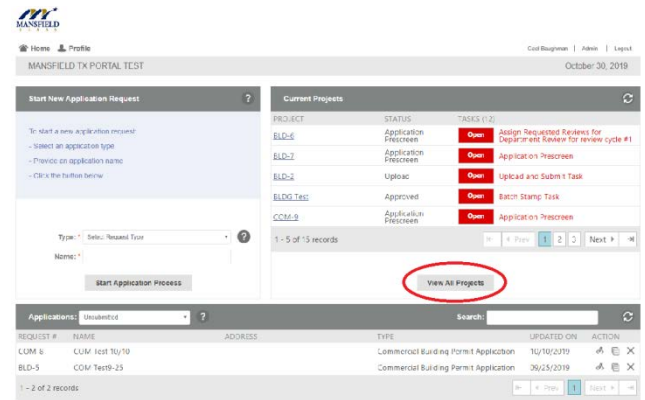
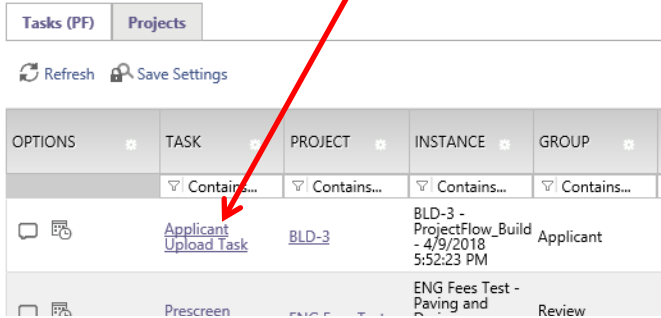
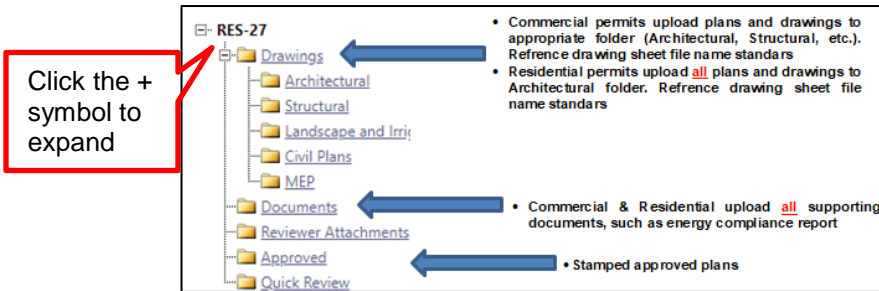


How To: Upload Plans and Documents

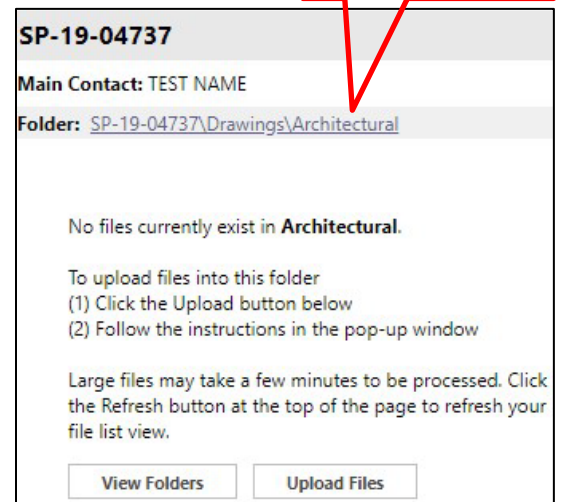
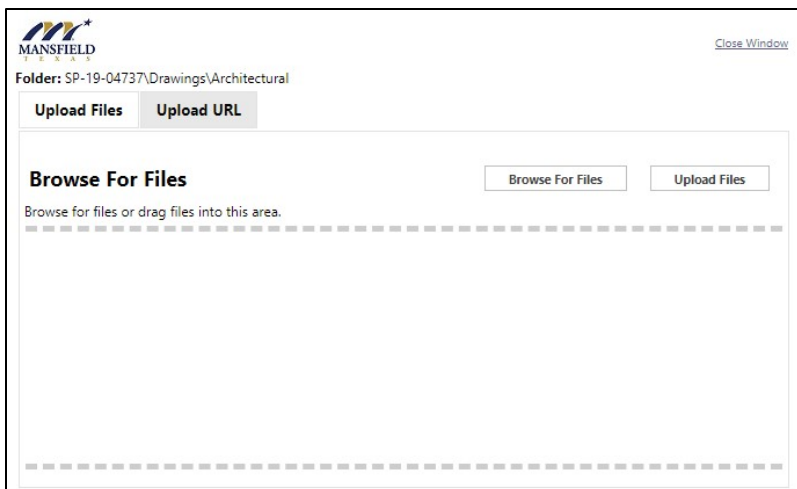
- Step 1.** Log in to [online permit portal](https://eplansmansfieldtx.avolvecloud.com/Portal/) URL:
<https://eplansmansfieldtx.avolvecloud.com/Portal/>
- Step 2.** Select **“View All Projects”**
- Step 3.** A new tab will open in your browser with the ProjectDox Home page
- Step 4.** Click on the **“Applicant Upload Task”**



- Step 5.** An eForm will open (see eForm below) upload [Minimum Submittal Requirements](#) following the [Electronic Plan Review Standards](#)
- Step 6.** Select folder (see folders above) example “Architectural”; **“Select Files to Upload”** button



- Step 7.** Left column will open, select **“Upload Files”**
- Step 8.** Drag & drop or select **“Browse For Files”** button. When done with file selection Click **“Upload Files”** button



How To: Upload Plans and Documents

- Step 9.** When done uploading to a folder select “**View Folders**” button (see figure above) to select the next folder you want to upload files into
- Step 10.** Verify your upload is completed and accurate
- Step 11.** Select The **Upload Task Complete** Box (see figure below)
- Step 12.** Select **Upload Complete-Submit** (see figure below)

eForm

UPLOAD AND SUBMIT

Project Information Invite Applicant Associates

Project Name COM-63
Project Description ProjectDox Hands-on Training #2 Addition and remodel
Request Number COM-63
Address 1200 E Broad Street
Applicant Name Sana Touma
Applicant Phone (817) 276-4277
Applicant Email sana.touma@mansfieldtexas.gov
Work Type Addition/Remodel/Finish-Out

Task Instructions

- Please upload files into the appropriate folders below
- Select the checkbox at the bottom, and click 'Upload Complete - Submit' to submit your files.
- Minimum submittal Requirements checklists are available on the City's website. [Click HERE](#)
- Upload the checklist used under documents.

Project: COM-63

Select destination folder for files:

- COM-63
 - Drawings
 - Architectural
 - Structural
 - Landscape and Irrigation
 - Civil Plans
 - MEP
 - Documents
 - Reviewer Attachments
 - Approved
 - Quick Review

Upload Task Complete (I have uploaded all required drawings and/or documents)

Upload Complete - Submit Save For Later

Select on the eForm the **Upload Complete Box** and **Upload Completed** to complete the task.