ProjectDox (Applicant) - Submit Your Documents and Plans



Learn how to submit your documents and plans in ProjectDox.

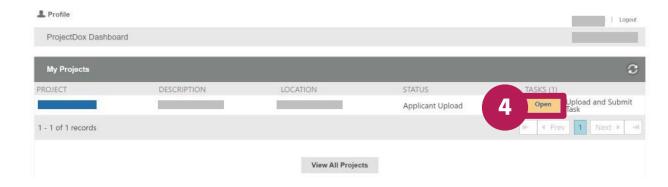
Document upload requirements

All plan sheets must be:

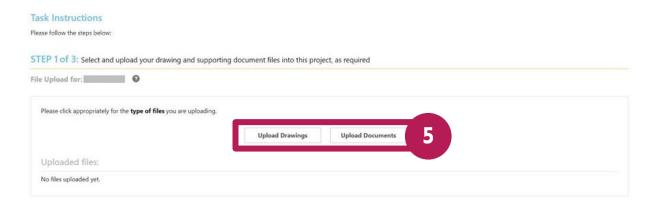
- Saved as a PDF.
- Uploaded as single page documents.
- In the most legible direction.
- Named correctly with the page number and page title. Example: A1 First Floor Plan.
 - 1. Go to ProjectDox.
 - 2. Enter your email and password.
 - a. If you forgot your password, select the **Forgot password?** link.
 - 3. Select Login.



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



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



6. Select Browse For Files.



- 7. Find the files on your device.
- 8. Select Start Upload.



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

12. Select Submit.

