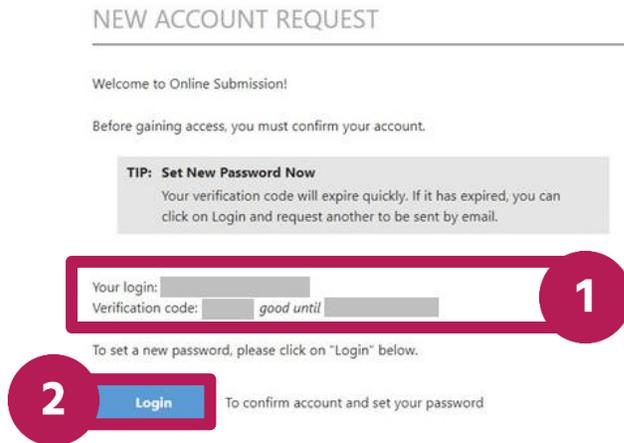


ProjectDox (Applicant) – Log into ProjectDox for the First Time

Learn how to log into ProjectDox for the first time as an applicant.

1. After the City of Minneapolis has accepted your permit application, you'll get an email with a verification code and a link to ProjectDox.
2. Select **Login**.



NEW ACCOUNT REQUEST

Welcome to Online Submission!

Before gaining access, you must confirm your account.

TIP: Set New Password Now
Your verification code will expire quickly. If it has expired, you can click on Login and request another to be sent by email.

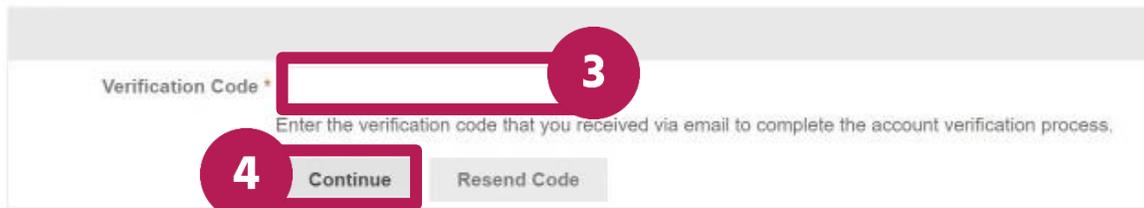
Your login:

Verification code: good until 

To set a new password, please click on "Login" below.

2 To confirm account and set your password

3. ProjectDox will open. Enter the verification code from the email.
 - a. If the verification code does not work, select **Resend Code**.
4. Select **Continue**.

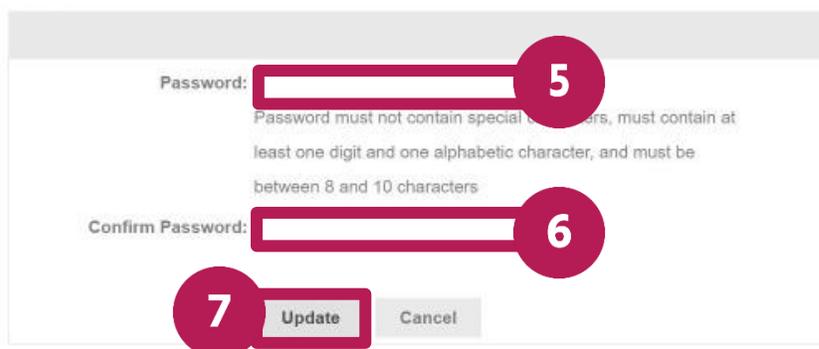


Verification Code *

Enter the verification code that you received via email to complete the account verification process.

4

5. Create a password. The password must:
 - a. Have at least one number and one letter.
 - b. Be 8-10 characters long.
 - c. Not include a special character. For example: !, @, #, \$, %.
6. Enter the password again.
7. Select **Update**.



Password:

Password must not contain special characters, must contain at least one digit and one alphabetic character, and must be between 8 and 10 characters

Confirm Password:

7

- In the ProjectDox Login screen, enter your email and password.
- Select **Login**.



- In the **My Profile** page, under the **Personal Information** section, fill in the required fields. Required fields have a red asterisk (*) next to them.
Note: Do not fill in the Security section. This is only required if you need to update your information in the future.
- Select **Save**.
- You'll be taken to the ProjectDox Dashboard.

