below:



**Electronic Plan Review**

**CITY OF PORTLAND, OREGON**
*e* PLANS

The City of Portland ensures meaningful access to city programs, services, and activities to comply with Civil Rights Title VI and ADA Title II laws and reasonably provides: translation, interpretation, modifications, accommodations, alternative formats, auxiliary aids

E-mail: your.email@portlandoregon.gov

Password:

Login

Forgot your password?

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avolve software

ProjectDox

To install ProjectDox components
Click here

To create a desktop shortcut
drag & drop icon on your desktop

To add ProjectDox to your favorites
Click here

3. Enter your new password and reconfirm the new password, personal account information. Yellow highlighted fields are required but a full Profile record is ideal, then click the Save button in the middle of the screen.



## EXISTING USERS

If you are a returning user, login to ProjectDox with your full e-mail address and password. If you have forgotten your password, click on the "Forgot Password" button so that it can be e-mailed to you. This will work only if you have logged in once and added a security question and answer.