

EnerGov – Citizen Portal – How to Upload a PDF in eReviews

EnerGov – Land Management 2016.1

KEY FUNCTIONALITY

Uploading PDF Files in the eReviews Portal

- Logging into the citizen portal
- Searching for files
- Uploading files to the portal

All plans submitted online must be in a PDF format. Clarify appropriate file names, file categories, and uploading procedures with the jurisdiction.

1. Log in to the ePortal with your credentials.
2. Locate the Plan or Permit that has corrections on your files. Click the Open button on the eReviews project details tab.



EReview	EReview Item	Status	Permit	Applicant	Contractor
Open	BLDR-000361-2016	Waiting for Files	BLDR-000361-2016	Tyler Demo	

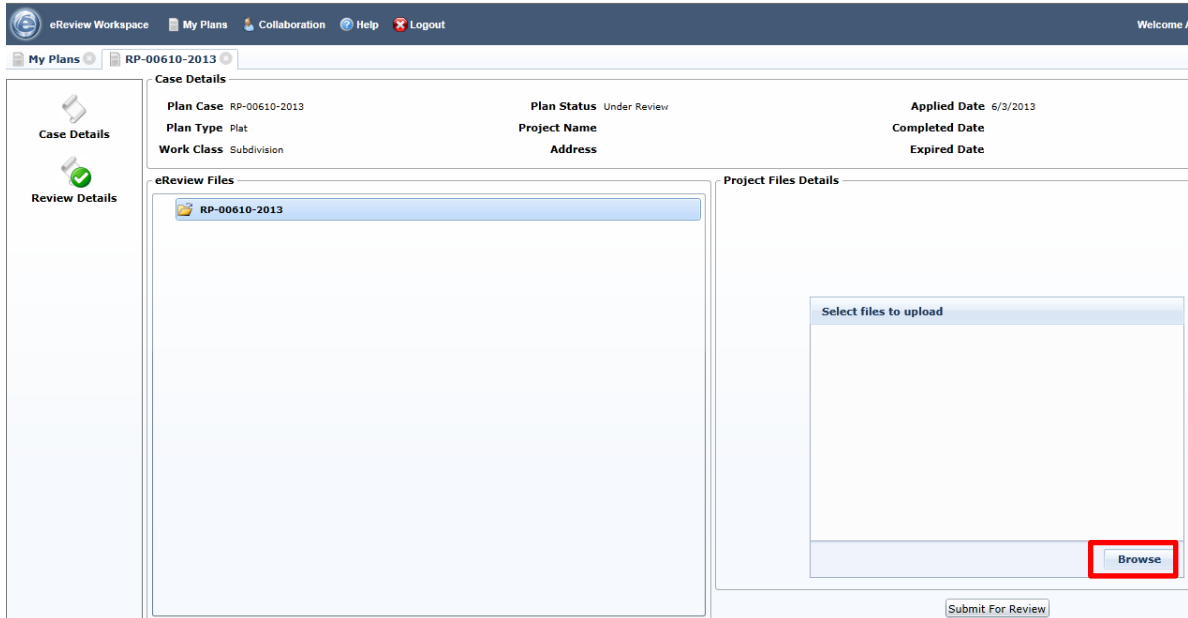
Displaying items 1 - 1 of 1

3. The citizen eReviews portal will log in automatically and will display the case.

NOTE: You must be listed as a contact on the record to access a case online. If you can't find the case, contact your jurisdiction.

4. On the bottom-right of the screen, choose **Browse**.

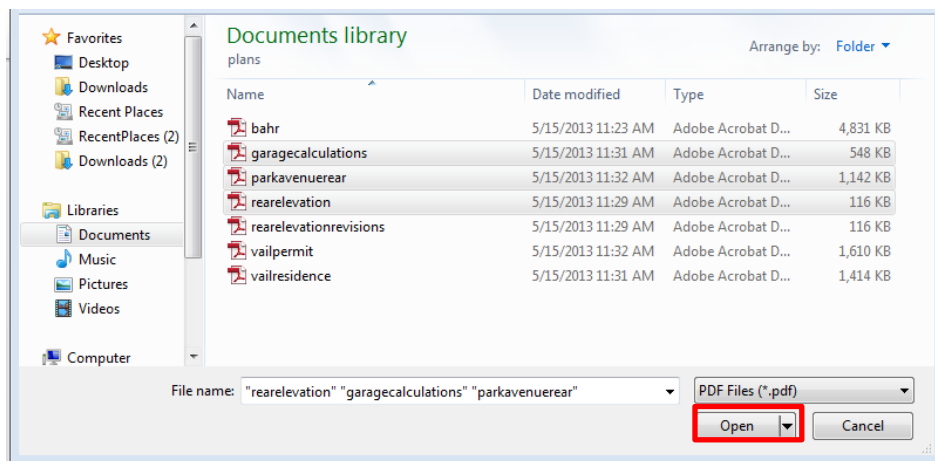
NOTE: If there is no browse button, then you are not allowed to upload new files at this time.



