

Learn how to submit your documents and plans in ProjectDox.

Document upload requirements

All plan sheets must be:

- Saved as a PDF.
- Uploaded as single page documents.
- In the most legible direction.
- Named correctly with the page number and page title. Example: *A1 First Floor Plan*.

1. Go to ProjectDox.
2. Enter your email and password.
 - a. If you forgot your password, select the **Forgot password?** link.
3. Select **Login**.



4. Find the project that you need to upload and submit your files for. Select the **Open** button.



- Depending on the type of files you're uploading, select either **Upload Drawings** or **Upload Documents**.

Task Instructions

Please follow the steps below:

STEP 1 of 3: Select and upload your drawing and supporting document files into this project, as required

File Upload for: 

Please click appropriately for the **type of files** you are uploading.

Upload Drawings

Upload Documents

5

Uploaded files:

No files uploaded yet.

- Select **Browse For Files**.



Minneapolis
City of Lakes

Folder:

6 **Browse For Files** or drag files into this area.

Start Upload

Close Window

- Find the files on your device.
- Select **Start Upload**.



Minneapolis
City of Lakes

Folder:

Browse For Files or drag files into this area.

8 **Start Upload**

Close Window

	001-LandscapePlan.pdf	0B/3.12MB	
	002-A-2.1.4.pdf	0B/2.05MB	

0 of 2 uploaded [Hide Details](#)

0B/5.17MB

- A message will appear to let you know when the files have been uploaded.
- If you need to upload more files, repeat steps 5-8.
- In **STEP 2 of 3**, select the box next to **All required plan files and documents have been uploaded**.

12. Select **Submit**.

Task Instructions

Please follow the steps below:

Files successfully uploaded.

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STEP 1 of 3: Select and upload your drawing and supporting document files into this project, as required

File Upload for:

Please click appropriately for the **type of files** you are uploading.

Upload Drawings

Upload Documents

Uploaded files:

Select folder to open file list.

- Drawings (2 - 2 New)
- Documents
- Reviewer Attachments

STEP 2 of 3: Check all to confirm you have completed this task and are now ready to submit

Confirmation

*All required plan files and documents have been uploaded. *Required

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STEP 3 of 3: Click the "Submit" button below to complete your task

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Submit

Save For Later