

## Applicant Quick Reference Guide

### Step 1: Login

Click the link in the welcome email to login using the provided temporary password.



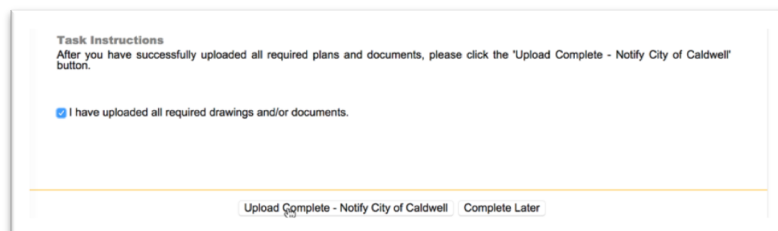
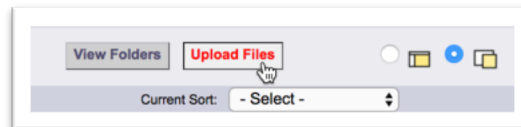
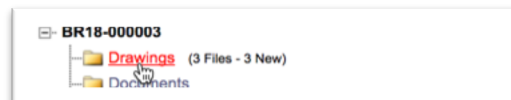
### Step 2: Applicant Upload

Open your project.

Select the Drawings and Documents folders.

Use the 'Upload Files' button to open the upload dialog.

Open your 'Upload Files' task and complete.



### Step 3: Prescreen Corrections

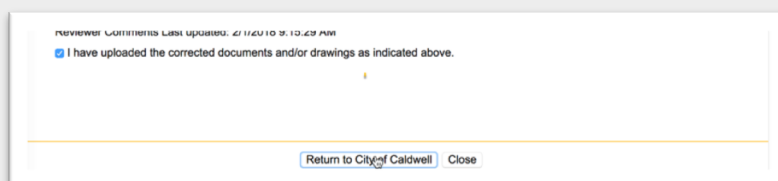
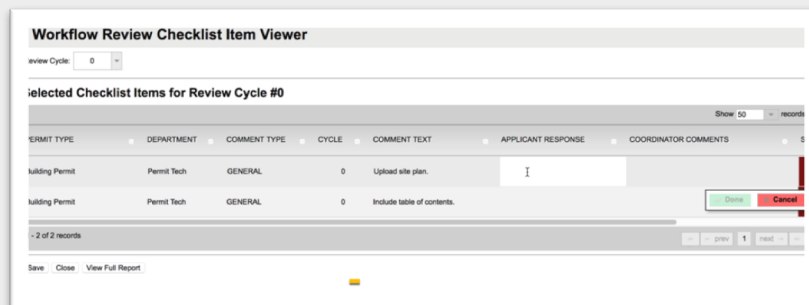
If there are questions during prescreen you will get an email.

Click the link in the email to open the Prescreen Corrections Task.

Open the Prescreen Checklist viewer and respond to each item by double-clicking in the Applicant Response field.

Upload any additional files requested.

Open the task, select the checkbox to verify you are complete and click the 'Return to City of Caldwell' button.



### Step 4: Applicant Resubmit

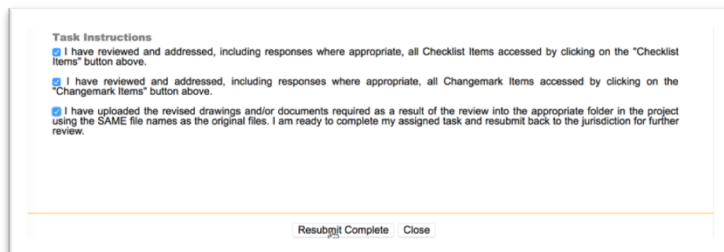
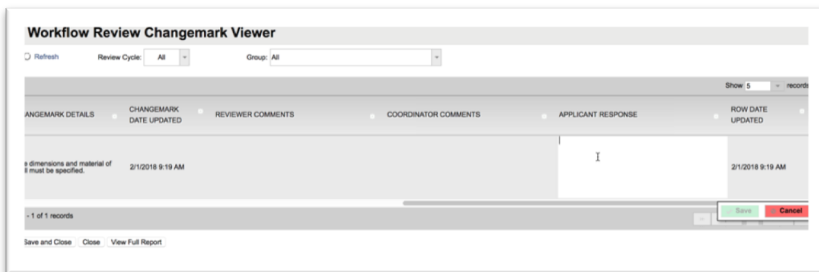
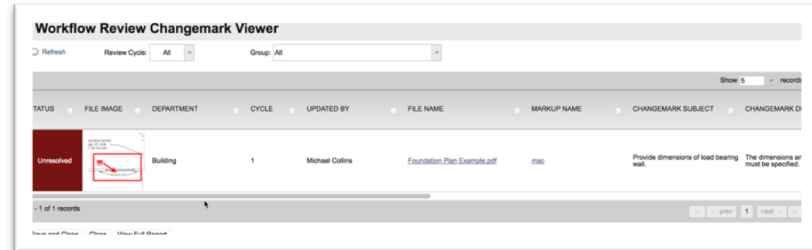
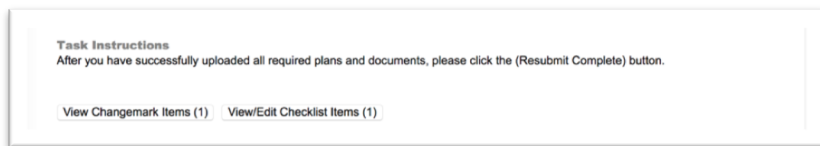
If there are questions during plan review you will get an email.

Click the link in the email to open the Applicant Resubmit Task.

Open the Changemark and Checklist Items and respond to each item by double-clicking in the Applicant Response field.

Upload any additional files requested.

Open the task, select the checkboxes to verify you are complete and click the 'Resubmit Complete' button.



### Step 5: Download

Once the plan review is approved you will get an email with a link to download the approved files.

Select all of the files you want and click the download button.