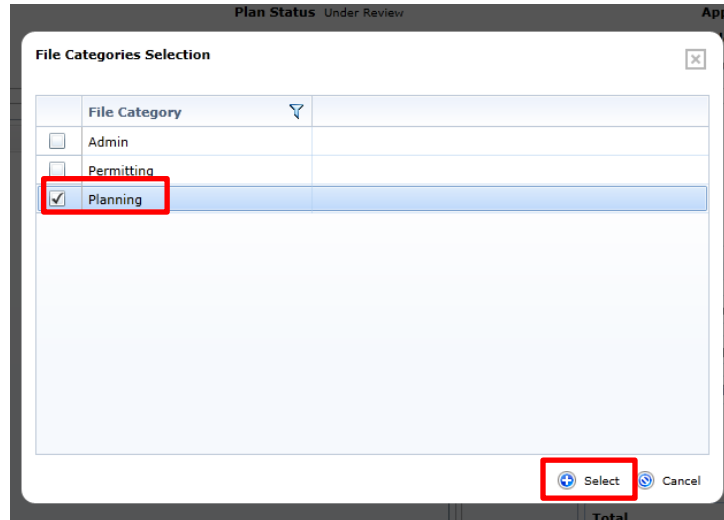
The screenshot shows the eReview Workspace interface. The top navigation bar includes links for eReview Workspace, My Plans, Collaboration, Help, and Logout. The main content area is divided into two sections: Case Details and Project Files Details. The Case Details section shows the Plan Case (RP-00610-2013), Plan Type (Plat), Work Class (Subdivision), Plan Status (Under Review), Project Name, Address, Applied Date (6/3/2013), Completed Date, and Expired Date. The Project Files Details section shows a list of files under the heading "eReview Files". A "Browse" button is highlighted with a red box, indicating the next step in the process.

5. Choose file(s) to upload. You can select multiple files at once.

6. Click **Open** once the desired files have been selected.



7. A pop-up box will appear and ask what file category to submit the files to. Place a **checkmark** in the appropriate box and choose **Select**.

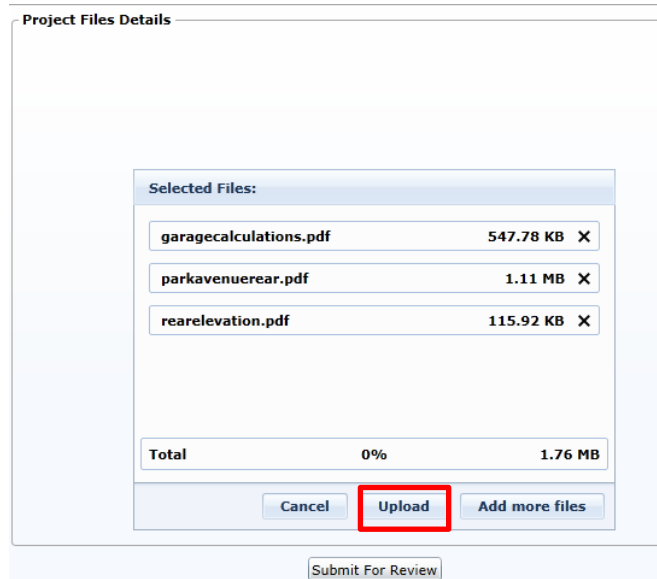


The dialog box titled "File Categories Selection" has a close button (X) in the top right corner. It contains a table with the following structure:

File Category	
<input type="checkbox"/> Admin	
<input type="checkbox"/> Permitting	
<input checked="" type="checkbox"/> Planning	

At the bottom right of the dialog box, there are two buttons: "Select" (highlighted with a red box) and "Cancel".

8. The files that were just selected will now appear in the Selected Files window. If needed, remove a file by clicking the X to the right. When ready to upload the files, choose **Upload**.



The "Project Files Details" window shows a "Selected Files:" section with a table of uploaded files:

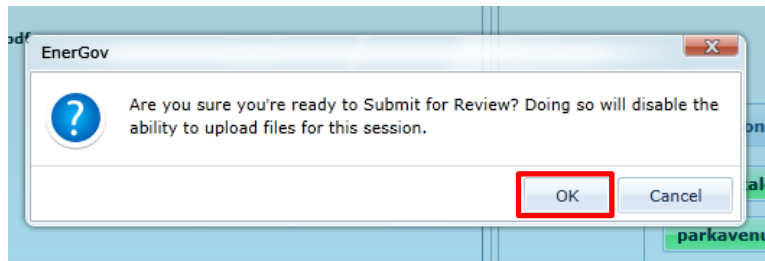
File Name	Size	Action
garagecalculations.pdf	547.78 KB	X
parkavenue rear.pdf	1.11 MB	X
rearelevation.pdf	115.92 KB	X

Below the table, a summary row shows: Total 0% 1.76 MB.

At the bottom of the window, there are three buttons: "Cancel", "Upload" (highlighted with a red box), and "Add more files". A "Submit For Review" button is located at the very bottom of the window.

9. Verify file upload. The files will turn green, indicating that they have been uploaded successfully. On the left-side of the screen, you will also see a list of the files uploaded. You can click on the folder next to each file to open and see a preview of the file. If the wrong file was uploaded, choose the X next to the file to remove it.
10. Continue to add more files if needed. Once all of the files have been uploaded, choose **Submit for Review**.

11. A pop-up box will ask if you are sure you'd like to submit the files. Click **OK** if you are ready.



NOTE: Once you submit files for review, you will no longer have the ability to submit new files for this plan until the jurisdiction allows you to.

12. Close the plan case tab to return to the home screen.

